Flexible Instruction Days

GILLINGHAM's FID PLAN

NOTIFICATION OF THE PLAN

1. LOCATION OF PLAN: The school will notify the families by including the plan in the school's weekly newsletter, "The Howler." The plan will be on the school's website.
2. STEPS OF NOTIFICATION OF A FID DAY: As soon as the directors of the school determine that a FID will be used on a school day, the directors will inform the "alert team" to do the following:
    a. For Parents: 1. Email alert 2. Text alert 3. Phone alert
    b. For Staff: 1. Email staff a couple of days prior if possible, but at least one day ahead of time 2. Morning Memo 3. Announcement over intercom
    c. For Students 1. Announcement over intercom 2. Emails to parents 3. Morning Memo if applicable

Describe the procedure for instituting a flexible instructional day.

Please make sure that you address the following components in your response:

- Include (if applicable) the use of technology and equitable accommodations for students and professional staff lacking sufficient home access to devices and/or the Internet.
- How will the FID be structured? Explain your daily schedule.
- Which modes of instruction will you implement during the FID?
- Include requirements pertaining to the delivery of services and specially designed instruction, which includes accommodations and modifications for students with special needs or disabilities.

STRUCTURE OF THE PLAN

FID lessons will be sent home in packets. Technology will be a useful tool to assist families/students.

1. Technology
    1. Teachers and professional staff will take their school issued laptops home for FIDs and will have phones to use.
        i. It will be determined by the Tech Staff and administration which professional staff and employees lack sufficient home access to devises or the internet, and they will be issued devices, hotspots, etc., during inservice and the first week of school.
        ii. Teachers will share their school issued emails with their students/families to be accessible on a FID day, and they will have their laptops so that they are available to students/parents through email.
        iii. Teachers who live in remote areas and who struggle with internet access will be issued portable hotspots for phones and laptops.
        iv. Laptops will go home with all employees for FID.

2. Lesson Structure & Content Overview
    1. The students will be assigned 5 packets of work for 5 different FID days.
    2. The packets will be sent home in FID Folders.
    3. Homeroom teachers and the US team create a schedule for the students to follow from 9a-12p.
        - This gives them goals and structure. They may not follow it completely, but it gives them an idea of how long something should take. It gives parents and students "directions" that will help them be successful during those 3 hours.
    4. Students will complete independent classwork for 4 different classes which will include: ELA, Math, Science/History/Citizenship and a FLAMP (French, Latin, Art, Music, PE/Health) class

***The type of work and the steps that teacher will take to prepare, to assess and to take attendance are outlined in the Teachers' Responsibilities section below.

3. Services and Specially Designed Instruction
    1. IEPs/504s with outlined FID accommodations and specially designed instruction will be required to be implemented in the corresponding student packets.
    2. Special Education teachers and classroom teachers will be available to parents and students from the hours of 9am-12pm via the school phone number.

CONTINGENCY PLAN

Following is an alternative method of delivering instruction, should there be issues with student access to the materials and instructors during a flexible instructional day. If a student is absent on the day when the packets were hand delivered, then the packet will be emailed to the parents/guardians, and if technology is an issue for a family, then the student will have 3 days to complete the packet as "make-up work."

MATERIAL DISTRIBUTION

1. Two days' worth of FID materials and resources will be sent home the 2nd week of school.
2. Before term 2, the remaining FID day assignments, materials and resources will be sent home.
3. Parents/guardians will have the teachers' emails and school issued cell phone numbers to reach out if they need anything emailed or explained to them.

SUPPORT FOR STUDENTS & FAMILIES

1. Teacher/staff will provide phone numbers and/or email addresses. (Teachers can create Google phone numbers if they wish.)
2. Parents/guardians will be directed to call the school phone to reach the secretaries who will contact the teachers who will then call the parents/students.

ATTENDANCE

1. The FID will be counted for that day's "rotation day." If the FID falls on a Day 4, then the next day back is a Day 5.
2. Students must submit completed packets to their homeroom teachers the first day back from the FID to be marked as present on the FID.
3. If they do not, then the student is assigned homework and if it is not completed, then they are assigned a homework hour. If they do not attend that, then they are assigned to complete the work during all homerooms and free play until they are completed.
4. If a student was sick on the FID, then a doctor's note or parent's note will be needed, and the packet will be required 3 days later.
5. Absent students on the day that a FID is called:
    a. If a student is absent on the day when the packets were hand delivered, then the packet will be emailed to the parents/guardians, and if technology is an issue for a family, then the student will have 3 days to complete the packet as "make-up work." Teachers will

collect the packets to mark students as either in attendance or absent.

EMPLOYEES & STAFF RESPONSIBILITIES

ALL EMPLOYEES:

- take home their school issued laptops and phones to be available to colleagues, students, parents/guardians, admin and staff by phone (570) 955-3830 and email (on Gillingham's website) from the hours of 9am-12pm (teachers) and 9am-3pm admin staff
- respond within 30 minutes to those parents/guardians and students who reach out to them via phone or email

SECRETARIES:

- oversee the communication between parents/guardians/students with all the employees at GCS: their teachers and special education case managers and paras as well as the nurse, school counselor and admin and tech

ADMINISTRATORS:

- responsible to alert stakeholders of the FID and how it will be conducted along with the supporting emails/phone numbers that students/families will need
- responsible to be available to support and respond to parents, students, professionals, tech, health and office staff at 570-955-3830 or kstaskowski@gillingham.school or nhutchinson@gillingham.school
- w/IT support, determine which professional staff and employees lack sufficient home access to devises or the internet to issue devices, hotspots, etc.

STUDENT SUPPORT

- available to the students and parents and to respond to them within 30 minutes for academic support and tutoring
- return calls to the families/students or email them, depending on the form they request when they speak to the school's secretary

NURSE & COUNSELOR

- available and respond to the entire team and students and families to support their physical and social emotional well-being

STUDENT COACHES

- monitor FID attendance rates of:
  1. all students and
  2. the identified students who struggle with truancy generally throughout the year to identify any FID attendance issue
- identify causes
- implement supports and individualized FID attendance plans with those who "skip" FIDs by not completing their FID classwork

IT & ADMINISTRATION

- ensure that employees' emails are on the website
- determine which professional staff and employees lack sufficient home access to devises or the internet
- issue devices, hotspots, etc.

TEACHERS' RESPONSIBILITIES

1. Homeroom & SPLAM teachers design 5 packets of work for 5 different FID days for the following subjects and grades as follows:

	FID 1	FID 2	FID 3	FID 4	FID 5
K-2	Math, ELA, Science, Music	Math, ELA, Literature, PE	Math, ELA, History, Art	Math, ELA, Science, PE	Math, ELA, Literat, Art
3-6	Math, ELA, Science, Music	Math, ELA, Literature, Latin/French	Math, ELA, History, Art	Math, ELA, Science, PE	Math, ELA, Literat, Music
7-8	Math, English, Science, Music	Math, English, Science, Latin/French	Math, English, Science, Art	Math, English, Science, PE	Math, English, Science, PE
9-12	Math, English, Science, History w/a picture study	Math, English, Science w/copywork, History	Math w/copywork, English, Science, History	Math, English w/copywork, Science History	Math, English, Science, History w/a picture study

2. Homeroom teachers and the US team create a schedules for the students to follow for the 9a-12p time period.
   - Break up the morning with the SPLAM lesson
   - Example:

FID #1
9-9:40 ELA (see instructions)
9:45-10:30 Math (see instructions)
10:35-10:50 Snack and Break
10:55-11:25 PE (see instructions)
11:30-12 Science (see instructions)

3. Relevant independent classwork could be work that is a.) practice or b.) relates to something already taught or the subject matter. It might include:
   - Independent reading and math practice and maintenance…send home books from our classroom libraries
   - Sight words
   - Math facts and computation fluency practice work

- PSSA/Keystone practice
- Science related articles
- Current events (that are balanced politically)
- Local history
- TDA and essay writing practice
- Poetry
- Picture Study
- Story about their composer
- Biographies
- Recitation practice
- illustrated or written copywork
- Latin vocabulary
- PE exercises
- Music copywork or biography

  *Relevant materials and resources will be used. FID days will be days when students will have extra state testing practice and maintenance days of standards and skills. Thus, they are relevant and fresh to students because they'll be activities that the students can accomplish since the skills will have already been taught.

4. Teachers follow IEP/504 accommodations. They can double check assignments for certain students with the spec ed department.

5. Teachers will create FID folders that have the
    1. Schedule
    2. Contact information
    3. Instruction Sheet
    4. Classwork Materials

6. Teachers explain the assignment ahead of time and explain the packets' materials and resources that will be sent home with the students in their FID folders.

7. Teachers will be available to students via email and phone on the FID from 9am-12pm. Try to be available to the students and parents to respond to them within 30 minutes for academic support and tutoring within those hours. Students may not get to the work until afternoon, so if you can be available to them, that will be appreciated!

8. Teachers will collect the FID folder from each student the next day of school to mark attendance on the daily attendance log which is submitted to the attendance officer.

9. Teachers will assess the work to determine the level of participation. If the work is incomplete or inadequate, they will reassign the work to be completed. Poor work or work that demonstrates lack of participation will be returned to the students and assigned as incomplete work to be finished for homework or during homework hour.

10. Students who did not participate during the FID will be reported as having either excused or unexcused absences accordingly. Parents will send in notes if the student could not access the materials because they missed the day it was distributed or because there was a power outage, for example.

11. Students who submit incomplete FID packets will be reported as unexcused absences. Giving credit for completed assignments after the FID will be determined by the teachers. Since we are using assignments as a gauge for participation and attendance, then these assignments will be submitted immediately upon return to school.

12. Students unable to participate due to unforeseen circumstances, such as a localized power outage or an absence when FID folders were handed out, will be be expected to make up the missed assignments, but they will not be considered in attendance on the flexible instructional day. Parent notes will be required and examined by the attendance officer as to whether or not the absence is excused.

SPECIAL EDUCATION RESPONSIBILITIES

1. IEPs/504s with outlined FID accommodations and specially designed instruction will be required to be implemented in the corresponding student packets.
2. Special Education teachers and classroom teachers will be available to parents and students from the hours of 9am-12pm via the school phone number. Try to be available to the students and parents to respond to them within 30 minutes for academic support and tutoring within those hours.

STUDENTS' RESPONSIBILITIES & ATTENDANCE

- Teachers will create FID classwork packets (FID 1, FID 2, FID 3, etc.) that will include instructions for participation, the learning materials/texts, and resources. -Teachers will explain the assignment ahead of time and explain the materials and resources that will be sent home with the students.

- Students will create a FID folder with the teachers prior to the first FID.

- Students will take home the folder, the packet and materials and pencils or other resources required to access the learning.

- On the FID, students will complete the assigned FID instruction packet, and they will reach out to teachers/staff via the school phone number (570) 955-3830 or email the teachers' or staff emails (found on the website and distributed prior to FID) as well as the school admin@gillinghamcharterschool.org if they need assistance.

- Students will submit their work according to the teachers' directions outlined/explained in the packet's instructions.

- Students will complete the FID classwork during the FID. They will reach out to teachers/staff via the phone or email if they need assistance.
- Students will prove that they attended by completing the entire FID instructional packet and by submitting it the next day to their teachers. We will not rely on technology on the FID to "take attendance."

- Teachers collect the FID folder from students the next day of school to mark attendance.

- Teachers will assess the work to determine the level of participation. If the work is incomplete or inadequate, they will reassign the work to be completed. It will be assigned as incomplete work to be finished for homework or during homework hour.

- Students who did not participate during the FID will be reported as having either excused or unexcused absences accordingly. Parents will send in notes if the student could not access the materials because they missed the day it was distributed or if there was a power outage, for example.

- Students who submit incomplete FID packets will be reported as unexcused absences. Giving credit for completed assignments after the FID will be determined by the teachers. Since we are using assignments as a gauge for participation and attendance, then these assignments will be submitted immediately upon return to school.

- Students unable to participate due to unforeseen circumstances, such as a localized power outage or an absence when FID folders were handed out, will be be expected to make up the missed assignments, but they will not be considered in attendance on the flexible instructional day. Parent notes will be required and examined by the attendance officer as to whether or not the absence is excused.

- Students who cannot access the learning because they missed the day that the FID materials were distributed and cannot access it through email on the FID, or because there is a power outage that inhibits them from learning that day, will be counted as "absent." They will need a parent note explaining the reason for missing the FID classwork the next day to excuse the absence.

- Students/families will reach out to teachers/staff via the school phone number (570) 955-3830 or email the teachers' or staff emails (found on the website and distributed prior to FID) as well as the school admin@gillinghamcharterschool.org if they need assistance.

-Students/families will contact the administrators or secretaries if they cannot connect directly with their teachers. They can easily access the school phone number (570) 955-3830 or email the teachers' or staff emails (found on the website and distributed prior to FID) as well as the school at admin@gillinghamcharterschool.org if they need assistance.

- If power outages prohibit the ability to complete the work, parents need to provide a note. Students will be given time to complete the work.