

Elk County Catholic High School & Saint Marys Catholic Middle School

GUIDELINES FOR FLEXIBLE INSTRUCTION

(Due to an emergency closing)

What is a Flexible Instructional Day – It is a school day where the students complete their daily school work out of the school building. It will not require additional make-up days to be needed - or to extend the school year to make up for the emergency closing of school. FIDs are deemed a school day and count toward the number of instructional days/hours required under Article 15 of the Public School Code and Chapter 11 of the state Board of Education regulations.

How will Flexible Instructional Days Work? - When a Flexible/Virtual Instructional Day will be used, an alert message (text message/email and phone call) will be sent from the school in the same manner that a weather related school delay or cancellation is communicated. The message will indicate that the current day will be a FLEXIBLE or VIRTUAL INSTRUCTION DAY

How will students receive their assignments?

Middle School Students: Assignments in English, Literature/Reading, Math, Science and Social Studies and Religion will be posted on **GOOGLE CLASSROOM** by teacher by 9:00 a.m. WORK IN OTHER COURSES MAY ALSO BE POSTED AND STUDENTS WILL BE RESPONSIBLE FOR THAT WORK AS WELL. Middle School students may have been given materials to take home in advance of the FID

High School Students: Assignments for English, Math, Social Studies, Science and Theology will be posted on **GOOGLE CLASSROOM** by 9:00 a.m. WORK IN OTHER COURSES MAY ALSO BE POSTED AND STUDENTS WILL BE RESPONSIBLE FOR THAT WORK AS WELL

When will teachers be available for digital assistance?

Your child's teachers will be available for assistance, via email, from 9:15 p.m. to 3:00 p.m.

What if a faculty member is sick or unavailable, how will that be communicated?

Faculty members may not be available for an FID just as they may be absent on any other school day. If a teacher is unavailable during an FID, parents will be notified. The assignments will still be posted, but the faculty member will not be available to answer questions by email. Any questions students may have will be answered upon returning to school the next day.

What is expected of students?

All students are expected to complete the classwork and homework assigned. **The work that is assigned on an FID will generally be due the NEXT DAY school is in session. Teachers have the flexibility to extend deadlines in extenuating circumstances. Those include, but are not limited to: inability to access online materials, insufficient number of devices in the household, or family circumstances which would prevent the student from completing the work - for example, the student was responsible for the care of younger siblings on the Flexible Instructional Day. The school may ask for a parent to verify these circumstances.**

If a child does not have Internet access or equipment to log on, the child will have one additional school day to make up the assignment and turn it into his/her instructor for full credit. The teacher

may provide students with an offline version of the learning activities and assignments prior to the FID. Or, the student can obtain the assignment in a hard copy version during the next regular school day.

What happens if my child(ren) does not complete the FID assignments?

The student will lose the point value or grade for the assignment. This loss of points could negatively impact a student's marking period grade. Each teacher weighs learning activities and assignments differently. It would be in the best interest of the student to complete the assignments on the day it is assigned.

In addition, a student may be marked absent for that day if the work is not completed.

What if there is only one computer in the house, but multiple children?

High School: Each ECCHS student has a school issued device and will be responsible for accessing the materials sent home on the Flexible Instruction- Virtual Day

Middle School: Students may need to share resources in the home or other locations. Some students may want to work on offline options while others complete online assignments. All students have the ability to request an offline version of the learning activities and assignments on the first day after students return to school.

How does student attendance work?

Parents and/or students will need to report their attendance by 10:00 a.m. on the Flexible Instruction - Virtual Day by responding to the attendance form which will be sent by email, calling the school office at 834-7800 or by sending an email to:wachtterr@eccss.org. Failure to report in will result in being marked absent for the day.

What if my child is ill on FID and cannot complete work?

Write an excuse for the absence as you would any other day they are ill and return it to school with the child. The student would be expected to make up the learning activities and assignments according to school policy as with any other absence.

What if my child(ren) is on a pre-arranged absence?

The student would be expected to make up the learning activities and assignments in accordance with school policy as if it were any other absence from school.

What if my child's work is accommodated?

If a student has a Plan for Accommodations that includes adjustments in work or assignments, the FID lesson should be consistent with those adjustments. Upon return to school teachers will meet with the student to review the work submitted, checking for completion and understanding. If necessary, students will have an additional day to complete assignments.

STUDENT / PARENT INSTRUCTIONS FOR A FLEXIBLE INSTRUCTIONAL DAY

St Marys Catholic Middle School & Elk County Catholic High School

The following should be completed in the event of any Flexible Instruction Day:

1. A Flexible Instructional Day will be announced by 6:00 a.m. that day. It will be communicated as a Flexible Instruction Day using the school notification system by way of voice call, text message and email to parents.
2. Verify the child's attendance by 10 a.m. by responding to the attendance form which will be sent by email, by calling the school office at 834-7800 or by emailing wachtterr@eccss.org. Please be sure to state the child(ren)'s name(s) in the communication. Students may report their own attendance.

Failure to report attendance will result in the child being marked absent and a parent excuse will be required for the absence.

If your child will not have internet access during the FID, please indicate that when reporting attendance if possible.

3. Students should access their schoolwork online:

HIGH SCHOOL STUDENTS: Check your **GOOGLE CLASSROOM** for work from your teachers. This will arrive by 9 a.m. You will be receiving work in the following subject areas: **MATH, ENGLISH, SOCIAL STUDIES, SCIENCE and THEOLOGY**. Work in other subjects may be assigned and students **ARE** responsible for that work.

MIDDLE SCHOOL STUDENTS: Check your **GOOGLE CLASSROOM** for work from your teachers.. This will arrive/be posted by 9 a.m. You will be receiving work in the following subject areas: **MATH, ENGLISH, LITERATURE/READING, SOCIAL STUDIES, SCIENCE and RELIGION**. Work in other subjects may be assigned and students **ARE** responsible for that work.

ALL STUDENTS: All work that is assigned on a FID is generally due **ON THE DAY** students return to school following the FID. Please read the full policy

for how circumstances like absences will be handled. If you do not receive work for a particular subject and you believe you should have, please reach out to the teacher to inquire about work.

If you do not have internet access on the FID, please refer to the policy to determine when the work given on the FID will be due.

Please understand that failure to complete work assigned on a FID may result in a reduction of the student's grade for the current marking period.

4. If students need assistance with school work:

Students that have questions or need assistance may contact their teachers by email. Teachers will be available to respond to questions between 9:15 a.m. and 3:00 p.m.

- 5. What happens if a student has problems with school issued equipment:** If there is a problem with school issued equipment, please contact the principal at schneiderj@eccss.org or at 834-7800. A trouble ticket will be created. If this problem cannot be resolved, it will be handled in the same manner as a student without internet access. Please read the policy to learn more information.
- 6.** Work assigned on a Flexible Instruction Day will be due on the **NEXT DAY** school is in session following the Flexible Instruction Day.