Flexible Instructional Days: Informational Meeting Act 64

Allegheny Intermediate Unit

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Jenn Beagan   Kevin Conner

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http://bit.ly/FlexDaySlides

Agenda:

- **Flexible Instructional Days Website**
- Act 64 Legislation
- District Application Process/Timeline
- Application
  - FID SharePoint Site
    - Access to the site
    - Save your work EVERY 10 MINUTES ROUTINELY
  - Guidance Considerations
  - SharePoint Training
- PDE Follow-up
- Final Items Due

What is a Flexible Instructional Day?

▶ A Flexible Instructional Day (FID) Program is a tool available to public school entities to be used as an alternate approach to delivering instruction if a circumstance arises that prevents instruction in customary manner

▶ Enables the public school entities to meet the 180 instructional day requirement of Section 1501

▶ Used when a day prevents the delivery of instruction in its customary manner or location due to:

  ▶ a disease epidemic,

  ▶ a hazardous weather condition,

  ▶ a law enforcement emergency,

  ▶ the inoperability of school buses or other equipment necessary to the public school entity's operation,

  ▶ damage to a school building, or a temporary circumstance rendering any portion of a school building unfit or unsafe for use

▶ The number of flexible instructional days may not exceed five (5) days per school year

Districts Utilizing Flexible Instructional Days:

- Elizabeth Forward School District – Virtual Instruction Day (VID)

- Seneca Valley School District - Calendar Details

- McGuffey School District - Procedures (Follow the Link for Screen Shots)

- Marion City School District – Google Classroom Site – Completion Sign Off

- Central York School District

  - MOU/ FID IEP Language/ Parent Communications

  - Board Docs

  **Research will help you define your application criteria

General Overview:

- Applications are due to PDE no later than September 1, 2019
    - Including Instructional Exemplars
    - Official Board Minutes or copy of the Resolution along with a signed Board Letter from the Board President - 9/30/2019
    - If submitting a letter and a copy of the Resolution, the official minutes are due 10/31/2019
- Districts should continue to incorporate make-up days in their school calendar.
- Notification to districts whether they have been accepted or denied will be received no later than 11/1/2019
- Accepted applications shall remain valid for three (3) years
- Each year PDE will issue a survey relating to efficacy of FIDS with a return date of June 30 of the same year.

Application Considerations:

- How will you notify students, parents and professional employees that a flexible instructional day is being instituted?

- Will teachers be reporting for a regular day and be available online to assist students via chat or email? How will you make sure they have internet access and devices?

- How will the district clearly delineate strategies for complying with the Free and Appropriate Public Education requirements, including delivery of service during FIDS, and provisions for missed services and/or compensatory time afterwards.

- Will there be an option for parents to drop students off at a building or central location for students to work on curriculum rather than staying home? There is no requirement.

- Will above students receive lunch?

- Will technology be used? If so, how will you accommodate students without internet access or a device at home, or too many children at home for the amount of devices?

Timeline:

- September 1, 2019 – completed FID applications due in an approvable state including assurances, narrative and exemplars.

- Click "Print" to open a read-only, print-friendly view of this form that includes physical signature fields. Please SAVE your changes before you print the form.

- September 30, 2019 – Upload a copy of official minutes or a copy of the resolution presented to Board for approval with a signed letter from the Board president verifying date and results of vote.

  - If submitting a letter and a copy of the resolution, the official minutes must be uploaded no later than October 31, 2019.

  - Application will be marked "Returned" to allow for documentation to be uploaded.

- November 1, 2019 – Notification of acceptance or denial by PDE will be made by this date.

Application Requirements:

- Seven assurances must be designed and submitted along with the application to ensure the FID is a continuation of a regular program of instruction
  - The narrative boxes that follow define in greater detail the Assurances
  - The "Health Services" Assurance is new to this application in compliance with Article XIV
- Six exemplars must be prepared and uploaded in the application to ensure the FID is a continuation of a regular program of instruction
- Narratives should include methods for accommodations and alternate solutions where appropriate (i.e. no tech available, special education, COPPA/CIPA,etc.)
  - If technology is the delivery, consideration needs to address students and teachers unable to access the resources due to lack of power, technology or connectivity (BrightBytes). Alternate solutions could include extended time (Completion Sign-Off Document; Marion City)

Application Prep:

Exemplars must include the following design elements:

- reference standards and sequence,

- establish expectations for instructional outcomes,

- identify opportunities for accommodations,

- list resources to be utilized,

- delineate student participation and

- define evidence of learning

Additional consideration specific to "describing responsibilities for professional staff on a FID" should address staff in these areas: electives/specials, cafeteria, administrative support, para-professionals, etc.

Application Compliance:

▶ Chief School Administrator (CSA) is the only one with access to the FIDS SharePoint site. If you don't already have access, request it by emailing your CSA PA Login username and their email address, to RA-FID@pa.gov

▶ Approval email will go to CSA email address. Additional staff on the email may receive a cc:.

▶ Click on FID SharePoint Home Page then **Login to USER and MUSER** by entering user\paloginusername, in Password, enter your PA Login password. Click **Sign in**.

▶ **REMEMBER: 10 MINUTES TO SAVE!!**

Application:

SharePoint   Donald Martin ▾ ⚙

BROWSE   PAGE

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Flexible Instructional Day Program

Site Contents

To open an application for the Flexible Instructional Day (FID) Program, click on the following:

New Application

Completed FID applications must be submitted no later than September 1, 2019, with assurances, narrative responses, and instructional exemplars as delineated in Act 64.

No later than the third week of September, PDE will change the application status to 'Returned' to allow the Public School Entity to address application deficiencies and to allow evidence of local Board approval of the proposed FID program to be submitted. Permissible revisions will be minor clarifications or explications; incomplete applications shall be denied automatically.

No later than September 30, 2019, applicants must upload a copy of the official minutes OR a copy of the resolution presented to the Board for approval with a signed letter from the Board president verifying the date the resolution was presented and detailing the results of the vote. Application deficiencies must be resolved and included in this resubmission.

NOTE: If submitting a letter and copy of the resolution, the application status will be changed to 'Returned' after September 30 to allow for the upload of the official minutes as soon as possible after Board approval and no later than October 31, 2019.

You will receive notification from PDE that your application has been accepted or denied no later than November 1, 2019.

The following table lists the 2019-2020 FID applications you've saved or submitted. Only applications that are in a Saved or Returned application status can be edited.

2019-2020 Applications

☐ Edit	Public School Entity	Application Status	Contact	Email	Phone	Date Submitted	Date Resubmitted	Modified	Created

There are no items to show in this view of the "Application" list. To add a new   Screenshot alias

Application –Warnings:
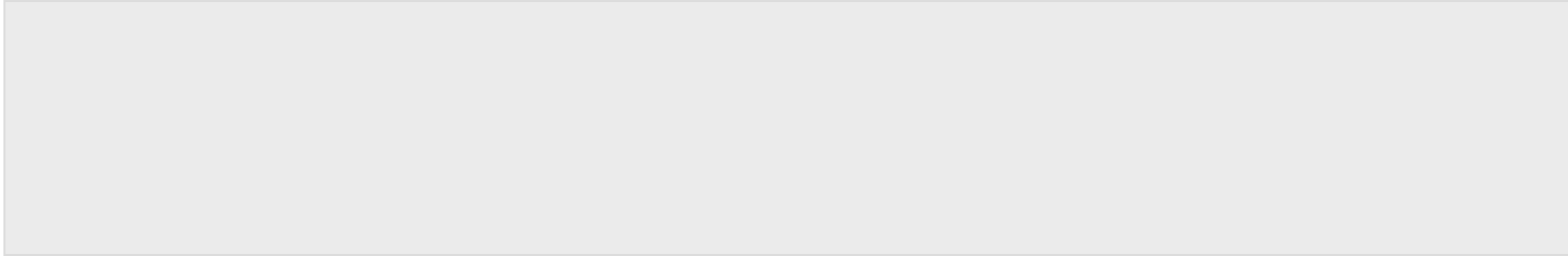
Application – Assurances:

Assurances

Select each box below to indicate your assurance that:

- ☐ Staff, students, and parents shall be made aware of notification procedures prior to the institution of a flexible instructional day and the means of notification shall be fully accessible.

- ☐ Responsibilities shall be agreed upon and expectations shall be communicated to all staff, students, and parents prior to the institution of a flexible instructional day.

- ☐ Attendance shall be strictly enforced in compliance with Article XIII during flexible instructional days.

- ☐ Students shall be provided health services during a flexible instructional day in compliance with Article XIV.

- ☐ Free Appropriate Public Education (FAPE) shall be afforded all students during a flexible instructional day in compliance with the Individuals with Disabilities Education Act (IDEA).

- ☐ Should technology ever be employed during a flexible instructional day, policies and measures are in place to ensure the cyber-safety and security of students accessing online school services and digital resources.

- ☐ Should technology ever be employed during a flexible instructional day, technical assistance and support shall be provided, as appropriate, to ensure access to instruction and resources.
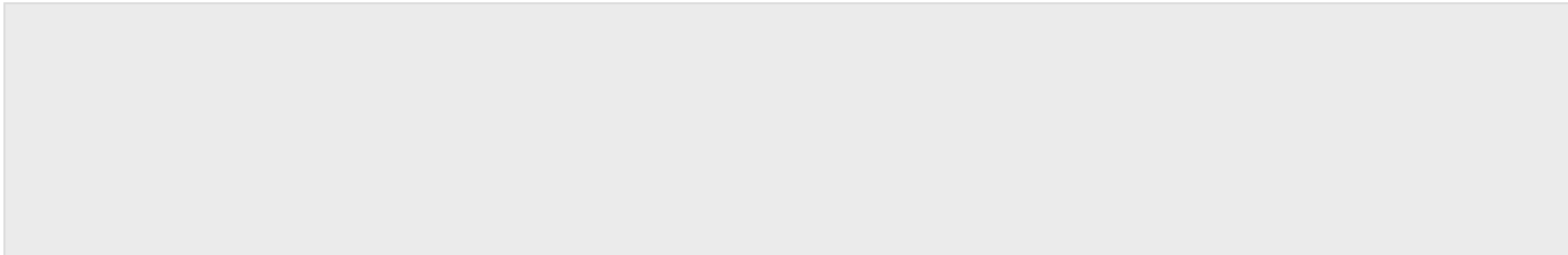
Application – Narratives:

Narratives

Describe the procedure for notifying all students, parents, and professional staff that a flexible instructional day is instituted.
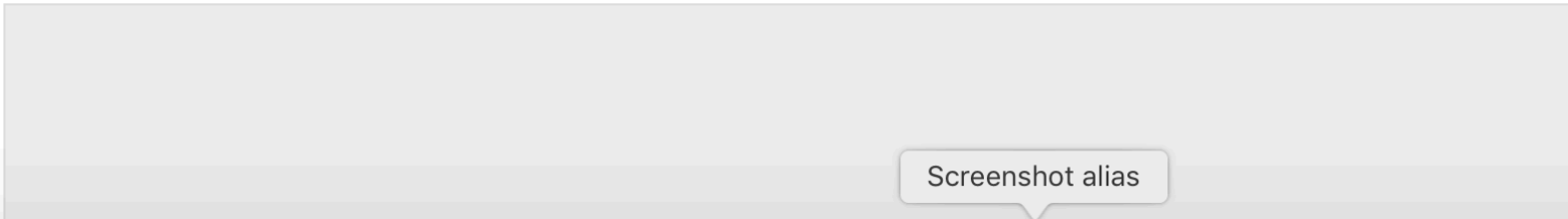
Save

Describe the procedure for instituting a flexible instructional day, including (if applicable) the use of technology and equitable accommodations for students and professional staff lacking sufficient home access to devices and/or the Internet.

Save

Describe the responsibilities of professional staff for a flexible instructional day.

Screenshot alias

Application – Narratives continued:

Describe the responsibilities of students for a flexible instructional day.

Save

Describe the procedure for identifying student participation (i.e., attendance) during a flexible instructional day.

Save

Application – File Upload and PDE Review

File Upload

Upload as *six separate* PDF files named "Appendix [LETTER]_FID19" exemplars designed to progress the learning for all students in support of course objectives and representative of instruction on a flexible instructional day.

- Appendix A: English Language Arts exemplar *(any level within grades K-8)*
- Appendix B: English Language Arts exemplar *(any level within grades 9-12)*
- Appendix C: Mathematics exemplar *(any level within grades K-8)*
- Appendix D: Mathematics exemplar *(any level within grades 9-12)*
- Appendix E: Science exemplar *(any level within grades 9-12)*
- Appendix F: Social Studies exemplar *(any level within grades 9-12)*

Exemplars must include the following design elements: reference standards and sequence, establish expectations for instructional outcomes, identify opportunities for accommodations, list resources to be utilized, delineate student participation, and define evidence of learning.

Upload as *a single* PDF file named "Board_FID19" the official Board minutes evidencing approval of the FID program as submitted to PDE. No later than September 30, 2019, upload a copy of the official minutes *or* a copy of the resolution presented to the Board for approval with a signed letter from the Board president verifying the date the resolution was presented and detailing the results of the vote. If submitting a letter and copy of the resolution, the official minutes must be uploaded as soon as possible after Board approval and no later than October 31, 2019.

Print, sign, and upload as *a single* PDF file named "[Public School Entity]_Signature_FID19" this completed online application. The signature must be that of the Chief Administrative Officer (e.g., Superintendent) authorized to provide assurance of compliance with statutory requirement on behalf of the public school entity.

📎 Click here to attach a file

PDE Review

Do you wish to submit your application for PDE review?

- Click **Save** to save your application and attachments in the FID SharePoint Site for future editing. This will NOT initiate PDE review.
- Click **Submit** to initiate PDE review of your application. You will not be able to edit the application or files once review is initiated.
- Click **Cancel** to exit the application without saving your changes.
- Click **Print** to open a read-only, print-friendly view of this form that includes physical signature fields. Please save your changes before you print the form.

| Save | Submit | Screenshot alias | Print |

PDE Follow Up:

▶ PDE will either "accept" or "deny" applications. They may send back if there are minor revisions or additional information requested (September). Incomplete applications will be denied.

▶ Notification may only come back to CSA so make sure that person is aware to be on the look out for any correspondence.

▶ Make sure you have Board approval by September 30th, complete the letter and upload both. Official Minutes have until October 31, 2019 to be submitted.

▶ Act 64 does contain specific language for a Non-Public School's application process.

Contact Information:

Monica L. Washington
Director, School Services Office
Department of Education
717.783.6746
RA-FID@pa.gov

Jennifer Beagan
Senior Program Director
Allegheny Intermediate Unit
412-394-5825
Jennifer.beagan@aiu3.net

Jill Manczka
Coordinator of Online Learning
Waterfront Learning
412-394-1378
Jill.Manczka@aiu3.net

Kevin Conner
Curriculum and Instructional Technology Coordinator
Allegheny Intermediate Unit
412-394-5760
Kevin.conner@aiu3.net