

MARY OF NAZARETH CATHOLIC SCHOOL

PDE Flexible Instructional Day Program
Act 64 of 2019, Section 1506

Parent/Student Guide (Revised)

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What is the PDE Flexible Instructional Day (FID) Program?

The 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 (e.g., 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) that prevents instruction in customary manner or location.

How do MNCS Flexible Instructional Days (FID) Work ?

Students have three options for completing work during Flexible Instructional Days (FID). Mary of Nazareth Catholic School will provide students with lessons and a tracking form to prove their attendance. It is up to each family to decide which option works best for a student to turn in their assigned work and be counted as attending school that day.

Whichever method is chosen, the students MUST complete all assigned work and have recorded their attendance to be counted in school for that day.

Option 1 - All Digital - Available for Grades 4-8

- Students will turn in all work and attendance forms online.
- Google Classroom will be used for homework lessons.
- The MNCS Flexible Instructional Day login form (located on the school website) will be used for the student attendance. [Digital - MNCS \(FID\) Attendance Login Form](#)

Option 2 - All Paper - Available for Grades K-8

Please note that students in grades 4-8 are encouraged to use the Option 1, but Option 2 - is always available in the event they are not able to complete the lessons in a digital format.

- Students will turn in all work and attendance forms using the FID folders that were sent home with the students.
- Students will follow the instructions in the packets and turn in their completed work, to be graded, the next day school is in session.
- A paper copy of the *Student Flexible Instructional Day Tracking Form* (Appendix B) will be filled out and turned in to the homeroom teacher the next day school is in session. [Paper - Student Flexible Instructional Day Attendance Form](#)

Option 3 - Digital & Paper - Available for Grades K-8

- Students in 4-8
 - Students may use a combination of Google Classroom or paper folders for lessons.
 - Students may use the [Digital - MNCS \(FID\) Attendance Login Form](#) to record attendance or the [Paper - Student Flexible Instructional Day Attendance Form](#)
- Students in K-3
 - Students will do their homework from the paper folders.
 - Parents will use the login form (located on the school website) to log in the student attendance. [Digital - MNCS \(FID\) Attendance Login Form](#)

Student Responsibilities for Flexible Instructional Days

Responsibilities for All Students

- All Students in grades K-8 will complete assigned lessons.
- All Students will log their time and tasks, (Please see the section *How do Flexible Instructional Days (FID) Work?* to choose the best way to log time and tasks for your student)
 - This form is essential for the PDE verification that we are following the rules set for Flexible Instructional Days
 - If students do not complete the lessons and/or do not log their time and tasks, they will be considered absent for the day.

Kindergarten, First, or Second Grade Students

Lessons will be supplied for the following subjects:

- Math
- Phonics
- Reading

Lesson Delivery Method

Students are given a preprinted binder of lessons.

Third Grade Students

Lessons will be supplied for the following subjects:

- English
- Math
- Reading
- Writing

Lesson Delivery Method

Students are given a preprinted binder of lessons.

Fourth or Fifth Grade Students

Lessons will be supplied for the following subjects:

- English
- Math
- Reading
- Writing

Lesson Delivery Method

- Students will access lessons via their Google Classroom accounts.
 - Failure to remember username and/or password is not a reason not to complete the assigned lessons.
 - Students are to use the Offline Binder lessons if they are unable to login to Google Classroom.
- Lessons will be assigned the morning of the FID by 9:00 a.m.
- Students can log in anytime during the day, but all lessons must have a Google Classroom completion time and date of 3:00 p.m. of the FID

Sixth, Seventh, or Eighth Grade Students

Lessons will be supplied for the following subjects:

- English
- Literature
- Math
- Religion
- Science
- Social Studies
- Writing

Lesson Delivery Method 1

- Students will access lessons via their Google Classroom accounts.
- Lessons will be assigned the morning of the FID by 9:00 a.m.
- Students can log in anytime during the day, but all lessons must have a Google Classroom completion time and date of 3:00 p.m. of the FID

Lesson Delivery Method 2

- Students have an Offline Flexible Instructional Day lesson binder.
- Each subject has a choice list. Students will choose ONE of the listed assignments to complete.
- Students will need to turn in their work on the next day Mary of Nazareth is in session to receive a grade for that work.
- Failure to turn in the work can result in a missing or late grade and will adversely affect the students grade for that subject

Mary of Nazareth Catholic School - Student Flexible Instructional Day Tracking Forms (Paper & Digital)

In order to be approved for Flexible Instructional Days, Mary of Nazareth Catholic School had to prove to PERCES, the Diocese of Pittsburgh, and the PDE that we could accurately track teacher and student attendance, tasks, and assignments.

This was accomplished by creating a Google form and a paper student attendance form to track the required information.

Paper Student Flexible Instructional Day Attendance Form [Paper - Student Flexible Instructional Day Attendance Form](#)

How to Use the Online Student (FID) Tracking Form

When a (FID) is announced the Parent/Students will receive the password of the day in an email from the school. The system is password protected to cut down on spam.

Steps to Enter the MNCS Student (FID) Tracking System

- Go to the link (it is also listed on the school website and mobile app): [Digital - MNCS \(FID\) Attendance Login Form](#)
- Enter an email address - Students 4-8 use your school email. Students K-3 - Parents can use their email.
- Enter the password of the day. (Capitalization and spelling count.)
- Enter the current date by clicking on the arrow and selecting a date from the calendar.
- Enter the current time by clicking on the hour field. Enter single digit hours at 01, 02, etc. Click on the minute field and do the same. Choose AM or PM by clicking the arrow.
 - This is the time you "Arrive" at school.
- Click ALL of the classes you will be working on for the FID.
 - Language Arts - (English, Handwriting, Reading [Literature], Spelling, Writing)
 - Mathematics
 - Religion
 - Science
 - Social Studies
- In the last field you will list or explain any lessons you completed for the day and any questions you emailed to your teachers..
 - Remember this is how your attendance is being recorded.
- When you are finished with explanations, press the red SUBMIT button.
- The SUBMIT button records the time you leave for the school day.

What Happens in the Event of a Power Outage or the Student Does Not Have Access to the Internet During a Flexible Instructional Day?

The PDE has taken into consideration unexpected situations such as localized Power Outages or other extenuating circumstances that would interfere with a FID day. They have asked schools to come up with a contingency plan that would be a suitable workaround when digital devices are not available.

Please see the section entitled *How do Flexible Instructional Days (FID) Work?* Please refer to the section Option 2 - All Paper - Available for Grades K-8 and follow these procedures.

How is Attendance Recorded for Students?

Attendance will be strictly enforced by PDE in compliance with Article XIII for flexible instructional days. For reporting purposes, students who did not participate during the flexible instructional day should be reported as having unexcused absences. Paper and digital forms are provided by MNCS to students to log in attendance.

How are Grades Recorded for Students?

All teachers will record grades in Option C for the subjects they teach on a Flexible Instructional Day (FID). Grades have to be entered to show the PDE that students were doing assigned work during the FID day.

- ALL student FID work is graded. If the students choose not to complete the work it will be marked missing in Option C.
- Grades K-3
 - Grades will be recorded in Option C based on the completion of student packets. Homeroom teachers will mark students absent for that day if they have not completed the assigned work.
- Grades 4-8
 - Grades will be recorded based on the completion of student work (Google Classroom by 3:00pm or offline packets)
 - Homeroom teachers will mark students absent for that day if they have not completed the assigned work.
- Teachers are available online via email from 9:00am-12:00pm and 1:00pm-3:00pm to answer any student questions.

Appendix B

Mary of Nazareth Catholic School Student Flexible Instructional Day Tracking Form

This form will be used as a suitable contingency plan workaround when digital devices are not available.

Student Name: _____

Student or Parent Email: _____

Today's Date: _____

Start Time: (hh:mm am/pm) _____

Please check all the subjects for which you have assignments today.

- Language Arts - (English, Handwriting, Reading [Literature], Spelling, Writing)
- Mathematics
- Religion
- Science
- Social Studies

Attach all of your completed assignments to this form and turn it into your homeroom Parent/Student the next day school is in session.

End Time: (hh:mm am/pm) _____

Student Signature: _____

By signing this form, I certify that this information is correct to the best of my knowledge

Parent Signature: _____

By signing this form, I certify that this information is correct to the best of my knowledge