

Lincoln Park Performing Arts Charter School Flexible Instructional Day Procedures

1. Describe the procedure for notifying all students, parents, and professional staff prior to a Flexible Instructional Day being instituted.

The need for a Flexible Instructional Day (FID) at Lincoln Park Performing Arts Charter School will be determined by the school's CEO. The CEO will then utilize the school's mass communication system to alert students, their families, and LPPACS staff members. The mass communication system will send a recorded phone and text message to those phone numbers that have been provided by Lincoln Park families and staff. The mass communication system will also send an email to any guardian email addresses on file. An announcement will be posted on our school website as well as any relevant social media platforms alerting LPPACS families to the Flexible Instructional Day. Staff will be notified by both the mass communication system as well as an administrative email in an effort to remind teachers of the steps and procedures required for a Flexible Instructional Day. Once the staff receives the notification from the CEO, teachers will post the announcement on Google Classroom as an additional notification to students and their families.

2. Describe the procedure for instituting a Flexible Instructional Day.

Lincoln Park Performing Arts Charter School uses Google Classroom as an instructional platform to assist with on-campus instruction. Teachers regularly post announcements and assignments through this platform and students are very comfortable using their school-issued Chromebooks, Gmail accounts, and Classroom both inside and outside of school. Teachers are provided with a laptop. For students, extended time for completing graded assignments is in place should families report connectivity and/or technology issues to the school. Should a student experience a complete loss of Internet connectivity, the printed FID packet will be available at home for the student to submit immediately upon return to school. A survey is sent at the beginning of the school year to both students and faculty in order to assess individual internet connectivity issues and any technology needs at home. Identified issues will be addressed and appropriate resources will be recommended or offered within the first 2 weeks of school so as to ensure all students and staff have their technology needs met at home. Staff will be briefed on all FID procedures and expectations during the beginning of year's teacher In-Service Day #2. Students will be given information during their welcome meeting during the first week of school.

During Flexible Instructional Days, the following procedures will be followed by staff:

Teachers will post an attendance form and the day's class material in their Google Classrooms for each of their scheduled classes. Teachers will either post their FID folder or an applicable assignment or activity. These forms and assignments will be asynchronous so that students have flexibility in completing their work should they experience any connectivity issues due to inclement weather. Teachers will continually monitor student progress throughout the school day so as to adjust student attendance accordingly.

Teachers will report attendance in PowerSchool for their first class between 10:15 and 11:00 AM so that students' daily attendance is recorded. This will ensure a robocall is sent to parents and guardians of any student who has not logged in to begin their FID. Throughout the day, teachers will be required to monitor their Classrooms for student progress and monitor their email for student questions. Class attendance will be recorded based on the attendance criteria outlined in section 3 of this plan. They will provide feedback to students throughout the 8:00 AM - 4:00 PM work day. In the event that a student was unable to log-in to their classes during the FID due to connectivity issues, the student should submit their FID assignment(s) to the office immediately upon return to school. Submission of this assignment on the following school day will result in the student being marked present for the FID. Failure to submit the assignment immediately upon return will result in the student being marked either absent or present according to school policy, ie. doctor's excuse, etc. Students will not be permitted to turn-in a parent excuse for connectivity issues as the printed FID packet is in place to ensure all students are able to participate in the FID. Students will be made aware of this fact and these procedures on the first day of school and packets will be issued within the first week of school for all classes. In the event a student misses the first week of school, the main office will mail printed FID packets to individual students' home addresses. Teachers will be instructed to create FID packets that focus on overarching themes and year-long curriculum goals that will provide relevant student learning.

The Special Education teachers will be required to monitor their email for questions as well as any need for support from students and staff. In order to ensure that Lincoln Park remains a fully inclusive school in all aspects, the Special Education teachers will have access to their students' Google Classrooms, will monitor their students' progress in their classes, and will be available to answer questions via email or video conferencing throughout the Flexible Instructional Day.

3. Provide a Contingency Plan: An alternative method of delivering instruction, should there be issues with the availability of technology or student access to the materials and instructors during a Flexible Instructional Day.

Lincoln Park Performing Arts Charter School is unique in that we serve students from nine different counties throughout Western Pennsylvania. Because of this, on any given day, weather can be vastly different in one area as compared to another. We have always and will always continue to make appropriate accommodations for students during the winter months should roads be deemed impassable or should power outages occur. In the event that widespread power outages are being reported, Lincoln Park will refrain from instituting an FID day and instead, will utilize a traditional Snow Day.

In the event of a Flexible Instructional Day, teachers will post class forms and assignments on Google Classroom allowing for asynchronous instruction so that students have flexibility in completing their work should they experience any connectivity issues due to inclement weather. Because Lincoln Park is a Google School and being that teachers and students use Classroom on a daily basis, the Flexible Instructional Day plan set forth in this document will allow for a seamless

transition to asynchronous learning while continuing to provide relevant materials and instruction to students.

Contingency plans center on the fact students will have access to their school-issued ChromeBooks as these devices are carried between school and home on a daily basis. Teachers will have a folder marked FID in their Google Classroom 'Classwork tab' to be posted on any given FID. This folder will be utilized in the event the teacher experiences a connectivity issue and a supervisor or Department Head needs to post the FID assignment for students. Teachers are also given the option to post an assignment that is more applicable to their current progress in the curriculum so as to create continuity in their students' learning. Teachers have been instructed to keep in mind, when creating their printed and online FID assignment, that students should be able to complete the FID assignment in a reasonable time frame similar to in-person class length.

Two types of online assignments may be posted by teachers for students to show participation in the FID day and in turn to be marked present for the day.

1. "Participation Activity or Assignment" will require students to complete the posted assignment in Google Classroom during the FID in order to be marked present for the day. Grading will be based on completion of these activities and assignments.
2. Graded Assignment: For a student to be marked present for the FID when a graded assignment is given, the student must show reasonable progress on said assignment similar to the progress that would be expected of them if in-person learning were to occur. This could mean that a student is expected to complete a smaller portion of a larger assignment, when applicable. Teachers will post their expectations of student progress for the FID day in the stream so as to remain consistent with daily announcement practices. Students who do not show progress on a graded assignment on day of the FID may still turn in the FID assignment for grading purposes; however, the student will still be marked absent for lack of participation on the actual FID.

Printed FID packets will be distributed by teachers to each of their classes within the first week of school to be taken home with students. Within this packet, instructions for when and how to complete the FID assignment will be printed for student and parent reference. Students will be instructed on when and how to use these packets during the student welcome presentation on the first day of school. Teachers will reinforce these instructions and provide 5 assignments within their printed packet that may be completed on any given FID in which a student would experience connectivity issues. Teachers are instructed to keep the assignment relevant to the year-long curriculum goals of the class and to keep in mind that students should be able to complete these assignments independently and within a reasonable time frame similar to that of an in-person class. Any relevant materials to assist students in completing their assignment should be included in the packet as well.

Students with 504 or IEPs will be asked to complete both online and printed FID assignments based on their individual accommodations. Special Education teachers will be available for these students throughout the FID should they have any questions on their assignments or accommodations. Reasonable accommodations will be made in the event that a Special Education student experiences connectivity issues and/or struggles on a given FID assignment.

Should a parent or guardian express extended concerns with student connectivity, the parent may contact the office via phone or email, and the office staff will remind said parent or guardian that based on connectivity issues, their student should complete the required number of days' assignments within their printed FID packet that students are given the first week of school. Students will be instructed on this fact when the FID packets are handed out as well to eliminate any confusion on the FID day. Printed instructions will also be provided with the FID packet to help communicate expectations to the parents and guardians.

In the event that a staff member experiences connectivity issues and is unable to travel to campus due to weather conditions or applicable circumstances, the teacher will reach out to their supervisor so that the supervisor or head of department staff member can update Google Classroom appropriately. All teachers will have an FID folder uploaded into Google Classroom that is waiting to be posted in the event of an FID day being instituted.

4. Describe the responsibilities of professional staff during a Flexible Instructional Day.

During Flexible Instructional Days, professional staff will be responsible for the following:

Teachers will post classroom assignments and materials to Google Classroom at the beginning of the Flexible Instructional Day. Teachers will report attendance to PowerSchool between 10:15 and 11:00 AM so that students' daily attendance is recorded. Teachers will be required to monitor their Classrooms for student progress and monitor their email for student questions. They will provide feedback to students throughout the 8:00 AM - 4:00 PM work day.

The School Nurse and Guidance Department will be required to monitor their email from 8 AM - 4 AM for questions or concerns from the students, families, and staff.

The Technology Team will be available to both the students and teachers throughout the 8AM - 4 PM school day for any technology related issues.

The office staff will be required to monitor student attendance throughout the day. Voicemails received in the main office are forwarded via email to the office staff. They will regularly check email and voicemails sent via email as students are permitted to report their daily attendance by way of a phone call should they experience connectivity issues.

The administration will be available to address any staff issues throughout the day.

5. Describe the responsibilities of the students for a Flexible Instructional Day.

First, during Flexible Instructional Days, students will be expected to log in to Google Classroom and submit their first class attendance by 10:00 AM. If a student is unable to log in due to connectivity issues, the student must call the main office to report their attendance. This attendance will be marked by the teacher and will be used for the student's daily attendance.

Next, students will be responsible for signing into each of their classes' Google Classrooms and completing corresponding class attendance forms and assignments posted by their teachers. Students will be afforded five days to complete and turn in the Flexible Instructional Day assignments; however, teachers will encourage students to complete their work during the Flexible Instructional Day so as to avoid falling behind. Because Lincoln Park is a 7th-12th grade school and Google Classroom is used daily in the classroom, students will not need additional training on how to mark attendance or access their assignments. Additionally, at the beginning of each school year, we will send information to families regarding expectations for Flexible Instructional Days and will also provide directions for parents/guardians to access Google Classroom and PowerSchool.

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

During Flexible Instructional Days, teachers will post attendance forms in the morning, along with detailed class instructions and assignments in Google Classroom. Teachers will report attendance to PowerSchool between 10:15 and 11:00 AM so that students' daily attendance is recorded and a robocall is sent home to parents indicating whether or not their student has successfully logged in for the FID. Staff will monitor student participation throughout the school day to accommodate possible connectivity issues, allowing students the opportunity to work asynchronously and still receive credit for "attending" the FID online once their participation requirements are met for the day in each of their classes. In the event staff is reporting significant power outages or connectivity issues, teachers may contact the main office to report attendance directly.

Students who experience severe connectivity issues or loss of Internet all together should complete the FID packet according to the directions given at the beginning of the school year and also outlined in the printed packet. As mentioned in Lincoln Park's contingency plan, students who experience connectivity issues and who complete the FID packet in lieu of the asynchronous assignments posted on Google Classroom should turn these assignments in to the main office immediately upon to return to school in order for attendance to be taken accurately for the Flexible Instructional Day.