
DIOCESE OF ALLENTOWN

August 2023

FLEXIBLE INSTRUCTIONAL DAYS

Since 2019, Pennsylvania has allowed for an alternative to the 180 day school day requirement when the school building is prevented from being opened for a variety of reasons. The Flexible Instructional Day (FID) Program is a tool available to be used as an alternate approach to delivering instruction if a circumstance arises when the school cannot be in session for a variety of reasons.

A Flexible Instructional Day is an option for schools only when at least one of the following occurs:

- A hazardous weather condition
- A law enforcement emergency
- The inoperability of school buses or other equipment necessary to the school entity's operation
- Damage to a school building
- Another temporary circumstance rendering any portion of a school building unfit or unsafe for use.

The schools in the Diocese of Allentown with an approved plan may use up to five (5) Flexible Instructional Days along with the three emergency days built into the calendar. Principals should consider when it is a viable option to utilize FIDs, when the community is prepared. Emergency Days are days built into the school calendar and thus unused Emergency Days may be used with permission after April 1, 2023. Flexible Instructional Days are not built into the calendar and may not be used as holidays if not utilized.

Schools should develop a Flexible Instructional Day Plan that is delivered via independent student work that is provided through assignments either in paper/pencil or digital formats, along with designated teacher office hours to provide direct instructional support. Any lessons or activities should support the learning taking place in the classrooms but should not require the students to self-teach new information to complete the assignments.

The FID would require posting the lessons or activities on the school website/learning management system by 9:00 am on the morning of the Flexible Instructional Day. The school must establish a system for designated teacher office hours, ideally scheduled between 11:00am – 12:00pm or 12:00pm - 1:00pm. **Teachers might be available on a zoom link, a communication platform in the Student Information System, or be prepared to respond to an email inquiry, which may involve a phone call to the parent.**

As you will see below, students are to complete the assignments and return to the teacher either directly through email or the Learning Management System, or in-person, within forty-eight hours of the Flexible Instructional Day, or ideally the day after the return to school. Also, students must submit the work to receive credit for the assignments and to be considered present for the purpose of attendance for the Flexible Instructional Day.

For each Flexible Instructional Day, students must receive instruction in each of these content areas:

- High School: English, Foreign Language or alternative six major subject, Mathematics, Science, Social Studies and Theology
- Elementary (K-8): Reading, Language Arts (English), Mathematics and Religion.
 - **Grades 5-8 must also include Social Studies and Science.**
- **Assignments should be 20-30 minutes per subject for the middle school and high school students**
- **For students in the early elementary grades, recommended cumulative time is 1.5 hours for K-2 and 1.75 hours in grades 3-4**
- Students must submit work no later than the day after the return to school, unless there are consecutive Flexible Instructional Days, to receive full credit for any assignments.
- Students who do not complete and submit work within the required time frame will NOT receive credit for the assignments and will be marked absent.

DIOCESE OF ALLENTOWN

Office of Education

Application for Flexible Instructional Day

School Name: St. Jane Frances de Chantal

Principal: Mrs. Marybeth Okula

Will your school use a Packet or an Online Flexible Instruction Day Program? (check one)

Procedures to notify students, parents, and employees of the Flexible Instructional Day Program in general and specifically of the use of the FID when implemented on a particular day.

Principal will contact parents through various communication outlets including: the Parent Alert FACTS SIS system voice and email, and wfmz.com (St. Jane School Closed - Flexible Instructional Day); Facebook.

If you will use a **Packet FID Program**, please describe the procedures for distribution and collection of the materials and assignments.

St. Jane School will have packets available at the school for those who do not have internet access at home which will be distributed the day before a possible FID.

If you will use an **Online FID Program**, please describe the procedures for posting and collection of the materials and assignments.

- **Teachers will post on-line assignments using the school website, Google classroom and/or Remind App. or packets**
- **6th, 7th, and 8th grade Teachers will post assignments with specific due dates on google classroom. Teachers have individual policies regarding incomplete or failed assignments.**

If you are using the Online FID Program, what accommodations are made for students/employees without internet access?

- **All of our students currently have internet access, as do our teachers.**
- **We will, in our letter home to parents, reinforce this expectation and ask parents to inform the school if circumstances have changed.**
- **If a student does not, for example, have access to a printer and a document needs to be printed, the assignment can be emailed/shared to the teacher.**
- **The option of a packet will be offered if a family has no computer or Internet access. A specific timeframe will be communicated to parents as to when they can come to pick up packets at the school.**

What are the students' responsibilities on a Flexible Instruction Day?

- **Students are required to check the teacher's website for directions on how to access required work. This may be through, but not limited to, the school website, Remind, Google Classroom.**

- Students will be expected to have all work completed **within 48 hours of the assignment being given unless otherwise noted by the teacher.** The teacher can provide extra time if necessary, taking into account the needs and SIT plans of individual students.
- Students' work will be graded current trimester grades.

What are the teacher's responsibilities on a Flexible Instruction Day?

- Teachers are expected to post work on their class web pages with specific directions or provide packets prior to leaving school before a FID
- Teachers are expected to answer student/family questions regarding work between the hours of **11:00 a.m. to 12:00 noon or 12:00 noon to 1:00 p.m. via email and Remind or other means that teacher has agreed to.** Teachers will indicate on their specific webpages which time they are available.
- **Teachers will grade and include student work for trimester grades.**

How will you identify student participation for the purpose of enforcing attendance?

- **If a student is sick on FIDs, the parent must submit an email to the teacher and Mrs. Okula. This absence will be recorded in FACTS SIS.**
- An absentee note/doctor's note will be required upon return to school.
- Teachers will ensure that Mrs. Okula is notified of any illness/absences.
- Teachers will notify the principal of any student who did not turn in FID work within the stated 48 hour window. Those not turning in work will be marked as absent, and parents will be contacted.
- Upon return to school, students will still have to complete the work, either during lunch, after school or by the next school day.

Please verify the following subjects will be covered during the Flexible Instruction Day:

Elementary (K-8) Please check to verify. Yes, all of these subjects will be covered X

- Reading
- English - Language Arts
- Mathematics
- Religion
- Social Studies (Grades 5-8)
- Science (Grades 5-8)

This is the plan for St. Jane School

Kindergarten through 2nd grade it is recommended cumulative time is 1.5 hours

Kindergarten will send home a folder ahead of time with different packets, per flex day, and a parent letter so each packet can be completed on the given day of flexible instruction. These packets will include worksheets and/or websites for Math, Reading/Language Arts, and Religion.

First and Second Grade Plans

- Math - First in Math (1st-2nd); Appropriate worksheets; other on-line resources as noted by teacher
- Reading - Wonders
- English/Journal
- Religion -Christ our Life Website
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Grades 3 to 4 it is recommended that cumulative time is 1.75 hours (1 hour 45 minutes)

Third and Fourth Grade Plans

- Math - First in Math 3rd and 4th (may do EdPuzzles)
- Religion Christ our Life website
- Reading - Wonders, Epic
- ELA - Journals

Grades 5, 6, 7 and 8 it is recommended that each subject area is between 20 to 30 minutes.

Fifth, Sixth, Seventh, and Eighth Grade Plans

- Religion - Christ our Life/Google Classroom
- 7th/8th Grade Math - iXL, Formative, Google Classroom, my.hrw.com
- 5th/6th - FIM (5th); my.hrw.com (6th)
- Reading - Wonders or current reading materials - 6th grade; iXL - 7th/8th
- ELA - Google Classroom, Voyages in English;
- Science - Google Classroom (7/8); Discovery Education on-line (6th grade);
Worksheets/Handouts/Assignments (5th)
- Social Studies (7/8) google classroom
- Spanish (6-8) google classroom

Principal Signature

Submission Date

--For Office of Education Use Only--

Date Received	
Date Approved	
Approved By	