Dear Parent/Guardian:

The Pennsylvania Department of Education (PDE) has approved Parkway West Career and Technology Center’s (PWCTC) request to provide up to five Flexible Instructional Days (FIDs) to our students. FIDs will be utilized on days when situations like winter weather or a building emergency require us to close the school. By the implementation of FIDs, we can provide instruction to our students at home, in lieu of the classroom.

The following information is being provided to further explain how the process will work should the need arise for PWCTC to utilize a FID(s).

Students

- Students will leave school with an understanding of and access to work that will need to be completed at home in the event school is closed.

- Students in each Program will be assigned work to be completed using an electronic device or paper/pencil. Students who do not have internet access or an electronic device available at home will be provided paper copies of the assignments and will be expected to complete these assignments during the FID. Students will not be penalized for failure to complete work if sufficient supports have not been provided.

- FID lessons will be designed for students with special needs utilizing respective specially designed instruction, supplementary aids, and services identified in their Individualized Education Plans (IEP). Any related services scheduled during the FID will be rescheduled according to the frequency requirements of the students’ IEP or in make-up sessions during the remainder of the school year.

- Implications for FIDs will be discussed at the students’ annual IEP meeting where the team will consider if particular needs require additional supports due of the nature of a FID and will include those additional supports in the IEP specially designed instruction (SDI) section. An IEP team who determines that a student cannot receive FAPE during an FID through additional support and specially designed instruction (SDI) will be provided the appropriate amount of time for completion upon their return to school.

Access to Teachers

- Your child’s teacher(s) will be available for assistance, via email or the Schoology LMS Messaging, from 7:40 am to 10:25 am and 11:35 am to 2:20 pm during the FID.

- PWCTC assures that all students identified as eligible for special education services will receive the provision of FAPE as described and required in the student’s IEP.

- Students will be provided access to instruction by their teacher in a variety of methods. Paraprofessional aids will be available via a set schedule, providing for virtual interaction with individual students, live lessons, and e-mail correspondence.
Submitting Assignments

We believe that using a FID will enable us to continue the learning of our students during days when the school is unable to open. Students should submit assignments virtually no later than 2:20 pm of the FID. If a student does not have access to an electronic device, they must submit written assignments the next school day.

If we need to close our school in the future, we will continue to notify you via phone, email, website, and social media. These communications will detail that we are using a FID and the day will not need to be made up during the school year.

Please complete the bottom of this form and return to school no later than **Friday, October 11, 2019**. Additional FID information is available by visiting www.parkwaywest.org. If you have any questions or would like paper copies of the additional information, please do not hesitate to contact me at 412-923-1772, Extension 116.

Sincerely,

[Signature]

Dr. Alfred McGivern

---

**PWCTC FLEXIBLE INSTRUCTION DAY PARTICIPATION FORM**
(Please sign and return to PWCTC no later than Friday, October 11, 2019)

1. Does your child have access to a device that can be utilized to access the internet?
   Yes __________ No _________

2. Do you give your child permission to independently, or under your supervision, use these items for instruction that may be provided on a day that causes the school building to close for the day?
   Yes __________ No _________

3. Do you have controls on these devices that will prevent your student from being vulnerable to outside influence, or are you willing to assume responsibility for their internet safety?
   Yes __________ No _________
   • The Schoology LMS is password protected and not vulnerable to outside influence and the students are to remain within those confines while completing school work.
   • If you provide a negative answer to any of the above questions, your child will be provided with a written FID packet. The FID packet will include a hard copy of the assignment for the day. In addition, an FID Attendance Form will be sent home and must be completed and returned.

**Parent/Guardian Signature: __________________________ Date: __________________________**
PARKWAY WEST CAREER & TECHNOLOGY CENTER
Flex Packet Verification

Dear Parent/Guardian:

In order to verify that each student has completed the Flex Pack assignments, a parent or guardian must complete, sign, and return this document for each Flex Packet.

Please complete the following and return the next school day:

Student Name: ___________________________ Grade: ________________

Home School District: ________________________________

PWCTC Program: ______________________________________

PWCTC Academic Course (if applicable): ______________________________

Flex Pack Day Completed: (circle one)  1  2  3  4  5

Parent Signature: ___________________________ Date: ____________

Student Signature: ___________________________ Date: ____________
What is a Flexible Instructional Day (FID)? Flexible instructional days (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. FIDs employ nontraditional strategies to provide a continuation of instruction on regularly scheduled school days when circumstances call for an alternate approach. Parkway West Career and Technology Center was granted approval to participate in the FID Program by the Pennsylvania Department of Education.

How will it work for PWCTC? On days when school can't be in session, the teachers and students will complete their lessons for the day from home. As long as students complete their assignments, they will receive credit for the school day.

So, how does student attendance work? Student attendance will be determined by verification and completion of the lesson and or assignment during the assignment window.

What is expected of students? Students are expected to work on assignments from home as assigned via the Schoology LMS. If a student does not have Internet access or electronic equipment, the student should communicate this with the teacher. Students who do not have the Internet or electronic equipment will be provided with hard copies of the assignment and can turn it into his/her instructor for full credit.

What's the benefit of an FID? It is an effort to address days when school can't be in session, while at the same time attempting to eliminate the need to extend the school year. FIDs will be utilized in lieu of cancelling instruction for the day. Online learning will be part of your child's educational experience and it is our hope that this virtual instruction will provide them with the experience necessary to be successful in future online educational endeavors.

What if I have a student with special needs? The FID lesson will be designed for students with special needs utilizing their program modifications, specially designed instruction and supplementary aids and services identified in their individualized education plans (IEP). Upon return from a FID, teachers of students with special needs will meet with their students to review work submitted, checking for completion and understanding. If specified in the student's IEP, additional time will be granted to complete assignments. Any related services scheduled during the FID will be rescheduled according to the frequency requirements of the students' IEP. On the FID, paraprofessional personnel will be available to answer questions through email or Schoology LMS messaging between the hours of 7:40 am to 10:25 am and 11:35 pm to 2:20 pm. The Special Populations Coordinator will also be available for any parent questions or concerns prior to or after the FID.
Introduction

This guide is designed to help parents navigate the Schoology Learning Management System (LMS) so they are able to help their child complete the work that has been assigned by their teacher(s) on Flexible Instructional Days (FIDs). This document will walk you through step by step where to locate the material for the FID and what each student needs to complete.

How to Access Schoology


2. A Google login screen will load and your child’s Parkway email address needs to be typed in (first name.last name@parkwaywest.org).

   ![Sign in with Google](image)

   Student email address goes here.
   Example: mary.smith@parkwaywest.org

3. The next screen will require your child’s password. They use the same password when they are here at Parkway.

4. Once the password has been entered, they will be taken to the main Schoology Page.
Accessing the Flex Day Lessons

1. Once logged into Schoology, click the “Courses” link at the top of the page.

2. Select the Program or Academic Course that you want to access. Some students will have both a Program (example: Culinary Arts) and an academic class (example: US History I). Remember to check the academic page if you were scheduled to have academics on that day.

3. After you select the Program or Academic Course, you will see folders for each of the nine weeks. You will also see a “Flex Day Lessons” folder at the bottom. Click the “Flex Day Lessons” Folder.
4. Inside the “Flex Day Lessons” folder will be 5 FID lessons, each in a separate folder. When a FID is used, your child will complete only 1 folder’s lesson beginning with Flex Day 1.

5. Click the folder to open the flex day lesson.

6. Inside you will find an instructions page with the day and date. On that page, you will see a message from the teacher instructing the students what needs to be completed for that day’s lesson.
7. Below the instruction page, you will see the learning guide that is associated with the lesson. This document will describe the objectives for the lesson, list new vocabulary, and states how the lesson aligns with standards.

8. Any notes that are associated with that day’s lesson, if applicable, may be posted for the students to complete note packets or use as reference for assignments.
9. There will be an assessment in the folder as well. The assessment will be open for students to complete through the day and will until 2:20 pm.

10. Additional assignments may be posted in Schoology for your child to complete, such as watch a video, post to a discussion board, complete open-ended questions, etc. Each teacher's page will be different, but each instruction page will let your student know exactly what they are to complete and all necessary materials will be posted.