

INTERBORO SD FLEXIBLE INSTRUCTIONAL DAY PLAN

What is a Flexible Instructional Day (FID)

A Flexible Instructional Day (FID) is a program available to public school entities to be used as an alternative approach to delivering instruction if a circumstance arises that prevents instruction in the customary manner.

In May 2021, Interboro received state approval for our District FID plan through June 2024. If, for instance, inclement weather is expected, Interboro could utilize a Flexible Instructional Day to provide remote instruction for students in grades PreK-12 with no impact on the school calendar. The day would be counted by the state as a regular school attendance day. The District may use up to five FID days per school year.

How will the FID day be structured?

The FID will be structured to provide students with a mix of synchronous (live) and asynchronous (independent, offline) learning opportunities based on grade band. Students in early elementary grades may require more adult support than students in the secondary grades.

PreK – 12th grade students will receive their Zoom links and lesson materials through their Schoology course and/or Blackboard Connect (will include email to parent/guardian and secondary students' ISD email addresses and a phone message for parent/guardian).

All Zoom links and instructional materials will be emailed/posted by teachers by 7:30 a.m. (High School) and 8:00 a.m. (KA/Community Schools).

Instructions for Zoom access PreK-2nd Families

1. [Use a Quick Card to log on to a student Chromebook.](#)
2. [Access teacher's Schoology page.](#)
3. [Open Zoom link.](#)

Pre-K and Kindergarten Schedule (devices, quick cards, and asynchronous work will be sent home in advance)

- 9:00 – 9:20 a.m. (Live Session One)
- 9:30 – 9:50 a.m. (Live Session Two)
- 1:00-1:30 p.m. (Asynchronous work; Teacher Available Virtually through Office Hours)

1st – 2nd Grade Schedule (devices, quick cards, and asynchronous work will be sent home in advance)

- 9:00 – 9:30 a.m. (Live Session One – Morning Meeting)
- 9:45 – 10:15 a.m. (Live Session Two)
- 10:30 – 11:00 a.m. (Live Session Three)
- 12:30 – 2:30 p.m. (Asynchronous work)
- 2:00-2:30 p.m. (All 1st-2nd Grade Teachers Available Virtually through Office Hours)

3rd – 5th Grade Schedule (core content only – follow order of a typical day beginning with homeroom)

- 9:00 – 9:30 a.m. (Live Session One – Morning Meeting)
- 9:45 – 10:15 a.m. (Live Session Two)
- 10:30 – 11:00 a.m. (Live Session Three)
- 11:15 – 11:45 a.m. (Live Session Four)
- 12:30 – 2:30 p.m. (Asynchronous work)
- 2:00-2:30 p.m. (All 3rd – 5th Grade Teachers Available Virtually through Office Hours)

6th – 8th Grade Schedule

Students will follow their daily class schedule, accessing live synchronous instruction with their teacher via Zoom. Per class period, teachers will provide a minimum of **20 minutes of whole group instruction** then assign independent work consistent with typical in-person school day expectations ***Regardless of the day of the week that the FID falls, middle school students will follow their DAY 1 schedule.***

- 8:40 AM – 8:55 AM Sync 8th Grade Spanish I for participating students
- 8:55 AM – 9:00 AM Homeroom
- 9:00 AM – 9:20 AM Period 1
- 9:25 AM – 9:45 AM Period 2
- 9:50 AM – 10:10 AM Period 3
- 10:15 AM – 10:35 AM Period 4
- 10:40 AM – 11:00 AM Period 5
- 11:05 AM – 11:25 AM Period 6
- 11:30 AM – 11:50 AM Period 7
- 1:00 PM – 2:45 PM Student completion of asynchronous work

Middle School Teachers will be available through Live, Virtual Office Hours according to the following schedule:

- 12:15 PM – 12:40 PM Counselors, Social Workers, AS, ES, LS
- 12:15 PM – 12:45 PM English
- 12:45 PM – 1:15 PM Math
- 1:15 PM – 1:45 PM Science
- 1:45 PM – 2:15 PM Social Studies
- 2:15 PM – 2:45 PM Special Area Classes

* Special Education Teachers should hold office hours during the assigned time for their content area, be it on their own as the primary teacher or with their co-teacher.

9th – 12th Grade Schedule

Students will follow their daily class schedule, accessing live synchronous instruction with their teacher via Zoom. Per class period, teachers will provide a minimum of **20 minutes of whole group instruction** then assign independent work consistent with typical in-person school day expectations.

- 8:30 AM – 8:40 AM Homeroom
- 8:45 AM – 9:05 AM Period 1
- 9:10 AM – 9:30 AM Period 2
- 9:35 AM – 9:55 AM Period 3
- 10:00 AM – 10:20 AM Period 4/5 or 5/6
- 10:25 AM – 10:45 AM Period 6/7 or 7/8
- 10:50 AM – 11:10 AM Period 9
- 11:15 AM- 11:35 AM Period 10
- 12:30 PM – 2:15 PM Student completion of asynchronous work

High School Teachers will be available through Live, Virtual Office Hours according to the following schedule:

- 12:15 PM – 12:40 PM Deans of Students, Counselors, Social Workers, AS, ES, LS
- 12:40 PM – 1:05 PM English, EL
- 1:05 PM – 1:30 PM Math
- 1:30 PM – 1:55 PM Science
- 1:55 PM – 2:20 PM Social Studies
- 2:20 PM – 2:45 PM World Language, Electives

* Special Education Teachers should hold office hours during the assigned time for their content area, be it on their own as the primary teacher or with their co-teacher.

Delivery of services and specially designed instruction

- Related service providers
 - o OT will hold two handwriting lessons for any student that would like to join. Links will be shared with teachers to add to their Schoology pages. The times will be during student asynchronous times.
 - o PT will send gross motor activities that can be done in the house or in the snow to her students can do during asynchronous times
 - o Behavior Managers and Specialists will run any scheduled groups that they had previously scheduled and sign on to assist with the ES and AS classes during their zoom times.
 - o In school support teachers will send zoom links to students they need to check in with and are regularly scheduled with them during the asynchronous times
 - o Social Workers, counselors, school psychologist will hold any sessions they have previously scheduled and contact any parents for any concerns.

- Speech, EL and gifted services will follow the regular schedule for the day when the FID occurs. Students may miss core instruction to attend their speech, counseling, EL or gifted classes for the day. Providers will also communicate the Zoom link and plans for the day through Blackboard Connect (will include email to parent/guardian and secondary students' ISD email addresses and a phone message for parent/guardian).
- Reading specialists/math interventionists will attend PreK-5 ELA blocks.
- Grades 1-5 Special education teachers will co-teach according to set schedule.
- Counselors, Social Workers, School Psychologists will be available during the contractual day via Zoom scheduled appointments and office hours, phone, and email (7:30 a.m. – 3:00 p.m. at the High School and 8:00 a.m. – 3:30 p.m. at the KA and Community Schools).
- Instrumental band lessons will occur as regularly scheduled.
- Nurses will work on evaluating vaccinations and communicate to parents regarding missing vaccinations needed.

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

- Include teacher and professional/support staff availability (hours, guidance, accessibility (phone, email, skype, etc.).
- Administrators will be available from 7:30 a.m. – 4:00 p.m. through Zoom scheduled appointments and office hours, phone, and email. Administrators will also join live synchronous class meetings throughout the school day through the Zoom Administrator Dashboard and monitor teachers' Schoology pages. Administrators will monitor teachers' timely submission of student attendance.
- The Technology team will be available from 7:30 a.m. – 4:00 p.m. to provide remote support stakeholders through email, phone, remote support tools, and/or Zoom.
 - o Families may submit support requests by email techhelp@interborosd.org
 - o Staff may submit support requests by emailing helpdesk@interborosd.org or using the Help Desk portal: <https://helpdesk.interborosd.org/>
- Professional staff will supply Zoom links through Schoology and Blackboard. Teachers will hold live lessons according to the set time. Teachers have the basic Zoom license which limits meetings to 40 minutes. Teachers may use the same link for multiple sessions but will need to close and open the meeting before the next session. Asynchronous work will be posted via Schoology. Teachers will actively monitor student engagement and submissions to accurately record attendance in the HAC.
- Related Service providers will follow the abovementioned plan for their specific area.
- All teachers will have live, open office hours at their designated time via an open Zoom link and email where students can receive additional assistance in asynchronous work completion or review of content taught during whole group instruction.

Describe the responsibilities of students during a flexible instructional day.

- Students will
 - o Understand how and where to access offline resources (if needed)
 - o Log in to Schoology to access Zoom links and instructional materials
 - o Understand their student schedule
 - o Attend and engage in synchronous class meetings according to their individual schedule
 - o Complete assigned asynchronous work as “exit tickets” and submit in Schoology by 4:00 p.m. on the Flexible Instructional Day or immediately upon return to school (if the assignment was completed offline via paper/pencil)
 - o Attend office hours and/or seek help from teachers via phone/email
 - o Abide by District Acceptable Use guidelines.
- Students who are not present and active during live lessons will be marked as absent.
- Students are also required to complete the assigned asynchronous work connected to the day’s lesson as “exit tickets.” Completed asynchronous work must be submitted in Schoology by 4:00 p.m. on the Flexible Instructional Day.
- Any student who fails to attend the synchronous class meeting and submit their asynchronous exit tickets by 4:00 p.m. on the Flexible Instructional Day will be marked as absent. If the student is experiencing connectivity issues, the parent/guardian must alert the school attendance line and student’s teacher by 9:00 a.m. on the Flexible Instructional Day. The student must submit the assignment to the teacher immediately upon return to school.

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

- Students will join the synchronous class meeting according to their set schedule through the Zoom link received from their teacher (posted in Schoology and distributed via Blackboard). Teachers will utilize the waiting room feature to admit students into synchronous class meetings.
- Throughout the class, teachers may monitor student engagement and participation via Blocks. The remote classroom management system allows teachers to monitor every Chromebook in the classroom collectively or individually including remote learning scenarios; Blocks cannot gain access to a Chromebook’s camera or microphone. Teachers using Blocks will limit their Blocks class to the length of the synchronous session. No Blocks classes will be started during asynchronous time.
- Teachers will assign asynchronous work that corresponds with the synchronous lesson as “exit tickets.” Students will be required to submit this work in Schoology by 4:00 p.m. on the FID. If a student does not submit the assigned asynchronous exit tickets, the teacher will inform the Attendance Secretary who will update the student attendance to unexcused absent for the day.
- If the student is experiencing connectivity issues, the parent/guardian must alert the school attendance line and student’s teacher by 9:00 a.m. on the Flexible Instructional Day. The student must submit the assignment to the teacher immediately upon return to school.

- Students who do not participate in the FID will be marked as an unexcused absence in HAC unless approved documentation is provided to excuse the absence.

2-Hour Delay Start Plan

PreK: *For a two-hour delay, PreK students enter the building at 10:30 a.m. and proceed through their remaining schedule beginning where they would be at 10:30 a.m. If a delayed opening occurs on an “Early Wednesday PD Day,” PreK students will remain in school until 3:00 p.m.*

Kindergarten and Students in Grades 1-8: *For a two-hour delay, Kindergarten and Community School students enter the building at 10:15 a.m. and proceed through their remaining schedule beginning where they would be at 10:15 a.m. If a delayed opening occurs on an “Early Wednesday PD Day,” students will remain in school until 2:45 p.m.*

Interboro High School:

- 9:40 AM – 9:50 AM Homeroom
- 9:54 AM – 10:23 AM 3rd Period
- Continue with regular bell schedule
- Missed Periods (1st & 2nd) would replace 9th & 10th in the next 2-Hour Delay Schedule so that the same classes are not missed. The shortened period (3rd) would stay.