

Flexible Instruction Plan  
Duquesne City School District  
2021 -2022

**All PreK Counts providers** must provide a document that describes their virtual and/or remote programming plans for the continuation of services in the event of an emergency or unexpected center closure that prevents programs from being able to provide in-person programming. OCDEL refers to this plan as *FLEXIBLE INSTRUCTION PLANNING*.

Providers must use the attached OCDEL guidance to develop flexible instruction plans. **Be sure to read the OCDEL guidance, found here via Google link, [PKC Announcement 21-Program Planning and Options for Remote Learning](#) closely and include all necessary components, as this plan is required by PreK Counts and must be approved in advance by our PreK Counts Specialist.**

**Additional Guidance:**

- Family technology needs (hardware, software, and access) should be assessed and efforts made to alleviate any barriers to access no fees may be charged.
- Programs must document the ways family needs were assessed and addressed.
- Programs must include in their plan anticipated methods of informing staff, and families of the potential for activating the FIP.
- Teachers should be developing and monitoring content of 90 minutes per day for virtual learning.
- Content should be delivered using a platform familiar and available to all students and families.
- Content must meet the needs of all students through the use of the Duquesne City's curriculum and address the developmental and learning domains aligned with PA Learning Standards for Early Childhood Education.
- Allowable content includes both:
  - Synchronous: real time; virtual meetings between lead teacher/student(s) in which instruction/learning activities occur (e.g., live read aloud).
  - **NOTE: You must provide synchronous programming for classroom closures. You must then implement daily, synchronous instruction for 90 minutes.**
- Additionally-this plan will only be utilized on severe weather and/or health-related instances occur during the school year.
- Parents will receive a copy of this FIP as well as it will be posted on the school district website.
- PreK Counts Specialist will be notified by the Superintendent by email and/or phone call when the plan needs to be put into place.

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Question	Response
Who was included in the creation and updating of the plan? Clarify any relevant input.	The Superintendent, Principal and PreK Counts teacher.
Describe which program model will you implement in the event of a school closure? (synchronous {90 mins})	Synchronous programming for utilized for classroom closures. Teachers will implement daily, synchronous instruction for 90 minutes.
What digital platform will be used to implement virtual instruction?	Each teacher has their own zoom account.
Describe how the learning content will be delivered? Explain what your chosen model/models will look like in implementation (ie what materials will be used; take home packets; activities; sample 90 minute virtual schedules; lesson plan format, alignment with PA ELS, etc.)	The teacher will be using a zoom platform for 30 minute blocks and if one on one instruction is needed for that day, they will have it and sign up accordingly. Students will have access to the weekly content in a simple bulleted form so families can understand it quickly and efficiently. I will have the district's weekly lesson plan template filled out as well (standards are address in the template) Assignments will be kept to a minimum on Seesaw. Students will also have a "seat" work packet that will be sent home a well with detailed instructions on when and how to complete the tasks.
How will you track student participation and attendance?	The teacher will have a spreadsheet of their name and participation for that day and the day's assignments. I will have an electronic and hard copy of these assignments. I will also be flexible because I know this kind of learning is new to the students and families. I also understand the families may have other children in the household and I don't want these assignments to be a burden for them or for them to take too long to complete.
What formal assessment tool will be used to assess children remotely?	Seesaw used last year and had great success. Seesaw allows me to give feedback and allow students to redo work if necessary.
Describe how documentation will be collected to assess student	The teacher will be able to see their work that is done on Seesaw moments after they complete it

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learning?	and submit it.
How will families be informed about their child's participation and progress during the remote instruction?	Families will be informed using the ClassDojo app. Teachers can share videos, pictures, and messages with families using this app. Teachers can also provide feedback on each of the lessons on Seesaw as well.
How were family technology needs assessed and addressed?	The district has a Request for Assistance process where the teacher can get technology support from the Technology Administer.
How will students, staff, and families receive training in the aforementioned platform?	Teachers will go over the platforms with parents at our orientation and open house. Also if they have any questions or need additional training, teachers will gladly zoom with them or be on the phone with them in the event they need more assistance.
How will you ensure participation plans are flexible enough to meet the needs of <b>all</b> students and families?	Teachers will be lenient on the timeline and give them the amount of time they need ( reasonable amount) to complete the assignments. If they need extra time, they can always reach out to the teachers directly.
Explain your process for notifying families and staff that your district's Flexible Instruction Planning is activated?	The district utilized a One Call system, has the ability to send an email to every parent and will utilize our website and social media platforms. The teacher is in close contact with the parents through Class Dojo.
How will the district ensure children have access to meals when the center is closed?	When the district is closed, the district provides meals at the school for families to pick-up. Notification through One Call, email and social media platforms will be utilized.

**Add**