RINGGOLD SCHOOL DISTRICT

Flexible Instructional Day Program

The Pennsylvania Department of Education has granted Ringgold School District permission to implement Flexible Instructional Days (FIDs). FIDs will allow learning to continue on a day Ringgold School District is closed/cancelled due to weather or other emergency. Schools may use five (5) FIDs per academic year at the sole discretion of the Superintendent or her appointee.

Flexible Instructional Day Q&A

**Question:** How will Flexible Instructional Days (FIDs) be announced?

**Answer:** We will announce FIDs following the same procedures we use for any unscheduled school closure or cancellation. HOWEVER, we will specifically identify it as a Flexible Instructional Day (FID). Ringgold School District will notify families and learners the following ways:

- Ringgold School District Website
- Ringgold School District App
- KDKA, WPXI and WTAE
- Ringgold School District Facebook
- Ringgold School District Twitter
- Automated call to home/cell numbers on record

**Question:** How will attendance be taken?

**Answer:** On days where an FID will be used, students will report their attendance electronically via the District website or through the District App -- and we are making sure to support this process. Step-by-step directions can be found here: [Attendance Procedures](#). In addition, teachers K-12 will review the sign-in procedures with learners every academic year.

**Question:** How do families report attendance if they have limited or no access to a computer or internet?

**Answer:** If children are unable to access the District website or District App, it is preferred that families report attendance to attendance to the following emails:

- RHS: rhsattendance@ringgold.org
- RMS: rmsattendance@ringgold.org
- RESS: ressattendance@ringgold.org
- RESN: resnattendance@ringgold.org

If you are unable to access the Internet, you may report attendance by calling your child’s school at the following number:
Attendance via telephone must be completed by building. If you have children in multiple buildings, multiple calls must be placed. Please be patient, as there may be extended wait times or busy signals.

Any child who does not sign in via the District website/App, email the school or call will be marked absent for the day, and families will be required to provide an excuse. Failure to provide an excuse will result in an unexcused absence.

**Question:** When is the latest a learner can sign in for attendance purposes on a Flexible Instructional Day?

**Answer:** Learners may sign in from the time a Flexible Instructional Day is announced until 10:00 a.m. the day of closure. The official start time for all schools will be 10 a.m.

**Question:** What are the benefits of FIDs?

**Answer:** FIDs will reduce the need to extend the school year beyond already scheduled days. The state considers a FID an instructional day, so each FID counts 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.

**Question:** Can a FID be used outside of a weather issue?

**Answer:** Yes. Flexible Instructional Days can be used for any school-related issue.

**Question:** What school work has to be completed on a FID?

**Answer:** Teachers will post all assignments and class work to Google Classroom by 10:00 a.m., on a FID. Teachers will clearly label this work as a “FID Assignment.” Any assignments made on the Flexible Instructional Day will be due within five school days.

If needed, teachers can provide learners with an offline version of the learning activities and assignments prior to the FID. Alternatively, the learner can obtain the assignment in a hard copy version during the next regular school day. **Either way, learners will have five days to complete the required learning activities and assignments.** (This is to accommodate families with multiple children and/or limited Internet connection capabilities.)

**Question:** What if a teacher is absent?
**Answer:** Google Classroom is consistently used for all learners in grades 5-12 and is typically updated the week prior, as teachers are completing their lesson plans. As a result, learners should be able to access their assignments at any given time. In the unlikely event that an assignment is not available, work will be assigned when the teacher returns to school.

**Question:** What happens if a learner does not complete the flexible instructional assignments?
**Answer:** The learner will lose the point value or grade for the assignment. This loss of points could have a negative impact on the learner’s marking period grade. It would be in the best interest of the learner to complete the assignments within the five day window.

**Question:** What if a learner is on a pre-arranged absence?
**Answer:** The learner would be expected to make up the learning activities and assignments within five days of returning to school from the pre-arranged absence just as if it were any other absence from school.

**Question:** How is a learner expected to complete the activities if they go to daycare or other pre-arranged setting when school is cancelled?
**Answer:** If the learner cannot access the internet or take a paper-copy of the learning activities and assignments to the daycare or other pre-arranged setting to complete that day, the learner would have five days to complete the activities.

**Question:** How much time is my learner expected to take to complete the assignments?
**Answer:** Teachers have designed learning activities and assignments that are equivalent in time to a regularly scheduled class period. Learners working independently on an assignment will likely take less time to complete the assignment compared to a group setting. Teachers will make every effort to assign an approximate time to each activity or assignment.

**Question:** What if the learner wants to complete their work the night before or late in the evening instead of throughout the school day?
**Answer:** FID work can be completed at the child’s convenience and in accordance with the teacher’s outlined deadlines; however, teachers will only be available to assist learners digitally during the school day hours.

**Question:** How will learners turn in assignments?
**Answer:** Where applicable, learners should submit assignments virtually. Submitting assignments the following day is acceptable as well, either electronically or via submission of paper/pencil work.

**Question:** What if there is only one computer in the house but multiple learners?
**Answer:** High School learners are expected to use the district-assigned Chromebooks which may help alleviate the demand on the home computer. Learners also may use
tablets, phones, and most other Wifi connected devices. Some learners may want to work on offline options while others complete online assignments. All learners have the ability to request an offline version of the learning activities if there is advanced notice of a Flexible Instructional Day or on the first day after learners return to school.

**Question:** Will there still be make-up dates built into the District calendar?

**Answer:** Yes, make-up dates will continue to be built into the District calendar. FIDs are an option that may be used in place of cancelling school days. Although this reduces the likelihood of using make-up days, Ringgold School District can only use 5 FIDs a year. As a result, we will continue to include make-up days in our calendar.

**Question:** What if my child has an IEP or a 504 Plan?

**Answer:** FID activities and assignments will be designed for learners with disabilities in accordance with the program modifications, specially designed instruction, and supplementary aids and services identified in their individualized education plans. In addition, special education teachers will be available via email and Google Classroom. Upon return from an FID, teachers of learners with disabilities will meet with their learners to review work submitted, checking for completion and understanding. If needed, learners will have an additional five (5) school days to complete assignments. Any related services (PT, OT, Speech, etc.) scheduled during the FID will be rescheduled according to the frequency requirements of the learners’ individualized education plan.

**Question:** When will teachers be available for assistance?

**Answer:** Teachers will be available from 10:00 a.m. to noon and 12:30 p.m. to 3:00 p.m. Learners and staff will have a break from 12:00-12:30 p.m. for lunch. Teachers will be readily available through their email and Google Classroom to answer any and all questions learners may have -- and will include instructions through any preferred means of communication on the assignment. Although teachers will make every effort to respond to all messages, their priority during this time will be responding to questions about the FID assignment. After assignments are completed, teachers are to grade the assignment and place a grade in their MMS gradebook.

**Question:** How do FIDs affect co-curricular, extracurricular and other on-campus activities?

**Answer:** As with traditional school closures, all District activities will be cancelled for the day. On rare occasions, exceptions may be granted by the Superintendent. These will be announced following our normal procedures for announcing unplanned schedule changes.

**Question:** How will you know whether FIDs are meeting the needs of our learners?

**Answer:** Feedback from parents, learners, and staff will be collected via Google forms after the first Flexible Instructional Day.
**Question:** This is document is full of great information, but: 1) I have questions or concerns that haven’t been addressed; or 2) I am having trouble with one of the processes described above. Who should I contact?

**Answer:** Students and parents can email with questions to fidsupport@ringgold.org. Contact your building principal or the superintendent’s office.