



2023-2024 K-6 Flexible Instructional Day (Virtual) Guidelines

When necessary, students and staff will participate in a Flexible Instructional (virtual) Day (FID) as determined by the superintendent of schools.

For each FID day, students will log on to their teacher's Schoology page to access course materials and complete assigned work. All asynchronous course work for the day will be posted in a "FID Folder" at the top of the teacher's Schoology page by 8:30 am that day. For K-4 students, the "FID Folder" will be in the homeroom course. For students in grades 5 and 6, there will be a "FID Folder" in the ELA course and a "FID Folder" in the math course.

Teachers will post a Zoom link on their Schoology page in the "FID Folder" for **live / synchronous instruction**. All live zooms will begin between 8:45 am and 9:45 am. Please check the "FID folder" in Schoology for the exact start time. K-4 teachers will provide anywhere from 20 to 35 minutes of live instruction. For grades 5 & 6, teachers will provide 15-20 minutes of English Language Arts/Social Studies instruction and 15-20 minutes of Math/Science live instruction. During the live synchronous instruction period, teachers will review the assignments for the day and provide instruction needed to complete those assignments. The remainder of the day will be asynchronous/independent work for students to complete based on teacher instruction. Additionally, students will have asynchronous work from their special teacher for that letter day.

Asynchronous special area work will be posted in that particular special area course folder on Schoology. Special Area teachers will hold a 30 minute open zoom office hour to answer any questions or provide support in completing special area assignments. Finally, any students scheduled to receive gifted, interventions, or other support services that particular day will have specific instructions and asynchronous assignments posted to that teacher's group or course folder.

If a student is **absent**, a parent or guardian should follow the traditional process of excusing their child from school. If you have already submitted an affidavit or previously informed the Attendance Office that your student will be absent you do not need to do so again. Students who are absent will have the opportunity to make up any work missed; students will receive one day for each day absent, just as they would for a regular school day.

If teachers are absent and unable to provide live instruction, students will not be considered absent but should still access their teacher's Schoology page to complete any asynchronous work that may be assigned. Teachers will post a message in Schoology to alert students if they are not available for live/synchronous instruction.

Counselors, Nurses, Psychologists, RTII Coordinators, Reading Specialists, Math Specialists, Gifted Education teachers, Technology Integration Specialist, Speech teachers, Learning Support teachers, and Associate teachers will continue to work with students, staff, and parents as necessary and able in the virtual setting. If a student receives services or small group instruction on that particular day from any of the specialists listed above, please check your Schoology updates and/or group for asynchronous work assignments.

The building will not be open for students to collect materials or items from classrooms. Offices will be open for virtual assistance during regular office hours.

Important Notes:

- Here are [Zoom expectations](#) for students.
- **Teachers will be available to students and parents via email and Schoology message from 8:30am-3:00pm. If you have a question about an assignment or concept, please reach out your child's teacher during these hours. Teachers will reply back during school hours and may set up a brief individual zoom session if a question can not be answered via Schoology message or e-mail.**

- **In the event additional support is needed or technical issues occur**, please reach out to your child's teacher and adjustments will be made to assignment submission deadlines.
- **Students who do not complete the assignments from the virtual day will be marked absent in PowerSchool/Schoology.**
- Any scheduled district assessments (end of unit tests, quizzes, etc.) will be moved to the next in-person day. Students will not take district assessments asynchronously on a FID day.
- Students experiencing technical issues should e-mail or send a Schoology message to their building technology specialist listed below:
 - Shafer Elementary School & Nazareth Intermediate School ~
Melissa Whitman (mwhitman@nazarethasd.org)
 - Lower Nazareth Elementary School & Kenneth N Butz, Jr.
Elementary School ~ Shawn-Kimberly Kocher
(skocher@nazarethasd.org)