

## Flexible Instruction Day Reminder

We would like to provide you with information regarding our Flexible Instructional Day (FID) plan for the 2023-24 school year. FID days may be initiated for different reasons when instruction can not physically take place in the building, such as school testing days or inclement weather. **This year, we are using our first FID day on Wednesday, October 11th** for our students to take their PSAT/SAT tests. Students who are scheduled to take the PSAT or SAT should report to school as usual for this testing day. Students not scheduled to take the PSAT or SAT will participate in school from home under the FID plan. Due to teacher proctor schedules for the PSAT/SAT, teachers will post their availability for virtual office hours on their google classroom pages. As a reminder, we have one traditional snow day built into the school calendar and five (5) FID days available for use.

We will be using an asynchronous FID model this year, which means teachers will post independent assignments and will be available for support, but the work is designed so students complete it independently. As a reminder, FID days count as an official school day so the work assigned on this day is important. Your teacher(s) will communicate specific details with your student(s). We have asked teachers to explain the expectations to your students so they are aware of what to do on FID days and ensure that the students know how to access the applications and communication platforms they will need.

### Teachers will:

- **Post asynchronous lessons to their Google Classrooms by 9:00 AM.**
- **Host virtual Office Hours:**
  - **On School Testing Days:** Teachers will provide their office hours and links on their Google Classroom pages.
  - **On Inclement Weather Days:** Host virtual Office Hours from 10:30 AM-Noon. Links will be available on student Google Classroom pages.
- **Be available to schedule 1:1 appointments:**
  - **On School Testing Days:** Students interested in this should communicate with their teachers by email to set up this support/check-in time.
  - **On Inclement Weather Days:** Teachers will be available for students between the hours of 9:30-10:30 AM and 1:30-3:30 PM.
- Track participation based on the completion of assignments in Google Classroom. All assignments will be due by 8:25 AM on the next school day. Any assignment provided should take students no longer than 30-45 minutes to complete.

### Students must:

- Submit their daily attendance through a Google Form, which will be posted to their grade-level Google Classroom page on the morning of the FID day.. Attendance must be submitted by 11:59 PM to be considered present.
- Complete all coursework as assigned.

Students with IEPs may access Academic Support from 1:30 PM -3:30 PM by accessing the link provided on the Google Classroom page.

Families of students who are unable to participate remotely should contact the Attendance Coordinator via email at [attendance@charterarts.org](mailto:attendance@charterarts.org) to report the absence and provide documentation.

Students that have technology access questions, challenges, or concerns should complete [THIS Google Form](#) found on the Charter Arts [Technology Resource Website](#). Student needs will be addressed in the order they are received by our technology department.

Please keep in mind that if your student's home district is closed for inclement weather and Charter Arts is open, your student will not be penalized for that absence.