

# Flexible Instructional Day Plan

## BAKING AND PASTRY CLASS

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*Hello everyone, the following will be the instructions for possible Flexible Instruction Days due to inclement weather or other various possible reasons why we can't meet here at Steel Center but will still be holding class.*

**Attendance:** Attendance will be taken at both the beginning and ending of the google meets session. To get your attendance for the day you must be logged on with your camera so that I can see you during our session. I will be holding two sessions, one starting at 9 AM and the second at 12:30 PM. Students may attend either session regardless of which class you normally are in here at Steel Center. The session will be run through Google Meets; students will look for an email to their Steel Center Gmail account once they are notified that we will be conducting a Flexible Instruction Day.

**Virtual Meeting Lesson:** Once we have been notified about the Flexible Instruction Day, I will send out an email to your Steel Center Gmail account with the Zoom Link. **STUDENTS, PLEASE LOOK FOR THIS LINK.** The instructional session will last one hour then I will stay on and be available to help for the following hour if needed by any student. Again, the sessions will start at 9 AM and 12:30 PM. We will also be working out of CANVAS for the assignment on these days that go with the instructional lesson from Zoom; there will be a lesson in-person on Monday October 28, 2024, as to how we will access all this information.

**Virtual Office Hours:** I will be available for office hours for at least 1 hour during each session but will be available via email all day; I will also be running each session off the same link so you will be able to "pop-in" for help as well.

**Technology Concerns:** Students will have an easier time with all of this on a chrome book/computer but can access Google Meets via their phone if needed. If you have a technology concern or are unable to log on and join Google Meets due to no internet access at home, please come see me personally before November 22<sup>nd</sup>, 2024, so that I can supply you with hard copies of the assignments. I will send a letter and hard copy resources to the students who cannot attend due to internet access for flexible instruction days.

**Student Name:** \_\_\_\_\_ **Student Signature** \_\_\_\_\_

Do you have any technological concerns?    Yes    No

Concern: \_\_\_\_\_

If yes parent/guardian signature \_\_\_\_\_