

## Continuity of Education Plan

School District	East Allegheny School District
Superintendent	Don Mac Fann
Address	1150 Jacks Run Road North Versailles, PA 15137
Email/Phone	412-824-8012, x4158 dmacfann@eawildcats.net
Website	<a href="http://www.eawildcats.net">www.eawildcats.net</a>

### Goal of Plan

To ensure all students are provided with a level of education that fits their needs. The district will use a variety of methods to deliver each student's education.

To deliver appropriate instruction to students through online learning and paper packets

## Overview of Plan

Teachers will use Google Classroom as their launching point for classroom instruction. Other online instructional forums may be used but must be posted in Google Classroom along with instructions for access. For students who do not have access to technology, paper packets will be provided.

Students will receive instructional content by their classroom teachers through online communication or instructional packets based on the individual need of the student. Classroom teachers will host daily office hours or be available within an hour to ensure that distance learning goals can be met, provide assistance as needed, and communicate regularly with students.

## Expectations for Teaching and Learning

Students will be engaged in the learning activities and complete the activities assigned by their teachers.

Teachers will be assigning activities that will engage students in learning.

Teachers will be communicating with families to offer support while students are completing the activities.

7-12: The expectation for teaching and learning for students in grades 7-12 is that all teachers will create a Google Classroom for each course in which they teach. Teachers will make every attempt to ensure students are logged into their classes. Each teacher will submit weekly lesson plans that address content and standards relevant to the 4th quarter grading period. Teachers and students for grades 7-12 will follow a flexible schedule to deliver instruction. Students will be permitted to complete work at their convenience. Teachers will provide daily office hours from 8:00-9:00 a.m. and 2:00-3:00 p.m. to ensure that parents and students have an immediate response to questions or concerns.

K-6: The expectation for teaching and learning for students in grades K-6 is that all teachers will create a Google Classroom for each course(s) in which they teach. Teachers will make every attempt to ensure students are logged into their classes. Each teacher will submit weekly lesson plans that address content and standards relevant to the 4th quarter grading period. Teachers and students for grades K-6 will follow a flexible schedule to deliver instruction, including but not limited to 30-60 minutes of

Math/Science and Reading/Social Studies, two days a week on opposite days as well as 15 minutes of each special area class, preferably on Friday. . Students will be permitted to complete work at their convenience, but it is recommended that they submit their work within the week. Teachers will not have set office hours, but it is expected that teachers return an email to parents within an hour during the normal working day. It is also understood that teachers have emergency situations that might arise and they will make every effort to respond as soon as possible. It is also noted that there are certain circumstances where a parent cannot email a teacher until the evening. In this case, a teacher should make every attempt to work with the parent that evening if possible or email them back first thing in the AM.

### Communication Tools and Strategies

The district will use robo calls for mass communication efforts to inform parents of district-wide updates. Surveys via email and phone will continue to be used to gather pertinent information relating to online learning. Phone calls will be made on an individual basis to parents who do not respond to surveys or for students who have not accessed Google Classroom. Letters will also be sent via USPS to parents of students who have not accessed Google Classroom. Relevant information will continue to be posted on the district's website as well as the district's Facebook page.

Individual teachers and Administrators will utilize Google Classrooms, Google Hangouts and other communication platforms to communicate with parents.

### Access (Devices, Platforms, Handouts)

Student information and materials will be distributed via electronic means to those who we have confirmed have access. The district currently has 150 Chromebooks. Priority for distribution has been given to seniors and special education students. The district has applied for the Equity Grant and will use the \$74,950, if granted, to purchase an additional 200 devices. Title IV money will also be used to purchase an additional 150 devices. One device per family up to three students will be distributed. Comcast will provide access to the internet free of charge through community hot spots and individual internet service. The platform that will be used to deliver online instruction is Google

Classroom. Teachers may use other platforms, such as Nearpod or SeeSaw, however; Google Classroom must be used as the launching site for all online instruction. For students who do not have access to online instruction, paper packets will be provided to ensure continuity of education. Paper packets of materials will be distributed and collected on a weekly basis at the food distribution sites.

### Staff General Expectations

Teachers will create a Google Classroom for each class on their current schedule. Teachers are to continue instruction based on the 4<sup>th</sup> quarter expectations. They are to focus on the standards based on the vertical viewer on the SAS website to ensure continuity and preparation for advancement into the next grade level content. Teachers will submit weekly lesson plans via Google Docs and will make weekly contact with students who show a lack of engagement in the online learning platform. Teachers will be assigning activities, communicating with families, supporting families and students, and engaging students in learning activities. Administrators will be providing oversight and supervision of the Google Classrooms.

### Student Expectations

Students will be completing assignments, communicating to teachers, and engaging in learning. Students will login to Google Classroom for each class on their current schedule. Students will participate based on the recommendation of each teacher. Students will follow a flexible schedule and will submit assignments based on the timelines set by each individual classroom teacher. Students will reach out to teachers via email or through Google Classroom to ask for assistance.

### Attendance / Accountability

All students will be marked present each day by the building secretary. If a student does not complete a weekly learning packet or if a student does not participate in Google Classroom assignments, the teacher will email the building secretary each week to mark the student as not present.

Daily attendance/assignment completion is not mandatory. We have to provide flexibility for circumstances that students may encounter. Student attendance can be monitored through daily logins to Google Classroom, participating in discussions/chats, and completion of both short-term assignments and long-term assignments (packets or projects).

### Good Faith Efforts for Access and Equity for All Students

During the time of enrichment and review, the district worked to determine the level of access for each student. Working from that information, the appropriate access was determined and adjusted as appropriate. Additionally, during this time, all continuity of education plans from any approved private school was collected and reviewed to ensure the same level of appropriateness for all learners. If the level of access should change throughout the span of this plan, parents and students have been given contact information to communicate their needs, and their method of instruction delivery will be updated.

## Special Education Supports

As a result of the mandatory school closure due to the threat of COVID-19 and CDC recommendations for the need for social distancing, the East Allegheny School District will be providing distance learning through Planned Instruction starting April 6, 2020. During this unprecedented national emergency, the District remains responsible to provide a Free Appropriate Public Education (FAPE) to students with disabilities, and the Department of Education clarifies that providing FAPE must be “consistent with the need to protect the health and safety of students with disabilities and those individuals providing special education and related services to students.”

Students with disabilities will have access to online instructional materials through Remind, Google Classroom, Google Hangouts, Zoom and other supplemental cyber platforms. Related services, including occupational therapy, physical therapy, speech and language therapy and psychological counseling will continue to be provided through direct phone calls, Google Classroom, Google Hangout, and/or Zoom. Your child’s special education teacher and related service providers will contact families to discuss these services. The East Allegheny School District is committed to working with the parents/guardians of our students to provide an individualized continuity of learning plan through the duration of a school closure. The United States Department of Education has emphasized that federal disability laws allow for flexibility where possible in determining how to meet the individual needs of students with disabilities during this time. Due to the change in how instruction is available to be provided at this time, revisions may be necessary for students’ IEPs. Special Education Teachers will contact parents/guardians this week to discuss appropriate and reasonable IEP revisions, given the current conditions. Any modifications of goals, adaptations, accommodations or related services during the mandated school closure will be communicated to parents and documented in an IEP Addendum.

During group services through an on-line platform, it is not possible to ensure student privacy. During virtual group instruction, students’ names and faces may appear on a screen. Further, the virtual group instruction format could provide opportunities for individuals in other student’s households to observe the therapy sessions. As a reminder, the District will not share health and educational information with third parties without written parental consent. A parent letter will serve to notify our families of the District’s good faith effort to provide therapies and opportunities for socialization during this unique time.

The District plans to move forward with providing group virtual services, when appropriate, unless the District receives written notification of a family’s desire to opt out due to privacy concerns. By allowing their child to participate in group virtual services parents agree and understand that their child may be viewed by others in the course of

the delivery of services. If they do not consent, they can contact Dr. Joseph Howell via email at [jhowell@eawildcats.net](mailto:jhowell@eawildcats.net).

Students who are receiving services through 504 Service Plans will also be provided the same implementation of services as students being serviced by Individual Education Plans.

## EL Supports

The instruction delivered by the ESL Program and District ESL teacher will continue for the duration of the school closure. The ESL Program Specialist assigned to the students prior to the closure will continue providing English Language Development instruction to the students via the platforms identified by the school district (ex. Google Classroom, etc.) The curriculum used by the program is available digitally therefore students will be able to continue their progress through the content and standards as they would have previously and online assessment will allow the teachers to track the students' progress. The ESL teacher is available for ongoing support to both the students and their families and will collaborate with the students' classroom and content area teachers to assure that the students are able to successfully transition to remote instruction in all of their subject areas. Support for translation and interpretation will be used where necessary and appropriate for both students and families.

East Allegheny will continue to work closely with the Allegheny Intermediate Unit's EL Program as a Consortium Member.

For the remainder of the 2019-2020 School Year, East Allegheny will offer both synchronous and asynchronous support to our EL population. Instructional goals for synchronous instruction shall be:

- Focus on oral language skills development through social skills and modelling
- Peer/teacher interaction through the use of electronic platforms such as Zoom and Google Classroom tools
- One-on-one teacher interactions by phone
- Negotiated meaning opportunities

Asynchronous instruction will focus upon:

- Literacy development
- Extended time to process and respond

- Extended time to translate words and phrases
- Opportunity to repeat videos and audio as needed for comprehension
- Extended time for teacher/student interaction

Each EL student within the district will have an English Learner Individual Language Learning Plan (EL-ILLP) developed to ensure effective delivery of service. This plan will include ACCESS and other relevant assessment results, student background and history, frequency of ELD delivery, academic strengths, areas of concern, and a list of accommodations required for the student's success.

### Gifted Education

As a result of the mandatory school closure due to the threat of COVID-19 and CDC recommendations for the need for social distancing, the East Allegheny School District will be providing distance learning and/or review and enrichment to all students beginning March 30, 2020. The District will begin Planned Instruction on April 6, 2020. During this unprecedented national emergency, the District remains responsible to provide gifted education services that are appropriate and reasonable in light of current circumstances.

Gifted education students will have access to online instructional materials through Remind Google Classroom, Google Hangouts, Zoom and/or Class DoJo. The Gifted Education Teacher will contact families to discuss these services.

### Building/Grade Level Contacts

K-6 Principal – Sean Gildea [sgildea@eawildcats.net](mailto:sgildea@eawildcats.net)

7-8 Principal – Mark Draskovich [mdraskovich@eawildcats.net](mailto:mdraskovich@eawildcats.net)

9-12 Principal/Assistant Superintendent Betsy D'Emidio [bdemidio@eawildcats.net](mailto:bdemidio@eawildcats.net)



## Resource Links

Additional resources and links can be found on the District website at [www.eawildcats.net](http://www.eawildcats.net)