

CONTINUITY OF EDUCATION PLAN

COVID-19 PANDEMIC SCHOOL CLOSURE PERIOD

GOAL OF PLAN

The mission of the Upper Dauphin Area School District is “to empower our students to be lifelong learners in order to reach their greatest potential.” The Upper Dauphin Area School District wishes to provide a continuity of education for all of its students during the COVID-19 pandemic in order to meet its mission. The UDASD plans to offer our best faith effort to deliver instruction remotely.

OVERVIEW

- On Monday, March 30, 2020, Governor Wolf extended school closures for an indefinite period of time (until further notice) due to the spread of COVID-19.
- According to the emergency School Code changes enacted on March 27, 2020, schools are required to make a **good faith effort** to resume education for students.
- The UDASD plans to provide a phased implementation of its Continuity of Education Plan.
- This phased approach will allow for the UDASD to address the needs of all students through its remote education program.

CONTINUITY OF EDUCATION PHASES

1. **Enrichment and Review Part I (March 30, 2020 to April 3, 2020):** Provide self-driven opportunities for students to sign into the technology tools being used for the remote education program, provide needed printed materials to elementary-aged students, and complete technology surveys of students to identify students who do not have online access or devices.
1. **Enrichment & Review Part II (April 6, 2020 to April 9, 2020):** Provide opportunities for students who lack technology access to obtain assistance, begin rollout of District and building-level instructions for remote education, and distribute any remaining needed materials for high school and middle school students. Enrichment and review activities will occur during this timeframe between students and teachers.

CONTINUITY OF EDUCATION PHASES

3. Planned Instruction with Enrichment & Review (April 14, 2020 until further guidance is issued from Governor Wolf and/or PA Department of Education.): Provide a blended approach of planned instruction (core content areas) with enrichment and review activities based on grade level, subject area, and the individual needs of students.

SCHEDULE

- **Enrichment and Review:** April 1, 2020 to April 9, 2020
- **School Closed:** April 10, 2020 and April 13, 2020
- **Planned Instruction with Enrichment and Review:** April 14, 2020 to the end of the closure period.
- Additional updates will be posted at www.udasd.org/remote-education/

DEFINITIONS

- **Continuity of Education:** Continuing to provide educational services if an emergency occurs and school is closed.
- **Remote Education:** Education completed outside of the traditional setting including online, telephone-based, and at-home education.
- **Closure Period:** The total time period that the UDASD is closed whether by order of the Governor of PA or through order of the Superintendent of Schools.
- **Enrichment and Review:** Enrichment and Review consists of informal activities that reinforce or extend students' prior learning. New standards and skills are not addressed through Enrichment and Review.

DEFINITIONS

- **Planned Instruction:** Planned Instruction is formal teaching and learning similar to that which occurs in a classroom setting. Within this process, teachers use planned courses of instruction of new concepts/skills aligned to grade level standards.
- **Synchronous Learning:** Students and teachers working together and interacting in a digital space concurrently.
- **Asynchronous Learning:** Teachers post direct instruction videos and learning materials online. Students engage with class materials and complete work at their own pace within a given one week interval.

REMOTE EDUCATION TOOLS

- **Google:** The Google platform is a software product that the Upper Dauphin Area School District uses to access various tools such as email (GMAIL), Google Classroom, and Google Drive.
- **Google Classroom:** is a tool that students use to access assignments online, complete the assignment, and turn in the assignment. It can also be used to view videos of teacher's providing instruction.
- **GMAIL:** is a Google tool that students use to access their student email account. This is one way that teachers will communicate with students.

REMOTE EDUCATION TOOLS

- **Google Drive:** is a tool that students use to store files. These files can include Google Docs, Google Sheets, Google Slides, Google Forms, or files that are created outside of google such as photos, videos, or Microsoft files.
- **Zoom:** a video-based tool that allows for video communication between teachers and students. This may include individual assistance such as a paraprofessional providing assistance to a student or group videos where a teacher is providing instruction to an entire class. Please note that other video tools may also be used.

REMOTE EDUCATION TOOLS

- **Telephones:** may be used for communication between teachers and students. This may be needed for students who lack technology or to assist students when video is not needed.
- **Non-Technology Materials:** All elementary students will receive materials to help with their learning including math workbooks, paper, pencils and other needed materials. Middle School and High School students will receive materials if they cannot access assignments online or as determined by individual teachers.

REMOTE EDUCATION ELEMENTARY SCHOOL

Enrichment and Review (March 30 to April 9):

- Using Google Classroom and/or Zoom, teachers will post various activities for elementary students in Grades PreK – 4 that can be accessed online.
- These activities are optional for this week and completion is voluntary.
- The goal of this week is to get students back into a routine of learning following the first two weeks of the school closure.
- Teachers will communicate with students and parents using email and/or Zoom and Google Classroom.
- Teachers may also utilize apps such as Remind that may have been previously used with students and parents.

REMOTE EDUCATION ELEMENTARY SCHOOL

Planned Instruction with Enrichment and Review (April 14th to end of closure period):

- Teachers will be working on prioritizing essential content at each grade level PreK-4 so that lessons are focused on the core content areas of language arts, reading and mathematics followed by science and social studies.
- Special area teachers will develop one lesson per grade level per week to be delivered online.
- Students will interact with their teachers using Google Classroom and a variety of other online resources and video platforms to deliver *asynchronous* and *synchronous learning* environments.
- Teachers are expected to communicate with parents/guardians regularly so that they understand what their child is to be doing and when their child should go online to receive instruction and complete assigned work.

REMOTE EDUCATION MIDDLE SCHOOL

Enrichment and Review (March 30 to April 9):

- Using Google Classroom and/or Zoom, teachers will post various activities for middle school students in Grades 5 - 8 that can be accessed online.
- These activities are optional for this week and completion will not be tracked by teachers.
- The goal of this week is to get students back into a routine of learning following the first two weeks of the school closure.
- Teachers will communicate with students and parents using email and/or Zoom and Google Classroom.

REMOTE EDUCATION MIDDLE SCHOOL

Planned Instruction with Enrichment and Review (April 14th to end of closure period):

- Teachers will be working on prioritizing essential content at each grade level 5 - 8 so that lessons are focused on the core content areas of language arts/reading, mathematics, science and social studies.
- Middle school content area and creative arts teachers will provide approximately 3 hours per week per class of planned instruction (with possible increases in subsequent weeks if the closure extends).
- Students will interact with their teachers using Google Classroom and a variety of other online resources and video platforms to deliver *asynchronous* and *synchronous learning* environments.
- Teachers are expected to communicate with parents/guardians regularly so that they understand what their child is to be doing and when their child should go online to receive instruction and complete assigned work.

REMOTE EDUCATION HIGH SCHOOL

Enrichment and Review (March 30 to April 9):

- Using Google Classroom and/or Zoom, teachers will post various activities for high school students in Grades 9 – 12 that can be accessed online.
- These activities are optional for this week and completion will not be tracked by teachers.
- The goal of this week is to get students back into a routine of learning following the first two weeks of the school closure.
- Teachers will communicate with students and parents using email and/or Zoom and Google Classroom.
- Teachers may utilize apps that already appear on students' District-issued iPads.

REMOTE EDUCATION HIGH SCHOOL

Planned Instruction with Enrichment and Review (April 14th to end of closure period):

- Teachers will be working on prioritizing essential content for each course in which students in Grades 9 – 12 are currently enrolled.
- High School teachers will provide approximately 3 hours per week per course of planned instruction in order for students to earn credits.
- Students will interact with their teachers using Google Classroom and a variety of other online resources and video platforms to deliver *asynchronous* and *synchronous learning* environments.
- Teachers are expected to communicate with parents regularly so that they understand what their child is to be doing and when their child should go online to receive instruction and complete assigned work.

COMMUNICATIONS FROM SCHOOL

- **General Communications:**
 - Sapphire Notification System for important announcements.
 - COVID-19 Updates on www.udasd.org/public-health-information.
 - Remote Education Information and Frequently Asked Questions on www.udasd.org/remote-education.

- **Teacher and Course Communications:**
 - Google Classroom
 - GMAIL (Email)
 - Telephone
 - Zoom Sessions

REMOTE EDUCATION ACCESS

- **Technology Assistance:**
 - Students who lack Internet access have been mailed information about how to obtain access.
 - Students who have Internet access, but lack devices are able to loan a device from the school through its Remote Education Technology Loan Program by signing an agreement on use, care, and return of the device.
- **Students who cannot access Internet** even through the methods provided due to location or financial reasons will be provided with alternative platforms for completing assignments including textbooks, paper-based materials and telephone-based instruction.

STUDENT EXPECTATIONS

GENERAL

- Students are expected to:
 - Check **GMAIL** and sign in to **Google Classroom** each weekday that remote education is in session.
 - View all instructional videos provided by the teacher.
 - Complete all assignments provided by the teacher.
 - Hand in assignments via **Google Classroom** or **GMAIL** depending on the teacher's instructions.
- The District expects all students to engage in the provided learning opportunities daily during the COVID-19 closure.
- Faculty will identify students whom they believe are not engaging academically daily.
- The District will attempt to contact those students in an effort of good faith to support student learning.

STUDENT EXPECTATIONS TIME COMMITMENT

- **Elementary School:** The total assignments for students at the Elementary School are intended to take approximately two hours per day, not including visiting teachers during office hours or obtaining other support.
- **Middle School and High School:** The total assignments for students at the Middle School and High School are intended to take approximately three hours per day, not including visiting teachers during office hours or obtaining other support
- These are general guidelines and the UDASD realizes that some students may take more time and some may take less time to complete assignments.

STUDENT EXPECTATIONS

SENIORS

- High School seniors (Class of 2020) are in a unique situation.
- It is extremely important that all seniors take very seriously the planned instruction for their courses which begins on April 14, 2020, so that they can fulfill the requirements to graduate on June 2, 2020.
- Any student who is in danger of not meeting the requirements to graduate as of the date of the closure received an email from Mrs. Lora Nestor, School Counselor.
 - Mrs. Nestor has contacted those students and their parents to alert them to this situation and remind them of turning in missing assignments.
 - Once third quarter grades are calculated by April 7th, it is possible that additional seniors may be at risk academically.
 - Mrs. Nestor and the teachers will contact students to ensure that they and their parents are aware of what work will need to be done and/or credits recovered in order to fulfill the requirements for graduation by the end of May.

ATTENDANCE AND ACCOUNTABILITY

- In an effort of good faith, the District will attempt to take attendance on a daily basis.
- Faculty may record attendance information for their classes within the Sapphire Student Information System.
- Attendance for some students may include signing in to Google Classroom, Zoom, and participating in and completing online assignments.

GOOD FAITH EFFORT ACCESS AND EQUITY

- UDASD will make a good faith effort at Free Appropriate Public Education (FAPE) and equitable access.
- UDASD will provide appropriate learning activities for students.
- UDASD faculty will collaborate with all parties with a vested educational interest regarding instructional delivery and lesson execution.
- UDASD will investigate and determine whether newly introduced apps/platforms are accessible to a child based on the child's unique needs.
- UDASD will maintain communication with families to the best of staff ability.
- UDASD will follow guidance from the USDE, PDE, and Governor Wolf.

SPECIAL EDUCATION

- The UDASD will make a good faith effort to provide Special Education services and supports with as much fidelity as outlined in the Continuity of Education Plan allows.
- The UDASD will issue Notice of Recommended Educational Placements (NOTREPs) or Prior Written Notice to families currently receiving special education services.
- IEP/ER/RR meetings will be rescheduled/adjusted to support remote attendance and will continue to occur to ensure compliance.
- The IEP team will collaborate with families to determine priorities in the home and assist as appropriate.

SPECIAL EDUCATION

- Teachers will work collaboratively with the parents/guardians to create student schedules that integrate IEP goals including related services to the extent possible in the changed setting. This includes the transition section of the IEP, behavior plan, and SDIs.
- UDASD will follow PDEs guidance on all Special Education Timelines and processes as related to Continuity of Education Plans
- UDASD is encouraging families to work with their child's Case Manager and IEP team related to concerns with FAPE and the IEP.
- The Director of Special Education and Student Services, Heather Haupt, is available to support as needed through this process. You can email her at haupt@udasd.org.

ENGLISH LEARNER SUPPORTS

- UDASD will work in collaboration with CAIU 15 in order to meet families' unique needs including any documents or district communications that need translation.
- Our EL teacher will work with the district EL Supervisor and the teachers to determine where support is required for EL students.
- The EL teacher will provide instruction and support based on the students' needs using the best communication method for each student and family.
- CAIU will be available for parent questions via email or phone.

STUDENTS WITH 504 PLANS

- As the anniversary dates for 504 Plans arrive, updated 504 Plans should be completed via Zoom or phone conferences facilitated by our school counselors.
- To the extent possible, teachers should continue to provide the accommodations outlined in a student's 504 plans.

GIFTED EDUCATION

- The UDASD will make a good faith effort to provide Gifted and Enrichment services as outlined in the Continuity of Education Plan. GIEP meetings will be held to support remote attendance and will continue to ensure compliance. Any GIEPs that did not occur during the Governor mandated closure will be rescheduled to occur as soon as possible.
- The teachers of the Gifted and Talented will be collaborating with general education teachers to provide enrichment opportunities for students. The students will utilize Google Classroom to post assignments, resources, and activities. Zoom will be used to conduct meetings with students as needed.

GIFTED EDUCATION

- Questions or concerns regarding a student's Gifted IEP should be first addressed to the student's Gifted Education teacher for response. If further information or assistance is needed, please contact Heather Haupt, Director of Special Education and Student Services at haupt@udasd.org

DISCOVERY EDUCATION

- Discovery Teachers will set up a classroom within Google Classroom for their discovery groups.
- Discovery Groups will perform activities related to the Discovery Education program as part of this classroom.

MENTAL AND EMOTIONAL HEALTH

- Online Resources:
 - [Fred Rogers Center - Talking to Young Children about the Coronavirus](#)
 - CDC: [Talking to young children about coronavirus](#)
 - PBS: [How to Talk to Your Kids About Coronavirus](#) (with PBS Kids Videos and shows that discuss handwashing)
 - [NASP](#): Talking to children about COVID-19.
- Email your child's Guidance Counselor if your child is experiencing difficulties and they will get back to you.
- Children may reach out to their Discovery Teacher or other school staff through GMAIL if they need additional assistance.

GETTING HELP

- For questions specific to a specific course, please contact the teacher of the course.
- Dedicated Webpage: www.udasd.org/remote-education/
- Includes:
 - Office Hours and Contact Information for Teachers and Administrators
 - Instruction Sheets and Videos about Remote Education Tools
 - Links to additional resources
- General and Technology Questions:
 - Email: udawebadmin@udasd.org
 - (717) 362-6555