

DRAFT Continuity of Education Plan COVID 19 3-26-20

School District	North East School District
Superintendent	Dr. Michele S. Hartzell
Address	50 East Division Street
Email/Phone	mhartzell@nesd1.org (814) 725-8671
Website	www.nesd1.org

Goal of Plan
To make a good faith effort to provide on-going planned instruction that is aligned to grade level standards for all North East School District students during the COVID-19 school closure not to exceed forty-five days to begin on Monday, March 30, 2020.

Overview of Plan
<ul style="list-style-type: none"> <input type="checkbox"/> Continuity of Education: To be able to offer Continuity of Education as defined by PDE “any educational practices that occur in the event of a prolonged school closure. It is important that students have the opportunity to maintain and develop skills while away from the customary school environment.” <input type="checkbox"/> Utilize Planned Instruction: Use the district’s Google Classroom virtual platform to offer Planned Instruction through on-line teaching and learning. <input type="checkbox"/> Teachers will use planned courses of instruction of new concepts/skills aligned to grade level standards. <input type="checkbox"/> Teachers assess the learning of their students and make adjustments to instruction based upon student progress. In order to receive grade and credit, students must attend regularly and complete the course requirements. <input type="checkbox"/> District sent out parent survey and will be evaluating what students may need technology at home. <input type="checkbox"/> The district will continue to identify families that have no access to internet and/or do not have a Chromebook or device and will provide during this time. <input type="checkbox"/> Administration will plan for students without access to Google Classroom, internet, or device and provide alternative lessons that align with the virtual platform <input type="checkbox"/> Use Google Classroom for teaching and learning. All classrooms to be set up by Thursday, March 26, 2020 <input type="checkbox"/> All communication will be completed using the Google Classroom platform/Zoom

Expectations for Teaching and Learning

- First and foremost, be available for your students and parents
- Utilize the Google Classroom for teaching and learning
- Create student classrooms
- Contact each student in your Google classrooms to ensure they are included and communicating with you in your classroom
- Work with building administration and district administration to ensure access for all students
- Communicate with building administration students that may need alternative platforms such as lessons printed
- Communicate with your aides and assign them one on one meetings and/or small groups
- Keep an open pathway for your special education teachers to help you with students who are struggling
- Plan on attending department meetings with your building administrators via Google Meets platform
- Set office hours for student and parent access
- Skill Work: provide instruction aligned to state standards as you normally would through Google Classroom
- Do the best you can to provide resources, videos, and activities that students can complete using Google Classroom
- If you have a student with an IEP, work with SPED teachers to provide accommodations: communicate with the special education teachers, be available, use instructional aides to help **(SEE SPED BELOW from Brianne Hodges)**
- Fluency: send passage out: students video tape themselves and send back
- Site words: send list out, students' video themselves and send back
- Writing: send prompt out and have return finished product
- Share ideas with each other

Communication Tools and Strategies

- Google Meets/Google Calendar meetings**
 - View videos of how to set up Google Classroom – emailed to all staff - Share Drive
 - Google Classroom/Google Meets will be the platform for all virtual meetings
 - Go to your Google Waffle, select meets, schedule meeting
 - You can also set up video meetings utilizing your Google Calendar, select date and time, select video, invite students
 - Set up Google Classrooms by Thursday, March 26th. If you have questions, contact Tyler Wilson @ twilson@nesd1.org or your building administrator(s)

- All communication will be completed using the Google Classroom platform/Zoom
- Coordinate with administration for students without access to Google Classroom
- Google Voice to communicate with families that do not have access to internet

Access (Devices, Platforms, Handouts)

- District sent out parent survey and will be evaluating what students may need technology at home since many parents are now working at home
- Provided devices to students who needed one during this time, distribution dates
 - March 25, 26, and 27
- Will provide packet of lessons to any family that does not have access to internet, device, or hot spot as requested
- Created a WiFi hot spot on the campus in the Elementary Center parking lot which is accessible seven days a week from 9:00 a.m. to 9:00 p.m.

Staff General Expectations

- What is the teacher's role in online instruction?**
 - First and foremost, be available for your students and parents
 - This is new for all of us; don't stress, take each day one at a time
 - Skill Work: provide instruction as you normally would through Google Classroom
 - Do the best you can to provide resources, videos, and activities that students can complete using Google Classroom
 - If you have a student with an IEP, work with SPED teachers to provide accommodations: communicate with the special education teachers, be available, use instructional aides to help ***(SEE SPED BELOW from Brianne Hodges, Special Education Supervisor)***
 - Fluency: send passage out: students video tape themselves and send back
 - Site words: send list out, students' video themselves and send back
 - Writing: send prompt out and have return finished product
 - Share ideas with each other
- Document Everything**
 - Keep track of every communication you have with parents
 - Keep track of every communication you have with students
 - A daily log of events may be beneficial for future purposes
 - Meetings with students/parents can be recorded with consent

Student Expectations

Students

- Communicate with their teacher through their Google Classroom account to ensure they are included, accept teacher invitation to the classroom
- Contact teacher, principal, or district if they need help accessing technology or need additional supports – helpdesk@nesd1.org
- Keep learning space free from distractions (cell phones, video games, TV)
- Set daily routines
- Designate a space specifically for learning
- Attend Google Meets sessions
- Complete and upload assignments by the due dates
- Log into their Google Classroom daily
- Communicate with their parent/guardian, teacher, building administrator if they need help

Attendance / Accountability

- Attendance will be taken by pulling daily grade level log-in reports from our North East School District student log-in database
- Teachers will record weekly assignments that students complete
- Students that do not have access to any internet will document their daily activities on their home assignments
- A best effort will be made to make a phone call and/or home visit by district personnel for any student that has not had communication with their teacher

Good Faith Efforts for Access and Equity for All Students

- We are providing technology devices (Chromebooks) if needed
- Provided a list of free internet resources (included below with academic resources)
- Plans in place to provide supports for special education, gifted, and EL students
- Providing seven days a week access to WiFi from 9:00 a.m. to 9:00 p.m.
- A best effort will be made to make phone calls and/or home visits by district personnel for any student that has had no communication with their teacher

Special Education Supports

- US DOE FAPE GUIDANCE 3-21-20:** *“To be clear: ensuring compliance with the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act (Section 504), and Title II of the Americans with Disabilities Act should not prevent any school from offering educational programs through distance instruction...As noted, students must have access to the same opportunities as the general student population, including the provision of FAPE”* (Betsy Devos-USDOE).

- SPECIAL EDUCATION**

- Instructions will be provided by Brianne Hodges, Special Education Supervisor
- <https://www.controlaltachieve.com/2016/10/special-needs-extensions.html> (Google add on link)

Special Education Teacher Responsibilities:

- Review IEPs for SDIs and related services that will need to be implemented while online
 - Related service providers (OT, PT, Speech) coordination
 - Coordinate Aides

Co-Taught Classes

- Special education teacher is added to Google Classrooms for classes they co-teach
 - Special education teachers may also be added to non-co-taught classes in which they are case manager for students in order to monitor accommodations
- Special education teacher monitors assignments in classes and may (for special education students only):
 - Adjust & modify assignments
 - Provide additional accommodations
 - Provide guidance in completing assignments through Google Hangouts arranged between student and teacher
 - Any assignment adjustments or modifications will be communicated directly to the student, parent, and regular education teacher and documented by the special education teacher
- Check in on student progress - make contact if needed
- Frequent communication with regular education teacher to discuss planning and accommodations

Pull-Out Classes

- It is recommended to create a Google Classroom for any pull-out classes you may have
 - Small group remediation
- Keep track of instructional time so it matches IEP

Behavior Plans/Emotional Support

- Elementary Emotional Support will be its own Google Classroom
- Emotional Support teacher will provide daily check ins on behavior, much like daily check ins conducted in the classroom
- Emotional support teacher will provide social skills lessons following time requirements stated in ES student IEPs
- Non-emotional support students with behavior plans will be monitored through their Learning Support teachers
- Can be part of regular check ins with the family

Communication

- Send out a preliminary email to all parents on your caseload
- Set up method of frequent communication
- Plan for students without access to Google Classroom

Documentation

- It is **vital** that you document all efforts made to provide FAPE.
- Special Education Supervisor will be providing a Google Doc to record

IEPs

- Will be held via Google Hangouts or phone
- All team members need to attend or have waiver created

Evaluations/Reevaluations

- All new requests for evaluations should be directly forwarded to Special Education Supervisor
- No new evaluations will be started until the school is reopened.
- Record review evaluations/Early Intervention evaluations will proceed as normal with meetings conducted via video/phone.
- All evaluations requiring face-to-face testing will be suspended until school is reopened.
 - Letter sent out 3/23/20 altering parents.

504 Plans

- All 504 plan accommodations will continue to be provided to the greatest extent possible via an online medium.
- Any new requests for a 504 plan should be directly forwarded to Special Education Supervisor

EL Supports

- Utilizing the co-teaching model where the EL teacher is co-teaching with regular education teacher through the Google Classroom
- EL teacher through the IU5 will be providing additional supports to these student
- All other education will be in align with and follow the district plan for all students

Gifted Education

- Gifted students will be provided with additional enrichment activities to support their GIEPs.
- Teachers will collaborate through the Google Classroom
- All other education will be in align with and follow the district plan for all students

Building/Grade Level Contacts

High School: 9-12	Dr. William Renne – wrenne@nesd1.org Mr. Nathan Otis – notis@nesd1.org
Middle School: 6-8	Mr. Greg Beardsley – beardsle@nesd1.org Dr. Steve Karns – skarns@nesd1.org
Intermediate: 3-5	Mr. Brian Emick – bemick@nesd1.org
Davis Primary: K-2	Dr. Jenny Ritter – jritter@nesd1.org
Special Education: K-12	Mrs. Brianne Hodges: bhodes@nesd1.org
Technology: K-12	Mr. Tyler Wilson – twilson@nesd1.org Mr. Peter Zielinski – pzielinski@nesd1.org
Superintendent:	Dr. Michele S. Hartzell – mhartzell@nesd1.org
Admin. Assistant to Superintendent:	Mrs. Shelley Allen – sallen@nesd1.org

Resource Links

RESOURCES (Parents)

- ❑ On website via administration as well as Facebook
- ❑ ALL resources below from administrative team below can be accessed at one site created by our AmeriCorps teachers:
 - ❑ <https://sites.google.com/view/northeastonlineresources/home>

(see above link)

ELA (Reading, Writing, Spelling, Vocabulary, Composition, Literature)

- Reading Eggs [K-3] [www.readingeggs.com]
- Scholastic [www.classroommagazines.scholastic.com]
- StoryBird [www.storybird.com]
- Study Island [2-12] [www.studyisland.com]
- newsELA [<https://newsela.com/>]

MATHEMATICS

- Math Seeds [K-2] [www.mathseeds.com]
- BrainPOP [www.brainpop.com]
- CoolMath [www.coolmath.com]
- Legends Of Learning [www.legendsoflearning.com]
- Khan Academy [www.khanacademy.org]
- Study Island [2-12] [www.studyisland.com]
- GoMath! [<https://my.hrw.com/>]

SCIENCE

- BrainPOP [www.brainpop.com]
- Legends Of Learning [www.legendsoflearning.com]
- Mystery Science [www.mysteryscience.com]
- Defined STEM [<https://app.definedstem.com/students>]

SOCIAL STUDIES

- Scholastic [www.classroommagazines.scholastic.com]
- newsELA [<https://newsela.com/>]
- Wonderopolis [<http://www.wonderopolis.org/>]
- National Geographic [<https://www.nationalgeographic.org/education/classroom-resources/>]
- Library Of Congress [<http://www.loc.gov/teachers/>]

SPECIALS/ELECTIVE OPPORTUNITIES

ART

- We strongly encourage students to color, draw, and craft projects of interest.

LIBRARY/MEDIA SCIENCE

- <https://www.nsteens.org/> (Internet Safety resources, videos games, free)

- <https://www.common sense.org/education/digital-citizenship> (Internet Safety resources, reviews everything)
- <https://www.fbi.gov/resources/parents> (internet safety resources)
- Be Internet Awesome (Internet safety, gamified, curriculum available),

MUSIC

- We strongly encourage parents to consider practicing an instrument or singing songs with their child(ren) at home.

HEALTH/FITNESS

- As shared by the PA Department of Health, children are “encouraged to play outside, go for a family walk, ride a bike, etc.

FAMILY/CONSUMER SCIENCE

- We strongly encourage families to engage and interact with their child(ren) at home in the areas of daily living, including cooking, cleaning, and other living skills.

WORLD LANGUAGE

- Students are able to practice world language skills via www.duolingo.com.

DIGITAL ONLINE TOOLS

- www.google.com
- www.youtube.com
- www.pinterest.com
- www.teacherspayteachers.com
- www.common sense.org
- www.si.edu

Guide to Internet Service during New Coronavirus (COVID-19) Outbreak

1. High Speed Internet Providers

<https://www.highspeedinternet.com/resources/internet-guide-during-coronavirus-outbreak>

2. Keep Americans Connected

Every internet provider that has signed the [Keep Americans Connected Pledge](#) has also opened up their Wi-Fi hotspots for free public use.

3. EveryoneOn (a search engine to help people find low-cost programs in their ZIP code)

<https://www.everyoneon.org/>

4. Best Internet Providers in Pennsylvania

<https://www.whistleout.com/Internet/Guides/best-internet-providers-in-pennsylvania>

5. Comcast Xfinity WiFi Hotspots

<https://wifi.xfinity.com/>

DRAFT CALENDAR

APRIL

**Board approved calendar will stay in place if students return to school*

Sun	Mon	Tue	Wed	Thu	Fri	Sat
9	30 Planned Instruction	31 Planned Instruction	1 Planned Instruction	2 Planned Instruction	3 End 3 rd Marking Period Planned Instruction	4
5	6 Planned Instruction	7 Planned Instruction	8 Planned Instruction	9 Planning/ Act 80 COVID	10 No School	11
12 TBD by PDE DOH	13 Planned Instruction	14 Planned Instruction	15 Planned Instruction	16 Planned Instruction	17 Planned Instruction	18
19	20 Planned Instruction	21 Planned Instruction	22 Planned Instruction	23 Planned Instruction	24 Planned Instruction	25
26	27 Planned Instruction	28 Planned Instruction	29 Planned Instruction	30 Planned Instruction		

May



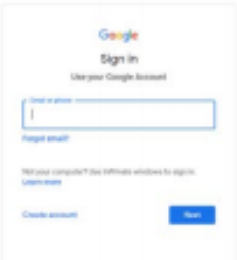

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 Planned Instruction	2
3	4 Planned Instruction	5 Planned Instruction	6 Planning Office Hours	7 Planned Instruction	8 Planned Instruction	9

10	11 Planned Instruction	12 Planned Instruction	13 Planned Instruction	14 Planned Instruction	15 Planned Instruction	16
17	18 Planned Instruction	19 Planned Instruction	20 Planning Office Hours	21 Planned Instruction	22 Planned Instruction	23
24	25 Memorial Day	26 Planned Instruction	27 Planned Instruction	28 Planned Instruction	29 Planned Instruction	30
31						

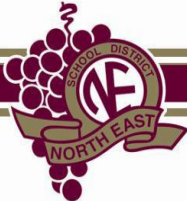
JUNE

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 Planned Instruction Senior practice	2 Planned Instruction Senior Practice	3 Teacher Planning No School for Students Graduation	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Logging into Google Classroom on a Chromebook or using an Internet Browser on a computer

<p>1. Open your internet browser to access Google Classroom.</p> 	<p>A. Open an internet browser (works best with Google Chrome!)</p> <p>Navigate to classroom.google.com</p> <p>B. If you are already logged into your Google account or are logged into a Chromebook, click on the "Waffle" in the top right corner and find the Google Classroom icon.</p> 
<p>2. Click "Sign In" to sign into your Google Account, or if other family members are logged in already, click on their picture or initials and click "Add Another Account" at the bottom.</p>	<ul style="list-style-type: none"> - Your student email address is: FirstInitialLastName@nesd1.org *Some students may have a number after their first initial if this naming convention was already taken by another student* - Your student password is: ne0+lunch number 
<p>3. Your child will now be logged into their Google Classroom.</p> <p>You may see multiple classrooms, like this window here. Click on the classroom to access your child's assignments or announcements.</p>	

ADDENDUM to COVID PLAN FAQs



NORTH EAST SCHOOL DISTRICT

50 EAST DIVISION STREET • NORTH EAST, PENNSYLVANIA 16428
TELEPHONE (814) 725-8671 • FAX (814) 725-9380

Dr. Michele Spurgeon Hartzell, Superintendent

Mr. Jeffrey Fox, Business Manager

Mrs. Shelley Allen, Administrative Assistant

REV. 3/24/2020 - FREQUENTLY ASKED QUESTIONS (3) REGARDING COVID-19 SCHOOL CLOSURE

1. When will the school closure start?
 - Governor Tom Wolf announced on Monday, March 23, 2020, to extend the school closure and additional two weeks. The North East School District campus will be closed Monday, March 30th through Sunday, April 12th; however, we will begin virtual on-line learning beginning Monday, March 30, 2020.
2. Can I get on campus?
 - The campus including all playgrounds, walking paths, and buildings are closed to the public through Sunday, April 12, 2020. **However**, essential employees will be permitted on campus as well as the parents picking up meals through the drive through grab-and-go. In addition, students accessing the WiFi hot spot will also be permitted in the WiFi hot spot parking lot.
3. Is the district offering on-line learning for all students during this school closure?
 - **YES. The district will beginning virtual on-line learning beginning on Monday, March 30, 2020.** The building administrators and technology department have been working to ensure our students have access. We will be setting up a WiFi hot spot which will be located in the Intermediate Center pool area parking lot. The WiFi hot spot will be open from 9:00 a.m. to 9:00 p.m. Monday through Sunday. The buildings will be closed. The parking lot does have video surveillance as well as the Borough and State Police will monitoring for the district. Parents that indicated they have a technology need on the survey do not receive a call from a building administrator by Thursday, March 26th, please send an email to helpdesk@nesd1.org.
4. Will students be able to obtain breakfast/lunch bagged meal from the school during the school closure?
 - **YES.** We will once again be offering bagged meals. Beginning on Monday, March 30th, the district will have K-12 drive through grab-and-go-meals ready for pickup at **one** location which will be the high school auditorium/gym doors. **NOTE:** ALL meals for the weeks of March 30th and April 6th will be distributed from the drive through pick-up which will begin

at 10:30 a.m. and close promptly at 11:30 a.m. Monday through Thursday; on Thursday, students will receive two meals. Parents MUST complete the website form by 10:00 a.m. on Wednesday, March 25th located on the District website at www.nesd1.org. Please share link with others. ONLY the Rt. 89 entrance is open.

5. What is the status of athletics and school activities?
 - All school activities are either cancelled or postponed during the duration of the mandatory closure. We are told directly from the Governor's Office that "school-based activities are covered under the closure". This would include practices for athletics, plays, musicals, mock trial, etc.
6. Will North East School District offices and school main offices be functioning during the school closure?
 - The offices will not be open to the public to support the Governor's efforts to slow down the spread of COVID-19. Essential staff will report on a limited basis.
7. Is it possible that graduation will be on a later date?
 - This question is linked to #6. At this time, we do not believe there will be a change to graduation.
8. What will happen to the school calendar?
 - The Governor has stated the following: Be aware that no school district will be penalized if it fails to meet the 180 day or school hour requirements. Please be advised that we are seeking clarification and taking direction from PDE, the CDC, and the local and state Departments of Health. We will continue take it day by day and one step at a time.
9. Will Early Connections be open during the closure?
 - The Early Connections Program housed in the NESD will be closed during the mandatory school closure.
10. If I am a parent or student, will I be able to access school property during the school closure?
 - The **school property and buildings are closed to all public** during the school closure. Exceptions would be for grab-and-go meals, deliveries, and for WiFi hot spot access.
11. Will prom still occur, as planned, for each high school?
 - At this point, the district has no information causing the plans, already in place, to change.
12. If the school closure is limited to 10 business days, how will the district handle determining when the 4th marking period begins?
 - The closure was extended two weeks. The third marking period will end on Friday, April 3, 2020. The 4th marking period will begin on Monday, April 6, 2020; however, some virtual on-line assignments completed during the week of March 30, 2020, may count towards the 4th marking period assignments.

13. Is it possible the school closure will go beyond 10 business days?

- YES. The closure has been extended an additional two weeks.

14. How will the district manage the return to school?

- The district has been and will continue to monitor COVID-19. The goal of this closure is to slow the spread of the virus. The closure is not going to eliminate the virus. The district will be following Department of Health and CDC guidance regarding when to be at school and when not to be at school. The district has been and will continue to communicate that guidance to parents and students on the official website. As always, a child needs to be fever free for 24 hours before they can return to school.

15. Are there plans to reschedule events that had to be cancelled?

- The district is not able to reschedule anything at this time. Information about the spread of COVID-19 and the local, state, and federal responses attempting to manage COVID-19 are moving too quickly to commit to rescheduling any events at this time.

SEE DISTRICT-WIDE RESOURCE LIST LOCATED ON THE WEBSITE AND DISTRICT FACEBOOK PAGE. PLEASE CONTINUE TO VIEW NEW INFORMATION ON THE OFFICIAL NORTH EAST SCHOOL DISTRICT WEBSITE AT WWW.NESD1.ORG OR THE OFFICIAL NORTH EAST FACEBOOK PAGE AT <https://www.facebook.com/NorthEastSchoolDistrict/>. THESE ARE THE OFFICIAL NORTH EAST SCHOOL DISTRICT PAGES AND ARE MAINTAINED BY NORTH EAST SCHOOL DISTRICT STAFF. THE DISTRICT DOES NOT MONITOR, MAINTAIN, OR COMMENT ON ANY OTHER SITES.