

# Salisbury Township School District Continuity of Education Plan for School Closure (Beginning 3/30/20)

As you are aware, the Governor closed all schools beginning March 16, 2020. Since then, for a period of two weeks, teachers provided optional learning activities for learners.

The goal of this plan, starting March 30, is to provide educational learning opportunities for all Salisbury Township learners that reinforce and continue course learning objectives. The plan is to transition from what we are currently doing (optional learning activities) to planned instruction. This will include required engagement and formal teaching that is similar to what occurs in a classroom setting while learners learn new concepts aligned to grade level standards.

In order to receive grades and credit, learners must engage regularly and complete the course requirements. Attendance will be taken through weekly participation and progress.

The Salisbury Township School District staff will provide access to educational opportunities in a virtual learning environment using the following learning management tools: Seesaw, Google Classroom, and [Zoom](#).

This document outlines expectations for online instruction starting on March 30, 2020. If the school closure is further extended, additional information will be shared with teachers and parents/guardians.

Thank you again for sharing your feedback earlier this week through the survey. We had over 500 responses! We used your feedback in the development of the plan.

## General Daily Teacher Schedule

Prior to 9:00 AM	All daily (or weekly) assignments will be posted on Seesaw (K-3) or Google Classroom (4-12). Teachers will share communication strategies. By Tuesday, K-5 Teachers will use an <a href="#">organizer</a> to share with parents and guardians to communicate weekly expectations.
9:00 AM- 11:30 AM	Teachers will be available for learner and parent questions. Teachers should respond to learners and parents within 24 hours (M-TH) of the initial contact. Teachers may host OPTIONAL live, interactive sessions.
12:30 PM - 2:30 PM	Teacher and Parent/Guardian meetings (IEP/GIEPS/504s/ERs/RRs/SAP/CST) will occur as needed during this time. Teachers will reach out to you directly to schedule a meeting. Meetings will be conducted via phone or Zoom. You are also welcome to reach out to schedule a meeting with teachers and/or other staff members if needed.

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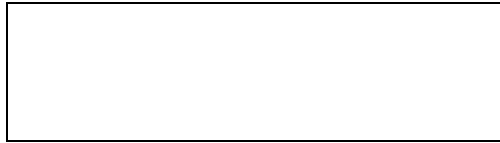
**Teachers are planning instruction for these approximate times.** Teachers may schedule live interactions using [Zoom](#). These live interactions may be “check in” opportunities, sharing of work, questions, class discussion, and/or learner collaboration. These sessions cannot be recorded due to FERPA and privacy regulations. (These sessions are optional for learners.) Learning activities will include teacher recorded videos or linking to educational video resources such as Khan Academy, etc. There will be no live lessons at this time.

<b>K-5</b>	<b>Learner Engagement Minutes/week Minutes/day</b>
Reading	100/20
Reading Tier or Foundations/ Haggerty	75/15
Writing	75/15
Math	100/20
Science/SS	50/10
Related Arts	75/15

<b>6-8</b>	<b>Learner Engagement Minutes/week &amp; Minutes/day</b>
Reading (or WL - Grade 8)	75/15
English	75/15
Math	75/15
Science	75/15
Social Studies	75/15
Related Arts	50/10
Related Arts	50/10

<b>9-12+*</b>	<b>Learner Engagement Minutes/day or Minutes/cycle</b>
Day 1, Block 1	20/60
Day 1, Block 2	20/60
Day 1, Block 3	20/60
Day 1, Block 4	20/60
Day 2, Block 1	20/60
Day 2, Block 2	20/60
Day 2, Block 3	20/60
Day 3, Block 4	20/60

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*\*Teachers and learners should follow their daily schedule.*

## FREQUENTLY ASKED QUESTIONS

<p>Will my learner have to be online at a certain time?</p>	<ul style="list-style-type: none"> <li>No. learners are required to complete the assignments by the end of the week - at their own pace and in their preferred time. We recognize families will have different schedules and needs.</li> </ul>
<p>Will my child’s work be graded?</p>	<ul style="list-style-type: none"> <li>Yes! These days are considered instructional days.</li> <li>Learners are expected to participate in the learning activities assigned by each teacher. The goal of this plan is for continuity of new learning. Therefore, learners may be graded on some of the learning activities, but they must also be provided feedback and given the opportunity to revise and resubmit graded assignments.</li> <li>Teachers will prioritize course content based on PA standards, curriculum, and factors in an online learning environment.</li> <li>Teachers will be reasonable and flexible with learning assignment timelines and due dates. If you have concerns, please reach out to your child’s teacher.</li> <li>Secondary teachers will continue to update the Sapphire Portal Gradebook as assignments are collected, reviewed, and assessed.</li> <li>For secondary learners, the fourth marking period will begin on Tuesday, March 31.             <ul style="list-style-type: none"> <li>High school marking period/semester grades will be based on percentages.</li> <li>Middle school grading practices will continue “as is” for the 4th marking period.</li> </ul> </li> <li>Elementary learners will continue working in the third trimester. Elementary teachers will continue to use the standards-based elementary report card.</li> </ul>
<p>Will my learner receive EL support?</p>	<ul style="list-style-type: none"> <li>EL teachers should work to ensure academic materials are provided for all instructional levels either using the EL specific curriculum and/or through modifications to the general education curriculum as per the English Proficiency Level of each learner.</li> <li>See additional resources from CLIU 21 <a href="#">here</a>.</li> </ul>
<p>Will support services such as SAP and CST still be available?</p>	<ul style="list-style-type: none"> <li>Yes, teachers and/or counselors will reach out to you to schedule meetings on an as-needed basis.</li> </ul>

## Salisbury Township School District Continuity of Education Plan for School Closure (Beginning 3/30/20)

<p>My child receives special education/gifted services. Will my learner continue to receive related services (Speech, OT, PT)?</p>	<ul style="list-style-type: none"> <li>● CLIU 21 classrooms and related services plan to provide enrichment and review activities for all students beginning April 6, 2020.</li> <li>● Reasonable and appropriate supports are in place to demonstrate a good faith effort in meeting the needs of students with individualized education plans.</li> <li>● Please reach out to your child’s case manager if you have questions or concerns.</li> <li>● You may also contact Director of Special Education - Tracey Jacobi, Ed.D. at <a href="mailto:tjacoby@salisburysd.org">tjacoby@salisburysd.org</a>.</li> </ul>
<p>How can I access the School Counselors/Behavior Interventionists/Social Worker?</p>	<ul style="list-style-type: none"> <li>● Counselors should be available to assist with learners during the time of 9:00 - 11:30. If parents would like to schedule a call with the counselors, please email the counselor.</li> <li>● Counselors and/or learners may schedule counseling meetings with learners, as needed, regarding academics, college and careers, or personal needs.</li> <li>● Counselors will continue to connect with those learners having counseling goals in their IEP.</li> <li>● Counselors will continue to be responsible for overseeing and drafting 504s</li> <li>● Behavior Interventionists will connect with learners and continue with social skills groups/lessons for those learners with an IEP.</li> </ul>
<p>Are the School Nurses available?</p>	<ul style="list-style-type: none"> <li>● Nurses will be available to assist with learners during 9:00 am - 11:30 am.</li> </ul>
<p>What do I do if my child’s device is broken?</p>	<ul style="list-style-type: none"> <li>● All learners are assigned a school device, but learners may use a home device if available.</li> <li>● If learners do not have internet access, please reach out to your child’s principal.</li> <li>● Computer Techs will coordinate and manage a curbside system for repairs and deployment of remaining devices. <ul style="list-style-type: none"> <li>○ Parent/Guardian/learner completes <a href="#">Google Form</a> with information and problem with device - this reduces contact time and ensures a loaner is available for use</li> <li>○ Device is dropped off during limited office hours curbside - Tuesday &amp; Thursday 11:00 am - 12:30 pm</li> <li>○ Devices will be handled with rubber gloves and sanitized before repairs are completed</li> <li>○ Families will be contacted when computers are fixed.</li> <li>○ Pick up of devices will be curbside, Tuesday &amp; Thursday, 11:00 am - 12:30 pm.</li> </ul> </li> </ul>
<p>Is the District providing any resources for parents?</p>	<p>Yes! The Office of Teaching and Learning developed resources for parents.</p>
<p>Teacher Attendance</p>	<ul style="list-style-type: none"> <li>● We understand staff members may become ill.</li> <li>● If a staff member is unable to teach: <ul style="list-style-type: none"> <li>○ The teacher will send a message through email learners and parents indicating they will not be available for instruction</li> </ul> </li> </ul>

## Salisbury Township School District Continuity of Education Plan for School Closure (Beginning 3/30/20)

	on that day and will put an out of office message on email.
Learner Attendance	<ul style="list-style-type: none"> <li>● Learners will be expected to meet minimum levels of attendance as outlined in the Pennsylvania School Code.</li> <li>● Attendance will be tracked through learner access. As everyone works at different times and at a different pace, there is not a minimum length of time required to be logged on. However, learners are required to complete the work utilizing the due dates set by the teacher. Learners will be considered in attendance in grades K-12 if there is evidence that they are engaged in the learning activities.</li> <li>● If your child is ill or unable to participate in instruction for the week, parents should send an email to the Attendance Administrative Assistant. <ul style="list-style-type: none"> <li>○ WSE - <a href="mailto:rskidmore@salisburysd.org">rskidmore@salisburysd.org</a></li> <li>○ HST - <a href="mailto:kyaglowski@salisburysd.org">kyaglowski@salisburysd.org</a></li> <li>○ SMS - <a href="mailto:khoulik@salisburysd.org">khoulik@salisburysd.org</a> and <a href="mailto:nfenstermaker@salisburysd.org">nfenstermaker@salisburysd.org</a></li> <li>○ SHS - <a href="mailto:smixa@salisburysd.org">smixa@salisburysd.org</a></li> </ul> </li> </ul>
LCTI Information	<ul style="list-style-type: none"> <li>● While LCTI is also currently closed, they recommend that learners continue their learning at home via Schoology. Additional information will be provided when we receive it from LCTI.</li> </ul>
VAST	<ul style="list-style-type: none"> <li>● VAST learners will continue current coursework. As appropriate, VAST learners will receive new courses on March 31.</li> <li>● New learners are not being enrolled in VAST at this time.</li> </ul>
State Assessments	<ul style="list-style-type: none"> <li>● The Pennsylvania Department of Education (PDE) has cancelled the PASA, PSSA and Keystone Exams for the 2019-20 school year. Please check the PDE website for more information (<a href="http://www.education.pa.gov">www.education.pa.gov</a>).</li> </ul>
Communication Tools and Strategies	<p>This plan will be posted on the District website located at <a href="http://salisburysd.org">http://salisburysd.org</a>. Students will use SeeSaw or Google Classroom for learning activities. Parents may also access teachers' websites. Additional communication during the extended school closure will occur via Apptegy, social media and the district website. (If you have any other questions, please contact your building principal.)</p>
Contacts for Additional Information	<p>If you have questions, contact the appropriate person: We are here to support our learners and their families! We are all in this together!!</p> <ul style="list-style-type: none"> <li>● Principals <ul style="list-style-type: none"> <li>○ HST - Mr. Zac Brem <a href="mailto:zbrem@salisburysd.org">zbrem@salisburysd.org</a></li> <li>○ WSE - Dr. Grace Hartman <a href="mailto:ghartman@salisburysd.org">ghartman@salisburysd.org</a></li> <li>○ SMS - Mr, Ken Parlman <a href="mailto:kparlman@salisburysd.org">kparlman@salisburysd.org</a></li> </ul> </li> </ul> <p style="text-align: right;">Mr. Rob Sawicki <a href="mailto:rsawicki@salisburysd.org">rsawicki@salisburysd.org</a></p>

# Salisbury Township School District Continuity of Education Plan for School Closure (Beginning 3/30/20)

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| <ul style="list-style-type: none"><li>○ SHS - Ms Heather Morningstar <a href="mailto:hmorningstar@salisburyysd.org">hmorningstar@salisburyysd.org</a> Mr. Brian Muschlitz <a href="mailto:bmuschlitz@salisburyysd.org">bmuschlitz@salisburyysd.org</a></li><li>● Technical support - Email your building computer tech.<ul style="list-style-type: none"><li>○ HST - Christina Westfall <a href="mailto:cwestfall@salisburyysd.org">cwestfall@salisburyysd.org</a></li><li>○ WSE - Matt Ritter <a href="mailto:mritter@salisburyysd.org">mritter@salisburyysd.org</a></li><li>○ SMS - John Landis <a href="mailto:jlandis@salisburyysd.org">jlandis@salisburyysd.org</a></li><li>○ SHS - Tom Smith <a href="mailto:tsmith@salisburyysd.org">tsmith@salisburyysd.org</a></li></ul></li><li>● Building questions and attendance - Please contact your building Principal.</li><li>● Special Education Questions - Tracey Jacobi, Ed.D. <a href="mailto:tjacobi@salisburyysd.org">tjacobi@salisburyysd.org</a> or Michael Vacaro <a href="mailto:mvacaro@salisburyysd.org">mvacaro@salisburyysd.org</a></li><li>● Curriculum, instruction, and assessment questions - Kelly Pauling <a href="mailto:kpauling@salisburyysd.org">kpauling@salisburyysd.org</a></li><li>● How else may we help?</li></ul> |
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# Salisbury Township School District - *Continuity of Education Plan* - 3/30/20 - 4/8/20

## Information for Professional Staff

**Goal of this Continuity of Education Plan:** The goal of this plan is to provide educational learning opportunities for Salisbury Township students that reinforce and continue course learning objectives. The Salisbury Township staff will provide access to educational opportunities in a virtual learning environment using the following learning management tools: Seesaw, Google Classroom, and [Zoom](#). This document outlines teacher expectations for online instruction starting on March 30, 2020, through April 8, 2020. If the school closure is further extended, additional information will be shared with you.

### General Daily Teacher Schedule

Prior to 9 AM and after 2:30 as applicable	Teacher Prep Time
9:00 AM	<p>All daily (or weekly) assignments posted on Seesaw (K-3) or Google Classroom (4-12).            Make sure you have established a classroom communication plan with parents and students. Parents need to know how and when you are accessible.            K-5 Teachers should use an <a href="#">organizer</a> to share with parents and guardians to communicate weekly expectations. (K-5 teachers will need to communicate with related arts teachers so those activities can be linked on their organizers.) This will streamline information for parents. We realize some teachers may need additional time to complete a weekly organizer. Please be sure students have some tasks on Monday if you need more time to develop the organizer.</p>
9:00 AM- 11:30 AM	<p>Teachers should be available for student and parent questions. Teachers may host optional live interactive zoom sessions. Teachers may also use this time to provide feedback on student work as needed. Teachers should respond to students and parents within 24 hours (M-TH) of the initial contact.</p>
12:30 PM - 2:30 PM	<p>Collaboration Time:</p> <ul style="list-style-type: none"> <li>● Teachers need to be available for scheduled virtual/conference calls/Zoom meetings (if needed). Meetings will be scheduled in advance if you need to attend. Scheduled meetings might include curriculum development, professional development, department/grade level meetings, faculty meetings, and committee meetings.</li> <li>● Virtual Office hours with Computer Techs</li> <li>● Teachers may be asked to participate in an IEP or GIEP meeting conference call via Zoom.</li> <li>● Where applicable, establish a communication protocol with Related Arts/Specialists, Special Education, Gifted Education, EL Teacher, Reading Specialist, and/or Comprehensive Support Teacher regarding instructional plans so they can provide appropriate materials and/or modifications as necessary</li> </ul> <p>As needed, teachers may use this time to collaborate with others including but not limited to Department/Grade level members, Department Chairs/Liaisons, Team leaders, Co-teachers, Special education teachers, SAP Meetings, Technology support, District and Building Administrators, EL teachers, Gifted teachers, Reading Specialists, CSTs, Speech and Language Teachers, Related Arts, Guidance Counselors, Nurses, Etc.</p>

# Salisbury Township School District - *Continuity of Education Plan - 3/30/20 - 4/8/20*

## Information for Professional Staff

Continue with the sequence of instruction based on the written curriculum to the best of your ability. Activities may be interdisciplinary as appropriate.

Plan for the following amount of learning activities per day:

K-5	Student Engagement Minutes/week Minutes/day
Reading	100/20
Reading Tier or Foundations/ Haggerty	75/15
Writing	75/15
Math	100/20
Science/SS	50/10
Related Arts/Specialist	75/15
ESL staff may share additional activities with classroom teachers. Intervention teachers will communicate how they will share Foundations/Haggerty lessons with grade level teachers.	

6-8	Student Engagement Minutes/week & Minutes/day
Reading (or WL - Grade 8)	75/15
English	75/15
Math	75/15
Science	75/15
Social Studies	75/15
Related Arts	50/10
Related Arts/Specialists	50/10

9-12+*	Student Engagement Minutes/cycle or Minutes/day
Day 1, Block 1	60/20
Day 1, Block 2	60/20
Day 1, Block 3	60/20
Day 1, Block 4	60/20
Day 2, Block 1	60/20
Day 2, Block 2	60/20
Day 2, Block 3	60/20
Day 3, Block 4	60/20



# Salisbury Township School District - *Continuity of Education Plan - 3/30/20 - 4/8/20*

## Information for Professional Staff

<p>Additional considerations for Instruction</p>	<ul style="list-style-type: none"> <li>● We strongly encourage you to plan live interaction using <a href="#">Zoom</a> at least once per week on a scheduled basis for K-5 and weekly for 6-12. These should be check in opportunities, sharing of work, questions, class discussion, and/or student collaboration. These sessions <b>cannot be recorded</b> due to FERPA and privacy regulations.</li> <li>● Learning activities should include teacher recorded videos or linking to educational video resources such as Khan Academy, Discovery, etc. to help learners understand learning goals.</li> <li>● Plan your instructional activities for students to be able to complete at any time during each day. Please remember that students may not have any printed materials, textbooks, or other resources, such as a calculator at home.</li> <li>● Instruction may be “integrated” and choice-based. As the teacher, you will prioritize the content and learning opportunities for your learners.</li> <li>● Dress professionally and be aware of your background if you are in a live meeting or are filming a video for students.</li> <li>● Be sure students are aware of your expectations for communication regarding questions related to the learning assignments.</li> <li>● Organize Seesaw and/or Google Classroom content in a way that makes sense, is simple, and clear on a weekly basis.</li> <li>● You can record yourself to offer direct instruction or to give active directions. You may also post other videos.</li> <li>● This time is a unique opportunity for public education with temporary relief from state mandates. Read one educator’s perspective: <a href="#">This is the time</a>. Also, as you design instruction, continue to keep in mind the <a href="#">Profile of a Graduate and our Learning Beliefs</a>.</li> </ul>
<p>Teacher Expectations for Assessment</p>	<ul style="list-style-type: none"> <li>● Students are expected to participate in the learning activities assigned by each teacher. The goal of this plan is for continuity of new learning connected to standards. Therefore, students may be graded on some of the learning activities, but they must also be provided feedback and given the opportunity to revise and resubmit graded assignments.</li> <li>● Be reasonable and flexible with learning assignment timelines and due dates.</li> <li>● Teachers will continue to update the gradebook as assignments are collected, reviewed, and assessed.</li> <li>● For secondary students, fourth marking period will begin on Tuesday, March 31.             <ul style="list-style-type: none"> <li>○ High school marking period/semester grades will be based on percentages.</li> <li>○ Middle school grading practices will continue “as is” for the 4th marking period.</li> </ul> </li> <li>● Elementary teachers will use the standards-based report card; trimester dates remain as originally planned.</li> </ul>
<p>Special Education Teachers</p>	<ul style="list-style-type: none"> <li>● All Special Education Teachers are to follow the <a href="#">Special Education Procedures During the COVID-19 Mandated School Closure</a></li> <li>● Additional resources for special education teachers are located <a href="#">here</a>.</li> <li>● Case managers should make reasonable and appropriate supports to demonstrate a good faith effort in meeting the needs of students with individualized education plans.</li> <li>● <a href="#">Live PD</a></li> </ul>

## Salisbury Township School District - *Continuity of Education Plan* - 3/30/20 - 4/8/20

### Information for Professional Staff

<p>Gifted Education Teachers</p>	<ul style="list-style-type: none"> <li>● Gifted teachers should work in conjunction with teacher colleagues to ensure academic materials are provided for all instructional levels who need enrichment to the general education curriculum as per student GIEP.</li> <li>● All Gifted Education Teachers are to follow the <a href="#">Gifted Education Procedures During the COVID-19 Mandated School Closure</a> and the <a href="#">Special Education Procedures During the COVID-19 Mandated School Closure</a></li> <li>● Additional resources for special education teachers are located <a href="#">here</a>.</li> </ul>
<p>EL Teachers</p>	<ul style="list-style-type: none"> <li>● EL teachers should work to ensure academic materials are provided for all instructional levels either using the EL specific curriculum and/or through modifications to the general education curriculum as per the English Proficiency Level of each student.</li> <li>● See additional resources from CLIU 21 <a href="#">here</a>.</li> <li>● District communications will be translated for home languages.</li> </ul>
<p>Related Services (Speech, OT, PT)</p>	<ul style="list-style-type: none"> <li>● CLIU 21 classrooms and related services plan to provide enrichment and review activities for all students beginning April 6, 2020.</li> </ul>
<p>Library Media Specialists</p>	<ul style="list-style-type: none"> <li>● Elementary media specialist please follow the K-5 Teacher Expectations for Instruction as a related arts teacher.</li> <li>● Secondary media specialists should collaborate with teachers to provide library support and online resources for teachers and students.</li> </ul>
<p>Reading Specialists and CSTs</p>	<ul style="list-style-type: none"> <li>● Recording instruction to support learners in regular education and/or interventions</li> <li>● Support classroom teachers with provision of resources aimed at improving literacy or mathematical skills.</li> </ul>
<p>School Counselors/Behavior Interventionists/Social Worker</p>	<ul style="list-style-type: none"> <li>● Counselors should be available to assist with students during 9:00 am - 12:00 pm.</li> <li>● Provide outreach to families of children with attendance/work completion concerns. Principals will communicate concerns.</li> <li>● Conduct outreach to families to ensure they have resources and support to ensure access to: breakfast and lunch services, Internet, electronic devices.</li> <li>● Counselors and/or students may schedule counseling meetings with students, as needed, regarding academics, college and careers, or personal needs.</li> <li>● Counselors should follow the K-12 Comprehensive School Counseling Plan.</li> <li>● If school closure continues we will need to develop a plan for College Career Readiness Benchmarking.</li> <li>● Counselors will have different responsibilities based on grade level. Contact administrator for additional information.</li> <li>● Counselors will continue to connect with those students having counseling goals in their IEP.</li> <li>● Counselors will continue to be responsible for overseeing and drafting annual 504s using the <a href="#">504 Procedures During the COVID-19 Mandated School Closure</a>.</li> <li>● Behavior Interventionists will connect with learners and continue with social skills groups/lessons for those students with an</li> </ul>

# Salisbury Township School District - *Continuity of Education Plan* - 3/30/20 - 4/8/20

## Information for Professional Staff

	IEP.
School Nurses	<ul style="list-style-type: none"> <li>• Nurses should be available to assist with students during 9:00 am - 12:00 pm.</li> <li>• Nurses should continue to attend IEP, 504, CST, and 504 meetings.</li> <li>• Nurses will develop information for community awareness issues/concerns. These can be blog posts, infographics, and/or videos. These tips may be used by classroom teachers for learners.</li> </ul>
Computer Techs	<ul style="list-style-type: none"> <li>• Computer Techs will coordinate and manage a curbside system for repairs and deployment of remaining devices. All repairs will be processed at the Administration Building.</li> <li>• This section will be updated with additional information.</li> <li>• Provide virtual support to students and families.             <ul style="list-style-type: none"> <li>○ Elementary - Work through teacher</li> <li>○ SMS - Work through teacher/students may email directly <a href="mailto:jlandis@salisburysd.org">jlandis@salisburysd.org</a></li> <li>○ SHS - Students email Tom directly <a href="mailto:tsmith@salisburysd.org">tsmith@salisburysd.org</a></li> </ul> </li> <li>• Students who do not have access to technology may borrow a district hotspot.</li> </ul>
Teacher Attendance	<ul style="list-style-type: none"> <li>• If a staff member needs to use a sick/bereavement/personal day during the virtual learning period:             <ul style="list-style-type: none"> <li>○ These days will be considered instructional days by the District, counting toward the contractual 188 days. Therefore, communicate the absence to the building principal to record the absence.</li> <li>○ Send a message through email to your students and parents indicating you are not available for instruction on that day or put an out of office message on your email.</li> <li>○ Add absence to Aesop.</li> </ul> </li> </ul>
Student Attendance	<ul style="list-style-type: none"> <li>• Students will be expected to meet minimum levels of attendance as outlined in the Pennsylvania School Code.</li> <li>• Attendance will be tracked through student access. As everyone works at different times and pace, there is not a minimum length of time required to be logged on. However, students are required to complete the work utilizing the due dates set by the teacher. Students will be considered in attendance in grades K-12 if there is evidence that they are engaged in the learning activities.</li> <li>• Within the first two days of this plan, please reach out to parents of any students who have not engaged with the material to determine if there are any concerns that are prohibiting the student from accessing the instructional material.</li> <li>• Please communicate attendance concerns (students not completing assignments by the established due dates) and progress concerns once per week to your building principal and the student's school counselor.</li> <li>• The building principal will work with the building's attendance secretary to update attendance records.</li> <li>• Contacting parents about attendance concerns. When calling home to parents, schedule a time, through email, for the call. Let parents know if your number will come through as a restricted number. If calling from a home phone number you can restrict</li> </ul>

## Salisbury Township School District - *Continuity of Education Plan* - 3/30/20 - 4/8/20

### Information for Professional Staff

	<p>your number by dialing *67 first.</p> <ul style="list-style-type: none"> <li>● You may also ask parents to call Zoom phone number and answer through your computer.</li> <li>● You may choose to use Google to make calls, With your Google account, use Hangouts to make phone calls. Go to <a href="https://hangouts.google.com/">https://hangouts.google.com/</a>, select “Phone Call”, then “ + Conversation,”, and type the phone number and a phone call will begin via your web browser.</li> <li>● Please keep a communication log documenting parent/guardian contacts.</li> </ul>
LCTI Information	<ul style="list-style-type: none"> <li>● Teachers who have LCTI students should remind students of the following LCTI information: While LCTI is currently closed, they recommend that students continue their learning at home via Schoology. Additional information will be provided when we receive it from LCTI.</li> </ul>
VAST	<ul style="list-style-type: none"> <li>● VAST students will continue current coursework. As appropriate, VAST students will receive new courses on March 31.</li> </ul>
Contacts for Additional Information	<p>If you have questions, contact the appropriate person: We are here to support your work! We are all in this together!!</p> <ul style="list-style-type: none"> <li>● Technical support - Email your building computer tech.</li> <li>● Building questions and attendance - Please contact your building leaders.</li> <li>● Special Education Questions - Tracey Jacobi, Ed.D. <a href="mailto:tjacobi@salisburyisd.org">tjacobi@salisburyisd.org</a> or Michael Vacaro <a href="mailto:mvacaro@salisburyisd.org">mvacaro@salisburyisd.org</a></li> <li>● Curriculum, instruction, and assessment questions - Kelly Pauling <a href="mailto:kpauling@salisburyisd.org">kpauling@salisburyisd.org</a></li> <li>● How else may we help?</li> </ul>
What are parents being told about the expectations during the closure?	<p><a href="#">Read the Parent/Guardian Information document.</a></p>

Thank you for your work. We know there will be challenges to navigate as we transition to an online learning environment. We are here to support your work! We are all in this together!!