

## Continuity of Education Plan

School District	Bald Eagle Area School District
Superintendent	Dr. Joseph Clapper, Interim
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Goal of Plan
The goal of the Bald Eagle Area School District is to continue the education of every student. To ensure that every student receives engaging activities and learning opportunities to maintain and/or improve their current level of understanding. Planned Instruction opportunities will be asynchronous to allow for flexibility of parent and student schedules.

Overview of Plan
<p>The Mission of the Bald Eagle Area School District is to provide all students with academically challenging educational experiences and opportunities to grow into responsible lifelong learners and productive contributors to our global society.</p> <p>Keeping in line with the district’s mission, our Continuity of Education plan incorporates Planned Instruction as its course of action. Planned Instruction consists of challenging Choice Boards in grades K-5 and a more formal, online instruction occurring in grades 6-12. The Planned Instruction offerings will include formal and informal opportunities to reinforce, challenge, and deliver planned instruction to students using a blended mix of online/digital learning platforms (e.g., Google, Google Classroom, Zoom, online programs) as well as non-digital learning experiences (e.g., materials emailed home, CD’s, flash drives). Each student is encouraged <u>and</u> expected to engage in the learning opportunities provided by teachers. All learning opportunities are designed to be available and accessible to all students.</p>

Expectations for Teaching and Learning
<p><b>Elementary:</b> Weekly Choice Boards, organized by grade level, contain activities, projects, and family connections for students to review, enrich, and provide new instructional opportunities. Each Choice Board is created to be completed without the need for internet access and fully addresses developmentally appropriate skills and content for reading, writing, math, science, social studies, and encore areas. A new weekly Choice Board, containing different activities, will be US mailed each Friday for the following week. The Choice Boards will also be posted on the District’s website, <a href="http://www.beasd.org/">www.beasd.org/</a> then selecting the “Choice Boards K-5 Remote Learning Opportunities” option.</p>

Content modifications for Learning Support students are located directly on the Choice Boards. Special Education teachers collaborate with classroom teachers to assure content and activities are accessible and appropriate for all students. Any necessary modifications to ensure equal access to the content or activities are provided on the Choice Board to share necessary modifications to meet student learning needs.

Choice Boards are intended to be completed over the course of one week and not in one sitting. Boards are designed to consist of four to five hours of instruction per week for students in grades K-2 and five to seven hours of instruction per week for students in grades 3-5. Additional optional learning experiences are available in the “e-learning resources” located on the BEA website. The link for these resources is located directly above the “Remote Learning Opportunities” link on the main page ([www.beasd.org](http://www.beasd.org)).

**Middle/High School:**

Teachers will provide 20 minute online classes on Monday, Tuesday, Thursday, and Friday. Office hours will occur each Wednesday from 8:00 AM – 3:00 PM. The format of instruction will vary, depending if a family has adequate internet access.

**Students with Internet Access:** All Middle and High School teachers will post class content (e.g., assignments, instructions, videos) to their Google Classrooms. Any student requiring access to a teacher’s Google Classroom will be provided a class code to join. Students will submit assignments, homework, and assessments via Google Classroom for teacher feedback and grading. Instruction on Monday, Tuesday, Thursday, and Friday may vary. Teachers may decide to:

- Tape 20 minute lessons and post on Google Classroom.
- Hold live 20 minute Zoom classes during regularly scheduled class periods.
- Use a mix of both Zoom and taped lessons throughout the week.

Students and parents should not worry if the student cannot attend a live class session being offered. All Zoom sessions will be taped and placed on Google Classroom for students to access at a more convenient time. Wednesday is set aside for Office Hours so no new instruction will occur. This is time for students to meet with teachers to obtain individual assistance, study, work on assignments, etc. Attendance at office hours is not mandatory. This time is offered to allow one-on-one and small group learning opportunities from Bald Eagle Area teachers for individualized learning.

**Students without Internet Access:** Teachers will post taped lesson videos, class content, and assignments to Google Classrooms by noon on Friday for the following week. Students will download that week’s materials from the Google Classrooms onto their school-issued Chromebook any time after 12:00 noon on Friday of the week before. School-issued Chromebooks are configured to connect to the exterior wifi near the main entrance of the following district buildings: Middle/High School, Howard Elementary, and Mountaintop Elementary *OR* the rear staff parking lot at Port Matilda Elementary. Any student requiring access to a teacher’s Google Classroom will be provided a class code to join. All due assignments, homework, and assessments are to be submitted via each teacher’s Google Classroom for feedback and grading by Saturday at midnight following the week of instruction.

- Example:
  - Week of April 13th:

- Teacher downloadable content ready by 12:00 noon on Friday, April 10th.
- Student work due in Google Classrooms by midnight on Saturday, April 18th.
- Week of April 20th:
  - Teacher downloadable content ready by 12:00 noon on Friday, April 17th.
  - Student work due in Google Classrooms by midnight on Saturday, April 25th.

Instruction on Monday, Tuesday, Thursday, and Friday may vary. Wednesday is set aside for Office Hours in order to provide remediation and individualized instruction. This is time for students to meet with teachers to obtain individual assistance, study, work on assignments, etc. Attendance at office hours is not mandatory. This time is offered to allow one-on-one and small group learning opportunities from Bald Eagle Area teachers for individualized learning.

**Features added to student Chromebooks for online learning:**

- TI-84 Graphing Calculator
- Camera (to take photos of homework, projects, etc.)
- Filtering software (similar to what is used in school)
  - To be diligent in keeping students safe online. This is also an opportunity to discuss cyber safety and monitor students as much as possible.
- Ability to access documents offline with no internet:
  - To verify: Go to your Google drive - select the “Gear” symbol in the upper right – there should be a “check mark” next to “Offline”.

If you find your child would benefit from having their school issued Chromebook, please send an email or text to [approval@beasd.net](mailto:approval@beasd.net). Please provide parent’s name, a contact phone number, and include your child’s name, grade, and name of homeroom teacher. A school representative will make personal contact to arrange pick-up of the Chromebook.

As with any new educational implementation, there will likely be problems and concerns along the way. We ask for your patience and understanding as we travel this new territory together. In this journey, there will also be more successes, hope, and purpose as well. We understand that this method of delivery for education of students is significantly different. Please try not to stress over these new instructional changes; they are intended to keep student achievement moving forward during this unprecedented time. Feel free to contact any teacher(s) via email if there is a need for help or have questions.

**Communication Tools and Strategies**

Communication to families will occur in a variety of ways to ensure messages reach everyone. Forms of communication include but are not limited to: district website, social media, district communication hub (Sapphire), family letters mailed home, email, texts, and phone alerts.

Family communications regarding the operation of the district during the school closures will come from the Office of the Superintendent using the Sapphire system, posting to the district’s web page, and shared on district’s Facebook account.

Various other communications more specific to students, student activities, and student instruction may come from Director of Curriculum and Instruction, Director of Special Education, building principals, and teachers.

District administration regularly engage with staff using Zoom, emails, texting, and phone calls. Teachers utilize Zoom, Google Classroom, and email to communicate with students and their families.

#### Access (Devices, Platforms, Handouts)

##### Elementary:

- Choice Boards (available in paper and electronic formats)
- Instructional CD's (for interventions)
- Student personal technology devices (e.g., laptops, tablets, Chromebooks, cell phones)
- Zoom, Google, Google Classroom (for families with internet access)
- Wifi access available in the parking lots at Howard Elementary, Mountaintop Elementary, Port Matilda Elementary, Wingate Elementary, and the Middle/High School.

##### Middle/High School:

- Middle and High School students may use their assigned district Chromebook.
- Students may also use personal technology devices (e.g., laptops, tablets, Chromebooks, cell phones)
- Google Classroom and Zoom will be used for all Planned Instruction lessons.
- Wifi access available in the parking lots at Howard Elementary, Mountaintop Elementary, Port Matilda Elementary, Wingate Elementary, and the Middle/High School.

Continual Technology Support is available by texting or sending an email to: [approval@beasd.net](mailto:approval@beasd.net). Messages left will be followed up on the next school day.

#### Staff General Expectations

##### **Administrators:**

- Are expected to monitor and respond to emails and phone messages in a timely manner.
- Are expected to play an active role in supporting and assisting the successful implementation of the district's Continuity of Education plan.
- Are expected to assist with certain duties not limited to the delivery of meals, PDE mandates, and other activities as assigned.
- Are expected to collaborate virtually via Zoom meetings as scheduled to

##### **Teachers:**

- Are expected to collaborate virtually or communicate with colleagues and administration.
- Are expected to be available to students and families and respond to emails and phone calls during normal contracted school hours in a timely manner.
- Are expected to provide feedback, encouragement, and support to students during the normal school day.
- Are expected to maintain regular contact with all of their students using a variety of methods (e.g., phone call, email, text, Zoom, etc.).
- Are expected to successfully perform their assigned teaching duties and to follow student IEP guidelines.

- Elementary teachers are expected to meet virtually (via Zoom) with colleagues to create the weekly Elementary Choice Boards. Content is due to administration by 12:00 Noon on Friday of each week.
- Middle/Secondary teachers are expected to meet with students virtually (via Zoom) to provide online instruction and office hours.

**Para-Professionals/Support Staff:**

- Are expected to collaborate virtually or communicate with colleagues and administration.
- Are expected to perform assigned duties as deemed necessary that are aligned with the district’s Continuity of Education plan.
- Are expected to virtually assist (via Zoom) teachers and students to meet IEP guidelines.
- Are expected to provide assistance to teachers delivering Planned Instruction to students.

**Student Expectations**

Students are expected to participate and complete the assigned work teachers provide as part of Planned Instruction opportunities (whether online or paper/pencil). Teachers understand that they are to provide feedback to students regarding their efforts.

Students are expected to contact their School Counselor or a teacher if they feeling overwhelmed or find the expectations/workload to be too much.

**Attendance / Accountability**

Attendance will be taken and recorded in the district’s Student Information System (Sapphire) by the students’ teacher(s).

**Elementary Accountability:**

The end of the 3<sup>rd</sup> Nine Weeks was March 12<sup>th</sup>, the last day everyone was in school together. Work completed by March 12<sup>th</sup> will be included in Marking Period 3. Students who did not have a chance to complete missing work by March 12<sup>th</sup> will be exempt from that grade.

We are currently working on a plan to determine 4<sup>th</sup> Nine Weeks Grades. Information will be shared soon.

**Middle/High School Accountability:**

Grading for the Third Nine Weeks was March 12<sup>th</sup>, the last day we were in school together. Any student with make-up work (e.g., homework, tests, quizzes, etc.) will be contacted by their teacher to complete. The last day to turn in missed Third Marking Period make-ups is Friday, April 17<sup>th</sup>.

We are currently working on a plan to determine 4<sup>th</sup> Nine Weeks Grades. Information will be shared soon.

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

The Bald Eagle Area administrative team, educators, and staff are working together to meet the needs of all students and ensure equity and FAPE. This includes all students with disabilities, gifted, students with Section 504 plans, English Learners, and students that do not have access to technology and/or internet access.

### Special Education Supports

We are making a good faith effort to provide activities for our students with disabilities. The Office of Civil Rights and the Office of Special Education and Rehabilitative Services recognizes the school closings are exceptional circumstances that may affect how educational and support-related services are provided.

Every teacher or service provider has reached out to every student to whom they are providing service. The special education teachers are working diligently to prepare Planned Instruction activities for elementary students' grades kindergarten through grade 5 by issuing weekly choice boards with modifications and suggested activities for Speech and Language, Social Emotional and Occupational Therapy.

The District is working closely with the local Intermediate Unit to continue Physical Therapy, Hearing Support, Vision Services, and Orientation and Mobility activities to all students that require these services in a modified format.

In grades 6-12, during the extended closure, the school district will provide special education and related services through distance instruction provided virtually, online, by pre-recorded videos, and/or other appropriate modalities. During this time, the school district will not be able to provide all services in the same manner in which they were typically provided. In addition, data for progress monitoring of IEP goals may not be able to be collected in the same manner it was typically collected. The IEP team will work collaboratively to monitor progress through parental/guardian communication and practices of observation and documentation remotely.

Some students will receive virtual services or other contacts from school staff on a one-on-one basis during this period of school closure. These contacts will be recorded and maintained as part of the confidential education record of the student. We will not allow access to or disclosure of any such recording in any manner inconsistent with the Family Educational Rights and Privacy Act (FERPA). No later than April 9th, 2020, your child's special education teacher and related service providers will have reached out to you, and your child will receive the following special education instruction and related services during each full week of emergency school closure.

The Special Education team values education and we value your child. We understand the challenges school closure has caused and want to do our part in ensuring your child has equal access to learning. We genuinely appreciate the expanded role that has been thrust upon parents/guardians and want to be a support for you as well. Please know that during this time, we will support students in any way possible and will work with all parents and guardians not only now, but when we return to school to make sure everyone receives the best educational experience possible.

### EL Supports

All English Learners will be offered access to educational opportunities during the school closure. Currently, the District does not have any English Learners enrolled.

#### Gifted Education

All gifted education students will be offered access to educational opportunities during the school closure. The gifted education teacher will communicate with students and families during the school closures to offer support and answer questions in an effort to meet the goals stated in the GIEP. The District will make every effort to meet federal and state mandated timelines through virtual means or phone calls when necessary.

#### Building/Grade Level Contacts

- Howard Elementary Principal: Mr. Nevin "Skip" Pighetti ([Nevin.Pighetti@beasd.net](mailto:Nevin.Pighetti@beasd.net))
- Mountaintop Elementary Principal: Mrs. Mary Beth Crago ([MaryBeth.Crago@beasd.net](mailto:MaryBeth.Crago@beasd.net))
- Port Matilda Elementary Principal: Ms. Terri Kenny ([Terri.Kenny@beasd.net](mailto:Terri.Kenny@beasd.net))
- Wingate Elementary Principal: Mr. James Orichosky ([James.Orichosky@beasd.net](mailto:James.Orichosky@beasd.net))
- Middle/High School Principal: Mr. John "Jack" Tobias ([John.Tobias@beasd.net](mailto:John.Tobias@beasd.net))
- Middle/High School Assistant Principal: Mrs. Danielle Heverly ([Danielle.Heverly@beasd.net](mailto:Danielle.Heverly@beasd.net))
- Director of Curriculum & Instruction: Mrs. Tracy Boone ([Tracy.Boone@beasd.net](mailto:Tracy.Boone@beasd.net))
- Director of Special Education: Mrs. Melissa Butterworth ([Melissa.Butterworth@beasd.net](mailto:Melissa.Butterworth@beasd.net))

#### Resource Links

A variety of educational resources, parent information, and Continuity of Education resources are housed on the district's website: <http://www.beasd.org/> The use of this website is to provide a main "hub" for parents and guardians to access materials, resources, and keep up-to-date with the newest released school information.