

Continuity of Education Plan

School District	Peters Township School District
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Goal of Plan

Provide the overall goal and priorities for continuity of education in 1-2 sentences.

The Peters Township School District's Continuity of Education Plan (COE) aims at providing all students with meaningful remote learning opportunities closely aligned with existing curriculum and supports during the COVID-19 crisis. Using District curriculum, Peters Township teachers are in the best position to make certain that all students receive the quality of education that the Peters Township School District and its Community have come to expect.

Overview of Plan

Summarize how the plan is aligned to the LEA's mission and vision while offering clarity and purpose to what is outlined in the plan that follows.

Mission Statement:

Peters Township School District will promote academic excellence, build leadership, and inspire character as a prominent Pennsylvania School District measured by state and national standards.

Vision Statement:

Peters Township School District, as a public school entity, will enable students to realize their potential to learn, live, lead and succeed.

During the COVID-19 crisis, Peters Township School District students will receive Planned Instruction across all grades and subjects aligned to existing District curriculum. District teachers, using existing programs, supports, and services, will ensure that students receive meaningful instructional opportunities. Administrators and other professional staff will work to ensure that all students and families receive the support necessary to meaningfully access instruction and related services during the extended school closure.

Expectations for Teaching and Learning

Provide a general overview of the prioritized grade and course level content that will be enriched and reviewed. Provide a general overview of the prioritized grade and course level content that will be moving forward with planned instruction, if any. Provide a rationale.

Teachers will continue to instruct students using District curriculum, aligned to Pennsylvania Standards and Eligible Content, for the duration of the mandated school closure. Instead of the typical 45 days of instruction, the fourth quarter will consist of 41 days of instruction. Knowing that the majority of essential content has already been delivered during the first three quarters of year, teachers will continue with their planned scope and sequence for the remainder of the school year. In preparation for Planned Instruction, Peters Township teachers dedicated more than two weeks of time to revise curriculum and to convert in-class lessons to virtual lessons.

Students in grades K through 6 will receive Planned Instruction across all subjects including the related arts. Kindergarten through grade 6 teachers will use the Google Classroom platform to provide assignments and instruction. Students will have asynchronous and synchronous access to assignments, videos, and other instructional resources to advance their learning.

Students in grades K through 6 will receive instruction using the following Curriculum Resources:

- McGraw Hill Reading Wonders (ConnectEd) – English Language Arts (K-3)
- Pearson Envisions (Pearson Realize) – Math (K-6)
- IXL (ELA/Math/Science/SS) – Skill practice to aligned to PA Standards (K-6)
- FOSS Science – Science (K-6)

In addition to regular remote CORE instruction, all elementary students have access to a reading support/intervention google classroom including Title I Interventions. Reading Specialists will continue to update this site with resources and strategies to support the development of K-6 reading skills.

Students in Grades 7 through 12 will received Planned Instruction in all courses in their regular daily schedule. Scheduled courses will continue to meet requirements of Chapter 4 and District Policy. Teachers will utilize curriculum aligned with subject-level, grade appropriate Pennsylvania standards and eligible content to teach content that has traditionally been taught during the fourth quarter.

At the High School, students enrolled in Advanced Placement (AP) courses will continue to prepare for the AP Exams. Teachers of AP Courses have worked to focus instruction on the essential content recently released by the College Board to ensure that our AP students are prepared for the revised online AP Exams. Teachers will continue to review required content and offer simulated testing environments to assist students in being successful with the exams.

To ensure that each student in the Class of 2020 is on-track to meet all District graduation requirements and graduate in June 2020, the following steps have been taken:

- A review of each senior's records was conducted to determine if he/she is on-track to graduate. This review included course grades and course completion and demonstrated proficiency on the State Academic Standards as outlined in School Board Policy 217.

- Individual plans were developed for each senior who, as of March 16, 2020, was at-risk of not meeting graduation requirements.
- Students with disabilities will continue to follow their graduation plans as outlined in their Individualized Education Plans.
- Students enrolled in CTC programs will meet their requirements as determined and adjusted by the CTC provider. The Peters Township High School Counseling Department will work closely with the CTC program to ensure students are able to meet these adjusted requirements.

Communication Tools and Strategies

Share what parents, students, and community can expect regarding communication. Where can they go for information? What tools and resources are provided? Is there planned delivery or scheduled times for communications to be sent released? Should parents be using particular applications or media for regular updates?

The District has created two dedicated websites for students, parents, and community members to access information and resources related to the COVID-19 crisis, school closure, and the District's Continuity of Education plan. The Planned Instruction website features the most up-to-date information to help students and families successfully navigate the transition to remote learning and the Health News website features helpful guidance related to the COVID-19 crisis. The websites include:

- Information on the Shared Responsibilities of Board, Administration, Teachers and Staff, as well as students and their parents.
- Communication information with links to important District-wide emails that have been shared with parents since the mandated closure, and tips on how to view all of these emails in the Parent PowerSchool Account.
- Quick links to required daily attendance forms.
- Technology Support information with contacts and tools to help families with technology issues.
- Master lists of teachers' office hours by school.
- Resources and links related to safety, mental health supports, and CDC recommendations.

The District will continue to utilize its regular communication tools (e-mail blasts, automated phone calls, and social media accounts) during the period of school closure.

During Planned Instruction, teachers and staff communicate with students and families via email and classroom platforms.

Teachers will communicate assignments and feedback as listed below:

- Assignments will be communicated at least weekly to parents and students.
- Assignments must also be listed on the teacher's online learning platform.
- Teachers may provide feedback to students in the following ways:
 - E-mail feedback specific to assignments.
 - Virtual feedback sessions using Google Hangout, etc.
 - Communicate with parents

Access (Devices, Platforms, Handouts)

Provide instructions on where students can access enrichment and review opportunities. Provide instructions on where planned instruction will be delivered, if it is occurring. Provide alternative access options for students who have barriers to technology devices or internet connectivity.

In preparation for the transition to remote learning, District staff used a variety of means to identify students who may be in need of technology devices or internet connectivity including review of National Lunch Program status, identification of families with three or more students, counselor/teacher report, or family self-report. Students, who were in need of devices, were provided with District issued Chrome Books. Families, who were in need of internet connectivity, were referred to providers offering free or reduced internet service during the period on school closure.

Prior to the formal launch of Planned Instruction, the District conducted several “test” runs to ensure that students could access remote lessons. Counselors and Technology Department staff provided direct outreach to students who did not connect during the outreach connectivity tests.

Students will predominately use Google Classroom to submit assignments and attend class sessions. Teachers, who previously used Edmodo, will also continue to use that platform to interact with their students. All textbooks and supplemental materials are available in online formats or PDF documents. In addition, teachers will utilize Khan Academy, IXL, and other curricular resources to supplement their instruction. If a student requires modified work or requests a paper copy of assignments, paper copies will be either delivered to the students home or arrangements to pick up paper copies will be made.

Staff General Expectations

Outline the expectations of teachers and staff related to posting or hosting educational opportunities and/or planned instruction; parent communications; and work time availability. Considerations for both daily and weekly staff expectations can be included.

The Peters Township School District and Peters Township Federation of Teachers (PTFT) agreed upon a Board approved Memorandum of Understanding that maintained previously agreed upon workday language. All teachers and PTFT Staff will work a 7 ½ hour workday. During this workday, teachers and staff will hold office hours for 5 ½ hours each day from 8:30 a.m. to 3:30 p.m. Two evenings a week, teachers will offer two (2) one-hour office hour sessions. Teachers and staff will receive a preparation period and lunch during the workday. During office hours, teachers and staff will complete the following activities:

- Continue planning lessons and creating screencasts, resources and/or other documents to teach content.
- Assign at least one graded assignment each week.
- Monitor student engagement.
- Schedule video/audio conferences with students.
- Grade assignments.
- Make phone calls to maintain a connection with students and their families.

- Attend virtual meetings with colleagues, principals, and other staff.
- Collaborate with Learning Support and English Language Learner Colleagues to modify lessons and adapt instruction.
- Collaborate with colleagues who teach the same course or grade level for lesson planning, structure, pacing, and lesson delivery.

In addition to activities completed during office hours, it is the responsibility of teachers and other employees to:

- Plan meaningful assignments that support essential learning objectives.
- Develop assignments that are accessible, appropriate, reasonable, and advance learning for ALL of the students.
- Create flexible schedules for assignment due dates.
- Create flexible assessments and choice to show learning.
- Monitor student workload and adjust as necessary.
- Collaborate with colleagues.
- Provide timely and accurate feedback to students and parents regarding student progress.
- Offer multiple opportunities to engage with students.

Student Expectations

Outline the expectations of students for participation in educational opportunities and/or the completion of assignments. Establish the meaning of expectations related to student engagement, participation, and completion of assignments.

Students are expected to engage in classwork daily. Teachers will provide assignments with specified deadlines. Teachers will also offer optional online synchronous sessions.

It is the responsibility of each student to:

- Maintain appropriate online etiquette:
 - Test your technology before class.
 - Dress appropriately if attending a live videoconference lesson.
 - Mute your microphone when not speaking.
 - Be an active participant.
 - Ask only class related questions.
- Be an active participant in your learning.
- Complete your assignments with the highest level of effort and submit them on time.
- Maintain a positive attitude toward school.
- Be cooperative by carrying out the teacher's instructions and asking for help when needed.
- Be respectful to teachers and classmates.

Attendance / Accountability

Outline the expectations for distance education attendance. Is this synchronous attendance, or asynchronous participation? What demonstrates meaningful participation? Outline the procedures and practices that will be in place for accountability. This can be universal or course/grade specific, but should be consistent for all students in that particular course or grade. State what accountability practices will be in place for grading and credit earning, if any.

Daily attendance for asynchronous Planned Instruction will be taken once a day for all students. For each day of instruction, parents or students must submit an online form no later than 6 p.m. to be marked present. If the online attendance form is not submitted, students will be marked absent for the day. In addition to being posted on the District's Planned Instruction Website, the attendance form will be directly e-mailed to every family daily. A School Nurse or Counselor will follow up with students and families who do not complete an online attendance form for three consecutive days. If a child is sick or unable to participate in a planned instruction day, parents are encouraged to contact their child's school nurse with an emailed excuse. Absences beyond 10 school days will be excused with a parent note upon approval by the Principal.

In order to preserve the efforts and accomplishments of our students during the first three quarters of this school year, Peters Township School District will maintain its existing grading system for the final quarter of the year. Our students have worked hard during the first three quarters of the school year and we believe that final grades should be representative of those efforts. Fully recognizing the challenges of remote instruction, our teachers will adjust expectations for performance and productivity when assigning grades in the final quarter. Maintaining our current grading system will allow teachers to communicate our students' accomplishments in a system that is familiar to both students and parents. Our expectations for students during the fourth quarter is that they attempt to put forth their best efforts to engage in learning under the very challenging conditions that currently exist. Students' grades for the fourth quarter will reflect their good faith and best efforts to engage in learning and will be issued with consideration of their performance during the first three quarters of the school year.

Good Faith Efforts for Access and Equity for All Students

Communicate in what ways reasonable and appropriate supports are in place to demonstrate a good faith effort of meeting the needs of all learners.

During this pandemic, the Peters Township School District is demonstrating a good faith effort to meeting the needs of all learners by implementing a Planned Instruction program that incorporates our existing robust curriculum, programs, and related supports. The District initiated multiple levels of outreach to ensure that all students had access to technology devices and internet connectivity prior to the launch of Planned Instruction. Paper copies of instructional items are available upon parental request. Procedures were put in place to ensure that teachers provide meaningful learning opportunities with individual student feedback for all students. Safety nets, including direct counselor outreach, is in place for students who fail to actively engaging in remote instruction. Supports for students with Individualized Education Plans are identified below.

Special Education Supports

Communicate in what ways reasonable and appropriate supports are in place to demonstrate a good faith effort in meeting the needs of students with individualized education plans. Provide specific instructions for parents who have questions or concerns.

Under the constraints of the COVID-19 crisis, the Peters Township School District will continue its good faith effort to offer a Free Appropriate Public Education (FAPE) to all students with disabilities. The District's Planned Instruction offers remote learning opportunities that are accessible and will show reasonable progress for all identified students. To the greatest extent possible, the District will adhere to all required special education timelines, including conducting virtual meetings.

District staff will collaborate with students/parents to revise Individualized Education Plans to accommodate a successful transition to remote learning for all students. During remote instruction, students will continue to receive the related services that are listed in their IEPs. Related services may include occupational/physical therapy, speech and language, social work, vision, and hearing services. Related services will be provided via on-line/telecommunication services with certified professionals.

District learning support and general education teachers have daily office hours to provide support and assistance for all students. Case Manager are available to provide additional supports for students with IEPs.

EL Supports

Communicate in what ways reasonable and appropriate supports are in place to demonstrate a good faith effort of supporting the language proficiency needs of English learners. Provide specific instructions for parents who have questions or concerns.

The District will continue to support the language proficiency needs of English Learners through Planned Instruction. EL students will be supported through a variety of means aimed at ensuring skill development in areas of weakness as determined by course participation review, grade level curriculum standards and WIDA assessments. EL teachers will collaborate with families to ensure that they understand and can fully access remote learning opportunities. EL teachers will host daily office hours, assign tasks for independent ungraded practice in a skill area, and modify work to support skill development in an inclusive setting. Students have an opportunity for daily synchronous interaction and EL teachers will directly reach out to families at least once every two weeks to check on student progress and provide support as needed.

Gifted Education
<p><i>Communicate in what ways reasonable and appropriate supports are in place to demonstrate a good faith effort of providing gifted education programs and services. Provide specific instructions for parents who have questions or concerns.</i></p> <p>The Peters Township School District will continue to provide Chapter 16 gifted services during the period of school closure, including the adherence of GIEP timelines. Gifted teachers will provide enrichment through opportunities for advanced research, curricular extension activities, and projects for students in their areas of strength per their Gifted Individual Education Program (GIEP). Gifted and general education teachers will have daily office hours to provide supports related to gifted goals/programming.</p>

Building/Grade Level Contacts
<p><i>Share the points of contact for each school building that would take the lead in building-specific communication efforts and provide answers to specific inquiries from students and parents.</i></p> <p>Assistant Superintendent/Curriculum Grades K-6: Dr. Michael Fisher (fisherm@pt-sd.org) Bower Hill Elementary: Mr. Rob Garvey (garveyr@pt-sd.org) Pleasant Valley Elementary: Mr. Greg Marquis: (marquisg@pt-sd.org) McMurray Elementary: Mr. Blair Stoehr: (stoehrb@pt-sd.org) Mr. Michael Brookie (brookiem@pt-sd.org) Deputy Superintendent/Curriculum Grades 7 – 12: Dr. Jennifer Murphy (Murphyj@pt-sd.org) High School Principal: Mrs. Lori Pavlik (Pavlikl@pt-sd.org) Middle School Principal: Mr. Adam Sikorski (Sikorskia@pt-sd.org)</p>

Resource Links
<p>Planned Instruction Website: https://www.ptsd.k12.pa.us/PlannedInstruction.aspx</p>