Antietam SD Continuity of Education Plan
April 1, 2020

Continuity of Education is the overarching term for any educational practices that occur in the event of a prolonged school closure. It is important that students have the opportunity to develop and maintain skills while away from the customary school environment. This can be achieved through Planned Instruction, Enrichment and Review or a combination thereof.

1. Planned Instruction: Planned Instruction is formal teaching and learning similar to that which occurs in a classroom setting. Within this process, teachers use planned courses of instruction of new concepts/skills aligned to grade level standards.

2. Enrichment and Review: Enrichment and Review consists of informal activities that reinforce or extend students' prior learning. New standards and skills are not addressed through Enrichment and Review.

The Antietam School District plans to offer a continuity of instruction to our students using a tiered approach by integrating a mixture of both enrichment & review and planned instruction.

Goal of the Plan

- The goal of ASD is to provide online instruction to move students forward in the curriculum for each selected class. Our plan will provide flexibility for students and families and will address the needs of all students as best as possible. There will be a method of taking attendance and an assessment component to our online learning platform.

Overview of the Plan

- The Antietam School District is committed to empowering our students to continue their learning, especially in the face of a crisis. Teachers, administration, students and community members will come together to create a viable method of enabling our students to successfully progress through their academics for the remainder of this school year. Our plan will provide daily coursework for all students as well as teacher and administrative support for students and their families. We will make every effort to help students feel included in online classrooms and to engage them in collaboration with other students. Counseling services among others will also be made available to assist students with navigating our current health crisis and the resultant isolation.

Two Phase Implementation Plan

<u>Phase 1 – March 16, 2020 to April 8, 2020</u>

- All K-12 teachers continue to provide enrichment and review activities for all students.
  - [Antietam A+ Sharp Website](#)
- All K-12 teachers plan for an extended school closure due to Covid-19 (Phase 2)
  - K-6 teachers prepare for planned instruction in the subjects of Math and ELA
    - All other K-6 content or special area teachers prepare enrichment and review activities
  - 7-12 teacher prepare for planned instruction in the subjects of ELA, Math, Science, and Social Studies
    - All other 7-12 content or encore area teachers prepare enrichment and review activities
  - Teachers and paraprofessionals trained in use of Google Classroom
  - Teachers and paraprofessionals trained in the use of virtual meetings
  - E-Learning professional development for staff
  - Expectations for students and staff set
  - Expectations communicated to students through the use of Blackboard/Social Media/ASD website

Spring Break/Easter Vacation: April 8, 2020 to April 13, 2020 (No School for Staff or Students)

<u>Phase 2 – Tuesday, April 14, 2020 - School closure extended</u>

- Online learning begins
- New instruction, make-up work, enrichment, review, and practice activities delivered through Google Classroom & Schoology.
- Daily attendance and engagements/interactions with students
- IEP meetings will resume via virtual/phone conferences

E-Learning Schedule – Tuesday, April 14th until we resume normal operations

Teacher and Staff Schedule

- 8:00 AM – 9:00 AM
  - Planning and Preparation
  - Agendas and/or goals for the week posted by 9 AM on Mondays or the first school day of the week.
- 9:00 AM – 3:30 PM
  - Planning, creation of activities, communicating and interacting with students
  - Expectation is that teachers are available to students for questions. How that is accomplished is at the discretion of each individual teacher. There is no expectation that any teacher is expected to be online the entire time as long as there is sufficient monitoring of students in place.
  - Teachers may adjust their meeting/online/collaboration time based on the needs of the students and teacher.

Faculty Meetings

- Weekly faculty meetings will be held, facilitated and led by the building principal. Microsoft Teams will be used to host the meetings.

E-Learning Expectations for Staff and Families

Guidelines for Instruction
- The instructional approach is ASYNCHRONOUS. This means it can be done at any time of the day so families will be able to share one device with multiple students.
- Teachers will be understanding and flexible with time frames, as all of our families are working to make the best out of a difficult situation and learning a whole new way to support their child's education.

What device is needed to access instruction?
- We are designing instruction so that it should be functional on any device. Having a keyboard may make the process easier for students, however it is not required to have a separate keyboard (ipads have keyboards on the screen that would suffice)

- A printer is not required. We have encouraged teachers to keep in mind that not all families have access to a printer. This may look like a variety of options such as (but not limited to): digital responses, uploaded pictures/screenshots, digital voice recordings etc.

- All students in the MSHS have a chromebook device. For the students in grades K-6, if a device is needed, please sign up for a time slot to secure your device. We will be distributing devices on April 6th and 7th. We need to maintain "social distancing" through this process. Time slots are very important.
    - https://www.signupgenius.com/go/9040B4DA4AF2BA0F58-asddevice

- As technology needs arise, we will continue to support and work with our families.
    - We are willing and able to deploy every device in the district, if needed, to make this work.
    - Please understand that we do have a finite number of devices.
    - Teachers are designing instruction with the understanding that families may be sharing devices among students.
    - In the spirit of community, we are trusting that our families will request a device only if the family will not be able to make it work otherwise.

Student Workload
- We understand that each of our families are in a variety of different situations. We are trying to keep the academic momentum going for students, while keeping in mind the high degree of variability that each family will have during the upcoming weeks.

- The following guidelines are being used by our teachers to develop instruction.
    - **K-6**:   2-3 hours of instruction and/or enrichment and review activities

- **7-12**: 3-4 hours of instruction and/or enrichment and review activities
- Please note- We understand that there is a learning curve for both teachers and families. As we become more comfortable with this form of instructional delivery, this may be revisited, if needed.

Can you work ahead? Yes, but you still need to record your daily attendance by answering the "question of the day".

What if you miss an assignment? Please contact your teacher directly. We understand that this is a process we all need to work through together.

Teacher Virtual Office Hours

- Teachers will be encouraged to host regular office hours so that students can stop into a virtual space and ask questions and connect with their teacher.

- Please note that as our teachers prepare for instruction, office hours will not start immediately. Our teachers are working hard to prepare lessons, so we ask that you please be patient with this aspect.

Virtual Room Norms

- The first time Teachers use a virtual room with your children Norms will be established and reviewed.
- We are asking families to reinforce the established Norms with their children and support appropriate virtual classroom etiquette. Please discuss the following:
    - When entering a virtual space, please mute your microphone and only turn it on when you need to speak.
    - It is important to not talk over one another and wait for a pause in the conversation.
    - Maintaining professional and appropriate language and decorum is necessary
    - Staff and Students should follow the district dress code when participating in shared virtual spaces or when sharing any type of camera interactions.
        - We are trying to use virtual spaces to recreate a brick and mortar classroom environment as best as possible.
        - Virtual spaces will not be recorded.
    - Students will still be held to the district student code of conduct.
    - Students who do not wish to appear on video can turn their cameras off, but need to participate when asked to do so by voice response.
    - All virtual rooms will be password protected to enter.
        - The teacher will provide students with the password to access the virtual room.
        - We are asking that the password NOT be posted or shared.
    - Teachers may record videos of themselves completing a task or demonstration for instructional purposes. These videos may be posted for viewing by the students.
    - Students may record a video of themselves completing a task/assignment and send it to the instructor for grading purposes.

Grading

- Teachers may be assigning graded assessments (quizzes, tests) and/or projects.
    - Teachers understand that we are moving slowly into this process, so we do not anticipate any heavily weighted assignments in the first few weeks of starting Phase II.

- Grading will continue under this model, however we are stressing the importance of flexibility.
    - Each grade assignment will clearly indicate how the assignment will be graded. In some instances, quizzes/tests may be auto graded.
    - In other instances, students may be assigned open ended questions, essays, and projects. We will be designing these types of assignments with the understanding that students have open access to their resources.
    - The district understands it is not possible to ensure a *closed book no resource policy* during Phase II.

- We are continuing to emphasize flexibility for our families, as well as transparent and open communication.
    - We ask everyone to remember the obstacles that we all may face during this process.

- MSHS Grading Specifics
    - All Courses
        - The 3rd marking period will be extended in order for students to complete any outstanding assignments and finalize grades.
        - All final grades will be based on the first 3 marking periods of the year.
        - The very short window for the 4th marking period will be a Pass/Fail grade only.
        - GPA and class rank will be based on the first 3 marking periods only.
            - This provides equity to all the students.
    - Planned Instruction Courses: Math, English Language Arts, Social Studies and Science
        - The MSHS principals will provide a detailed list of these courses.
        - These online courses will function just the same as if the students were attending the brick and mortar school. There will be graded assignments, projects, activities, quizzes, tests and etc...
    - Enrichment and Review Courses:
        - All courses that are not Math, ELA, Social Studies or Science. These online courses will contain engaging and enriching activities for the students. The teachers may create "synchronous" opportunities for the students to work collaboratively together and with the teacher.

- K-6 Grading Specifics
    - Final grades will be based on the first two trimesters.
    - Planned Instruction Courses: Math and English Language Arts
        - These online courses will function just the same as if the students were attending the brick and mortar school. There will be graded assignments, projects, activities, quizzes, tests and etc...

- - Enrichment and Review Courses:
    - All courses that are not Math and English Language Arts. These online courses will contain engaging and enriching activities for the students. The teachers may create "synchronous" opportunities for the students to work collaboratively together and with the teacher.

Attendance

- Each day, **K-12** attendance will be recorded with a posted "Attendance Question of the Day."

- Attendance can be logged anytime during the day, up until 11:59pm. Teachers will record the attendance in Skyward the following school day.

Special Education

Supports for Special Education or Students with a 504 Plan
- As per communication provided to families, online instruction will begin on April 14, 2020. Special education staff have been included in all aspects of this preparation to plan providing instruction and assignments virtually. General Education and Special Education teachers are expected to provide accommodations, to the extent possible/appropriate, based on individual student plans (IEP/GIEP/504). Special education teachers and general education teachers are expected to collaborate to ensure access to the content for students with disabilities. Special Education staff, including special education teachers, gifted teachers, and 504 case managers, will be available to provide direct support to students and their families. Special education case managers will be in touch directly with the students on their caseloads and their families. During this time, related services will be provided via virtual methods and families of those students will be contacted regarding those procedures.

- IEP/GIEP/504 meetings will be held virtually, via Zoom, Google Hangouts, Microsoft Teams or by phone. Case managers will reach out to you directly to review this process and to schedule meetings if necessary. We encourage you to continue to review all communication sent via Blackboard and/or emails from teachers and IEP case managers. Please reach out to them with any questions you have during this time.

English Language Learners

Supports for our EL students
- During the remote instruction necessitated by the extended school closure, planned English language development instruction by our EL Education teachers and adaptations/modifications in the delivery of content instruction and assessments by all core teachers will be provided. Regardless of the level of the EL, the EL teacher will make efforts to create opportunities for students to interact using Zoom or other technology so that they can continue to stay connected to the school community, their teachers, and one another. These can be formal or informal opportunities, and while not required of students, will be encouraged and provided.

- EL teachers will continue to provide support to students and will be in regular contact with families to ensure students are able to access the online platforms for their ESL and other classes. All students have district-provided devices which are equipped with the necessary translation applications.

- EL teachers and other district support staff will be available to assist families with translation of district documents related to school closure and continuity of education, as well as with access to meals and other services provided by the district during this time period.

Academic Calendar
- At this point, we still do not know the impact on the academic calendar. We are trying not to make these types of decisions until there is more conclusive information from the state level. We want to be fair and transparent to our families; however, we are unable to do so while we have many questions for which we are still seeking answers.

Marking Period Extensions and Finals
- The 3rd marking period is going to be extended for MSHS, however we don't have precise dates at this time. We are trying not to make these types of decisions until there is more conclusive information from the state level.

- Final Exams have been cancelled, even if students return to the building in the near future.

Keystone Exams and PSSAs
- The Pennsylvania Department of Education (PDE) announced on March 19th the cancellation of all PSSA testing and Keystone exams for the 2019-20 school year as a result of COVID-19. This includes the Pennsylvania Alternate System of Assessment (PASA). At this point, we do not yet know the long-term impact of this decision from the Department of Education, and we suspect that we will not have clarity until classes resume and discussions are finalized.

School Events
- All school events will remain suspended during the school closure. We understand how important these experiences are to students, families and the community. We will be doing as much as we can to keep events such as Prom and Graduation, but please know that some of these decisions are not within our control.

Communication Tools and Strategies

- We will communicate our Continuity of Education plan to all stakeholders with a letter, in both English and Spanish, sent through our email notification system as well as having it posted on our website. Administrators and teachers will provide ongoing communication through virtual office hours via Zoom meetings, their Google Classrooms or Schoology platforms.

Digital Resources for Families

- [How to set up Zoom for parents.](#) YouTube Video There are many YouTube video tutorials on the web.

- The outpouring of resource lists, how-to guides, and recommendations to help parents keep their children in learning mode has been one of the more heartwarming stories to come out of this pandemic. The list below is by no means exhaustive, but is a great selection for parents that come from reputable sources and are designed to support our curriculum.

- [Common Sense Media](#) - From the nation's leading nonprofit providing families and educators with the resources they need to harness the power of technology for learning and life, offers curated, age-based media content to help parents support their kids' learning at home. These top picks lists from Common Sense experts can help parents prepare for and make the most of online educational resources during school closures.

- [PBS for Parents](#) - Suggestions on how to practice healthy habits with your children and talk to them about the Coronavirus.

- [Discovery Education](#) - Discovery Education has created a special channel within Discovery Education Experience—the Viruses and Outbreak Channel—featuring digital content that helps educators discuss the Coronavirus outbreak with students. This content includes timely updates on what the Coronavirus is, information on how infectious diseases spread, and essential guidelines for staying healthy.

- [Khan Academy](#) - This link has sample schedules that are meant to be templates that you could adopt as is or copy and modify to better suit the needs of your children. Khan Academy has self-paced, interactive content--exercises, videos and articles--for students in every grade and in most major subject areas. All Antietam students can access Khan Academy through Clever.

- [Scholastic](#) - Even when schools are closed, you can keep the learning going with these special cross-curricular journeys. Every day includes four separate learning experiences, each built around a thrilling, meaningful story or video. Kids can do them on their own, with their families, or with their teachers. Just find your grade level and let the learning begin.

- [Crayola Home Learning](#) - To support families with creative learning at home, Crayola has created a landing page full of lessons, activities, and ideas. Feel free to use these free resources and share with colleagues, families, and students.

- [WHYY Brings the Classroom Home](#) - Great educational resource.

Non-Digital Platform Options

- [Learning at Home with Pennsylvania Public Television](#) - With schools closed, Pennsylvania public television stations want you to know that you are not alone. Working with the [Pennsylvania Department of Education](#), we have created *Learning at Home*, your connection to thousands of hours of educational and entertaining videos, activities and games to support you. From *Sesame Street* for preschoolers to *NOVA* for high school science students, public television offers engaging programs that will support your child's learning. As we move forward together, we'll learn together. Each station will offer more resources to help you and your child's teachers find a path that is right for you.

Access for Families

- Planned instruction will be delivered through a variety of platforms, dependent upon the grade level or teacher. We will use our recent technology survey to determine which families need devices to access the learning platforms so that we can provide a device. Several providers are offering assistance with low-cost internet access; we will share this information with our community and help our families take advantage of these offers where applicable.

Supports for Families

What are we going to do to support students who don't have devices?
- Using the Antietam Technology Survey, our Technology Department will work directly with families to ensure that families have device access.

- Device deployment for grades K-6 will take place on April 6th and 7th. Again, please sign up for a time slot to secure your child's device by clicking the link below. We need to maintain "social distancing" through this process. Time slots are very important.
  https://www.signupgenius.com/go/9040B4DA4AF2BA0F58-asddevice
    - **IF** after device deployment, device access is a concern for your family, please submit a request using the following link: https://forms.gle/jEDhap1xJPsJmDJJ7

Don't Have Internet Access?

- Xfinity Internet essentials, 2 months free and then $9.95 a month:
  https://www.internetessentials.com/covid19

- Fios is offering the Lifeline program, which is also 2 months of internet for free and then a reduced rate based on what you qualify for:

    https://www.verizon.com/support/consumer/account/manage-account/lifeline-discount

Tech Support:
- Technical Support will be available Monday - Friday from 8:00 am-3:30pm via appointment with our Instructional Technology Team.
- Please email Mr. Anthony DiSarro, Director of Technology adisarro@antietamsd.org to schedule an appointment. This could be done via email or a virtual room like Zoom.

Google Classroom and other Resources for Parents

- Click HERE

Mental Health Support

- We understand that this can be a stressful time for students and families. We are trying to create an environment where we can continue academic progress for students, bring back a sense of community for students, and support student's overall social emotional wellness.   Listed below, are several options for families to receive support during this time.

Parent/Guardian Resources

- COVID-19 Resources
- Suicide Prevention and Mental Health

Student Resources

- Suicide Prevention and Mental Health
- SAP (Student Assistant Program)
- Safe 2 Say Something
- Antietam A+ Sharp Site

Where can I submit my questions?

- Technology Questions can be sent to Mr. Anthony DiSarro, Director of Technology: adisarro@antietamsd.org

All other Questions: Please email the most appropriate person below.

- MPPC Principal: Mrs. Michele Bleacher mbleacher@antietamsd.org
- MPEC Principal: Mrs. Kelly Landherr klandherr@antietamsd.org
- MSHS Principal: Dr. Felice Stern fstern@antietamsd.org
- MSHS Assistant Principal: Mr. Tim Matlack tmatlack@antietamsd.org

- Director of Special Education: Ms. Becky Kohr bkohr@antietamsd.org
- Director of Finance & Operations: Mrs. Tracy Detwiler tdetwiler@antietamsd.org
- Superintendent: Mr. Jeffrey R Boyer jboyer@antietamsd.org

Please know that your questions are very important to us. We are trying to respond to your questions as quickly as possible, but please understand that there may be a longer-than-normal delay in our response due to the high volume. Thank you for understanding and for your patience.

Pennsylvania Department of Education

- This Antietam School District Continuity of Education Plan will be submitted to the Pennsylvania Department of Education in accordance with Senate Bill 751 which was signed into Law by Governor Wolf on March 27, 2020.