

# Shenango Area School District



## Continuity of Education Plan

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### **Purpose of Continuity of Education Plan**

Shenango Area School District has developed a Continuity of Education Plan in response to the statewide school closures due to the COVID-19 pandemic. The purpose of this plan is to provide a detailed overview of the educational procedures that will be in place during the extended school closure. SASD aims to ensure that during this time, all students will have access to their education to maintain and build upon existing knowledge and skills while away from the traditional educational environment.

### **Goal of Plan**

The primary reason for the state-mandated school closures is to maintain the safety of students, families, and community members by eliminating large group gatherings. The goal of this plan is to observe this mandate while also allowing SASD educators to continue to contribute to the growth and education of our students through planned instruction.

### **Plan Overview**

The focus of this plan is to continue to provide the students of the Shenango Area School District with planned instruction. Planned instruction is recognized as the delivery of formal teaching and learning similar to that which occurs in a classroom setting. Teachers will use planned courses of instruction of new concepts and skills that are aligned to grade-level standards while providing feedback and adjustments to ensure progress is being seen. To receive grades and credit, students will be expected to attend and complete course requirements.

Though planned instruction will be provided in an adjusted methodology, SASD aims to provide as high of a level of education as possible while sustaining a focus on its mission of providing a learning environment that enables our students to acquire the skills and the knowledge to be productive citizens and lifelong learners.

### **Access and Equity for All Students**

Access for all students has been considered in the development and deployment of planned instruction. Through the development of this plan, the district acts in good faith to ensure that activities are reasonably accessible and equitable. While school closures challenge the ability to ensure certain provisions, reasonable effort will be made to ensure that all students have access to education.

As appropriate, teachers of students with special needs will work to ensure that appropriate modifications are made for students through collaboration with special education employees. In addition, provisions have been made for students that may not have internet access or internet capable devices to complete their work. These options may include providing devices to households at the rate of one chromebook per every 2 students in the household or generating materials in print.

### **Expectations of Teaching and Learning**

Throughout the school closure, teachers are expected to generate planned instruction based upon their specific eligible content and standards. Lesson plans will be created based on critical information needed for course completion and highly important for future learning. Teaching and learning may vary based upon age appropriateness, needs for special accommodations, and/or access to technology. Teachers will maintain open lines of communication and adjust to the needs of their students, ensuring all have equitable access to education.

### **Student Expectations**

Students are expected to take an active role in their learning and the continuity of education by completing lessons assigned to them. They are expected to consistently access and complete their work in a timely manner and by set deadlines. These assignments can be graded toward the student's 4th nine week's grade and calculated into final GPA. Throughout the time of closure, students are expected to keep an open line of communication with school staff and consistency of work completion to ensure continuity of education or make known any hindrance that would cause them to be unsuccessful accessing their education.

### **Attendance and Accountability**

Attendance, though it will likely appear different than a traditional school day, is still vital to a student's success and will be monitored as part of this plan. Teachers will stay in regular contact with students to ensure access to online classrooms and to assist in the submission of online and printed materials. If it appears that a student is not accessing learning opportunities regularly, a referral regarding that student will be made to the school counselors and administrators. This referral will lead to additional contact and the opportunity to discuss any additional supports or adjustments that might be helpful to improve attendance.

SASD is committed to supporting students and families during the adjustment to new practices and expectations. However, after a reasonable adjustment period, students will be notified that grading and attendance policies will progress toward traditional expectations during which students should participate in each lesson and assignment and that consistent failure to do so will hurt their performance and ultimately their grade in the course.

### **Special Education Support**

Students found to be exceptional will continue to receive special education supports to the greatest extent possible given the circumstances of the school closure. Students' current IEPs, GIEPs, and 504 Service Agreements will be implemented to the maximum extent possible. The district ensures to make a good faith effort to provide instruction and inclusion for each child.

The District's Special Education staff and Special Services Coordinator will be available daily via email, phone, or Google Meet to provide students support and answer any parent questions. Special education staff will meet regularly with each student on their caseload to provide appropriate support. Additionally, special education teachers will consult with general education teachers regularly to ensure educational material are modified appropriately and IEP accommodations are provided to the utmost ability.

Special education teachers will provide daily "office hours" to assist students with any assignments or answer parent questions. Paraprofessional "office hours" are provided daily to support with implemented IEP accommodations, special education instruction, and general education materials. Related service providers will ensure a good faith effort to deliver services during the school closure via Google Meet, phone conference, or other methods to provide a free and appropriate public education (FAPE) to the maximum extent possible.

The Shenango Area School District will in a good faith effort, continue to ensure FAPE to the maximum extent possible during the mandated closure including specialized instruction, related services, and identified accommodations to educational materials.

**English Learner Support**

The District’s EL (English Language) teacher will provide materials to support students’ language proficiency. In addition, the teacher will consult regularly with each students’ general education teacher to ensure educational material is appropriately modified to allow access to learning and provide continued language development. The EL teacher will hold daily “office hours” to provide assistance with any general education materials, target continued language development, and answer any parent questions. In order to allow for equal access to materials, the EL teacher will serve as a point of contact for any parents in need of translation support during the school closure. The Shenango Area School District ensures to implement each child’s Language Instruction Educational Program (LIEP) to the maximum extent possible during the mandated closure.

**Gifted Education**

The District’s Gifted teacher will continue to provide gifted support through providing appropriate activities for students found to be exceptional. The Shenango Area School District will continue to conduct annual GIEP meetings in a mutually agreed format including Google Meet or phone conference. The gifted teacher will hold daily “office hours” to provide assistance with any educational materials. Additionally, the gifted teacher will collaborate with general education teachers to ensure the implementation of GIEP accommodations and rigor of academic materials. The Shenango Area School district ensures to implement each child’s GIEP to the maximum extent possible during the mandated closure.

**Shenango Elementary School**

<b>Lesson Planning/Assignments: Quantity</b>	Students in grades K-6 will receive instruction each day in each of their regularly assigned courses. All instruction will be guided and aligned to PA Educational Standards and developed and supported by Shenango Elementary Teachers. All grade levels will provide assessments at least weekly on the skills in which they taught. All grade levels will provide students with additional online, enrichment/ practice opportunities each week outside of core instruction.
<b>Lesson Planning/Assignments: Duration</b>	Teachers will develop meaningful instruction and deliver it in an easily accessible manner to all students through online formats or printed materials. Each classroom teacher will provide lessons to students with clearly stated instructions, expectations, and deadlines with opportunities to seek clarification and support. Teachers may provide multiple days of instruction in advance that can be completed in a manner that suits individual student availability and

	access to internet access.
<p><b>Methods of Delivery</b></p>	<p>Instruction will be delivered through a variety of online formats and resources. Below are examples of resources that may be incorporated in the delivery of instruction by each individual classroom teacher. Any additional resources that are not included in this list will be utilized only if reasonable access is available to all students.</p> <ul style="list-style-type: none"> <li>● Google Classroom</li> <li>● Google Slides</li> <li>● Google Meet</li> <li>● Parent Square</li> <li>● ThinkCentral</li> <li>● YouTube</li> <li>● Starfall</li> <li>● Brainpop</li> <li>● Scholastic</li> <li>● SeeSaw</li> <li>● Prodigy</li> <li>● Sumdog</li> <li>● First in Math</li> <li>● Newsela</li> <li>● Flocabulary</li> <li>● PBS Kids</li> <li>● Quizlet</li> <li>● Espark</li> <li>● Simple Solutions</li> <li>● Common Lit</li> <li>● Weebly</li> <li>● ABC Mouse</li> <li>● Boom Learning</li> <li>● MobyMax</li> <li>● Discovery Education</li> </ul> <p>To assist with access to the internet and online resources, Shenango Elementary will distribute Chromebooks through the high school office and assist with their setup and use to students and families who express a need. Chromebooks will be issued at a rate of one Chromebook for every two students per household. Ongoing support for the students and parents to get acclimated with the use of online resources will be provided by teachers, the technology director, and school administrators.</p> <p>For students who do not have reliable or consistent access to the internet, materials will be available in printed formats. Materials will be submitted by the teacher to the elementary office where they will be printed out, and available for pick up. Students will also be able to submit completed coursework to the high school to be returned to their teachers.</p>
<p><b>Forms of Assessment/Feedback</b></p>	<p>Students will be assessed using online resources as listed below. Teachers will also be available to respond to students who require additional feedback or support through online discussion, email correspondence, or other means of individual communication. Teachers will provide consistent feedback to all forms of assessment. In addition to direct feedback on assignments, the</p>

	<p>results of all graded work will be entered into CSIU grade books and available for students and parents to monitor using the CSIU Student and Parent Portal.</p> <ul style="list-style-type: none"> <li>● Google Forms</li> <li>● Google Classroom</li> <li>● Think Central</li> <li>● See Saw</li> <li>● Boom Learning</li> <li>● Quizlet</li> <li>● Simple Solutions</li> <li>● Parent Square</li> <li>● Email</li> </ul>
<b>Communication to Students/Families</b>	<ul style="list-style-type: none"> <li>● Lesson Plans/Assignments are to be made available to students and families by the end of the day Friday for the following week.</li> <li>● Teachers will maintain open lines of communication with all students/families, as needed.</li> <li>● Teachers will check their Parent Square account, email, and other forms of communication throughout scheduled school days and hours, responding in a timely manner.</li> <li>● Teachers will provide grades and/or feedback on a weekly basis, based on skills taught and post their grades within the SIS.</li> <li>● Teachers will provide midweek reminder emails, Parent Square messages, or other form of communication to notify students who are not completing work at an acceptable/ reasonable rate.</li> </ul>
<b>Attendance/ Accountability</b>	<ul style="list-style-type: none"> <li>● Teachers will maintain accurate record keeping of students who are logging into their online programs and completing work at a weekly rate equal to five days of instruction. They will report students who are not attending/participating to a shared Google Sheet to be monitored by administration.</li> <li>● Teachers will consistently follow up with students and families to ensure all students maintain adequate participation/attendance.</li> <li>● Administration and other designated personnel will follow up with students and families to promote attendance, troubleshoot technology/internet access difficulties, and work to remove any roadblocks to education.</li> </ul>
<b>Specials</b>	<ul style="list-style-type: none"> <li>● Special teachers in grades K-6 will provide 20-30 minutes of academic instruction per day in the areas of Music, Physical Education, Art, and Computer/STEAM.</li> <li>● The Band teacher will provide an opportunity for students to maintain their weekly lessons using Google Meet.</li> <li>● Special teachers will also provide students with online enrichment materials and resources for students to further practice.</li> </ul>
<b>Title/Support</b>	<ul style="list-style-type: none"> <li>● Support staff members will be available to support the delivery of instruction.</li> <li>● Teachers will include support staff in the online and distance learning opportunities to support in delivering the education and assisting students in the completion and submitting of their work.</li> </ul>
<b>Special Education/Pupil</b>	Students found to be exceptional will continue to receive special education

<b>Services</b>	supports to the greatest extent possible given the circumstances of the school closure. Students' current IEPs, GIEPs, and 504 Service Agreements will be implemented to the maximum extent possible. The district ensures to make a good faith effort to provide instruction and inclusion to the maximum extent possible for each child identified exceptional.
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<b>Shenango Jr/Sr High School</b>	
Lesson Planning/Assignments: Quantity	Students in Grades seven through 12 will receive instruction each day in each of their regularly assigned courses. All instruction will be guided and aligned to PA Educational Standards and developed and supported by Shenango High School teachers.
Lesson Planning/Assignments: Duration	Teachers will develop meaningful instruction and deliver it in an easily accessible manner to all students through online formats or printed materials. Each classroom teacher will provide lessons to students with clearly stated instructions, expectations, and deadlines with opportunities to seek clarification and support. Teachers may provide multiple days of instruction in advance that can be completed in a manner that suits individual student availability and access to internet access.
Methods of Delivery	<p>Instruction will be delivered through a variety of online formats and resources. Below are examples of resources that may be incorporated in the delivery of instruction by each individual classroom teacher. Any additional resources that are not included in this list will be utilized only if reasonable access is available to all students.</p> <p><b><u>Online methods of delivery:</u></b></p> <ul style="list-style-type: none"> <li>● Recorded teacher lectures, lessons, and examples</li> <li>● Review of online educational videos</li> <li>● Online quizzes and tests</li> <li>● Online classroom discussions</li> <li>● Student presentations</li> <li>● Material review using game-based learning platforms</li> </ul> <p><b><u>Online Resources:</u></b></p> <ul style="list-style-type: none"> <li>● CSIU</li> <li>● Google Classroom</li> <li>● Google Slides</li> <li>● Google Forms</li> <li>● Google Meet</li> <li>● Parent Square</li> <li>● YouTube</li> </ul>

	<ul style="list-style-type: none"> <li>● Kahoot</li> <li>● ScreenCast-O-Matic</li> <li>● SeeSaw</li> </ul> <p>To assist with access to the internet and online resources, Shenango High School will distribute Chromebooks and assist with their setup and use to students and families who express a need. Chromebooks will be issued at a rate of one Chromebook for every two students per household. Ongoing support for the students and parents to get acclimated with the use of online resources will be provided by teachers, the technology director, and school administrators.</p> <p>For students who do not have reliable or consistent access to the internet, materials will be available in printed formats. Materials will be submitted by the teacher to the high school office where they will be printed out, and available for pick up. Students will also be able to submit completed coursework to the high school to be returned to their teachers.</p>
Forms of Assessment/Feedback	<p>Students will be assessed using online resources including online quizzes, tests, and assignments using Google Classroom assignments, quizzes, and tests. Teachers will also be available to respond to students who require additional feedback or support through online discussion, email correspondence, or other means of individual communication. Teachers will provide consistent feedback to all forms of assessment. In addition to direct feedback on assignments, the results of all graded work will be entered into CSIU grade books and available for students and parents to monitor using the CSIU Student and Parent Portal.</p>
Attendance/ Accountability	<p>Regular attendance and completion of all assigned work are expected of all students. Attendance will be monitored and documented through the completion of assignments as well as regular access and participation of classroom lessons that may not have graded work.</p> <p>If access to the internet or technology is interrupted for an extended period of time or if family or medical emergencies arise, students should contact the high school office.</p> <p>In the event of a single day of absence, students should reach out to teachers directly to discuss missed assignments or alternative solutions.</p>
Communication to Students/Families	<p>Teachers and students will use communication tools such as ParentSquare messenger, email, and Google Meet to maintain</p>

	<p>communication during times when online and distance learning is required. Teachers will be available to respond to student questions and comments during traditional teaching hours and will respond to student-initiated communications that occur outside of those hours by the end of the following instructional day.</p> <p>These tools will also be utilized by the administration, school counselors, and supporting staff members to continually check-in, support, and update students and families regarding academic issues, changes to school schedules, and reminders about other important events.</p>
Specials	
Title/Support	Support staff members will be available to support the delivery of instruction. Teachers will include them in the online and distance learning opportunities to support in delivering the education and assisting students in the completion and submitting of their work.
Special Education/Pupil Services	Students found to be exceptional will continue to receive special education supports to the greatest extent possible given the circumstances of the school closure. Students' current IEPs, GIEPs, and 504 Service Agreements will be implemented to the maximum extent possible. The district ensures to make a good faith effort to provide instruction and inclusion to the maximum extent possible for each child identified exceptional.

<b>Technology Support</b>
<p>Technology support can be accessed through the technology help desk, accessible by emailing <a href="mailto:helpdesk@shenango.k12.pa.us">helpdesk@shenango.k12.pa.us</a>. ParentSquare messages are also acceptable, but it is recommended using the helpdesk as more than one person monitors that queue.</p> <p>As mentioned in prior sections, chromebooks are provided for families who need devices to assist with remote student learning at a ratio of one device per two students. In order to reserve a device, parents need to complete the form located at: <a href="https://forms.gle/qSdLnGHVQgJJFQPw7">https://forms.gle/qSdLnGHVQgJJFQPw7</a></p>

### Meal Support

Meals are provided to all students at no cost. Parents must sign up for this service by using the online form located here: <http://bit.ly/2J6GfUF>

Meals can be picked up from 11:00am until 1:00pm by driving through the dock area in the back of Shenango High School. Any student receiving a lunch must be present in the vehicle. Please remain in your vehicle and school staff will assist you.

### Contact Information

Shenango District Administration

<http://shenango.k12.pa.us/district/superintendents-office/>

Shenango Elementary School Directory

<http://shenango.k12.pa.us/schools/elementary-school/faculty-directory/>

Shenango Jr/Sr High School Directory

<http://shenango.k12.pa.us/schools/junior-senior-high-school/staff-directory/>

### Resource Links