

## Northgate School District

### Continuity of Education Plan

School District	Northgate School District
Superintendent	Dr. Caroline Johns
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Goal of Plan
The Northgate School District's goal is to provide all Northgate School District students with continuity of education through a vigilant, all-inclusive virtual learning program.

Overview of Plan
<p>Northgate School District will begin virtual learning via Google Classroom on Monday, March 30, 2020, for all students in Pre-K to Grade 12. In order to permit students the opportunity to develop and maintain skills while away from the customary school environment, Northgate School District will provide a combination of Planned Instruction, as well as Enrichment and Review. Instruction will address English Language Arts, Mathematics, Science, and Social Studies; Foreign Languages; Health &amp; Physical Education; Business and Computer Science; Fine and Performing Arts; as well as Industrial and Allied Arts.</p> <p>Students will check-in daily for attendance purposes by logging into Google Classroom and clicking on the Daily Attendance Form via links created for their assigned school building, complete assignments and check daily school announcements. Lessons will be posted in each teacher's Google Classroom, including elective courses. Teachers are available via email and the Class Dojo, Bloomz, and Remind Applications during the school day.</p> <p>Teachers will be available online for Instructional Support Hours during "Office Hours" and "Individual Check-Ins with Students". Each teacher will share the method they will use to communicate during these office hours on their Google Classroom account. Availability of support staff includes: classroom teachers, special education teachers, paraprofessional staff, guidance, and nursing staff.</p>

The daily online learning schedule includes: 8:00-9:00 a.m. Office Hours; 9:00-11:30 a.m. Team Planning; 11:30 a.m.-1:00 p.m. Lunch; 1:00-1:30 p.m. Office Hours; 1:30-2:30 p.m. Individual Check-Ins with Students; 2:30-3:30 p.m. Professional Development; as well as end-of-week evaluation of student work samples and refinement of learning plans for the following week.

Counselors will be offering support via email, google classroom, phone call check-ins, zoom meetings, video chats, announcements (schedule appointments, study tips, mindfulness ideas), parent resources, kindness/mindfulness, compassion, career readiness activities, and posting quotes.

Nurses will be available via email and provide guidance and information not only on Covid-19 but social issues related to social distancing.

Northgate students and families to continue to utilize online resources specific for each level (elementary, middle, high) to provide enrichment opportunities, reinforce prior learning, and provide other independent learning activities:

### **Special Education Services**

At this time, schools are encouraged to convene IEP teams when a student's annual IEP is due during the COVID-19 closures, via telephone or video conferencing. We will do our best to meet as scheduled. If a child's annual IEP meeting is coming up, parents/guardians will be contacted by their child's special education teacher to schedule the IEP meeting. A draft IEP will be distributed electronically or via mail. Students with disabilities will have access to instructional materials, including online, when appropriate. Specific details for co-teaching requirements for special education teachers and all paraprofessionals have been communicated. Direct and related services, including occupational therapy, physical therapy, teacher of the hearing impaired, teacher of the visually impaired, and speech/language services will be provided via google classroom and other online platforms. The related service providers will reach out to parents to discuss the best means of meeting their child's needs.

If parents/guardians have concerns regarding access to online programming or virtual services, they are encouraged to contact their child's special education teacher to discuss resources and/or alternatives for the implementation of the child's program, as well as the Director of Special Education.

### **A.W. Beattie Career Center**

Northgate supports the efforts of A.W. Beattie Career Center administration and staff as they offer student engagement and enrichment opportunities via email between instructors and their students; convert to virtual learning to introduce new material and

continue student learning in preparation for their chosen career field through advanced career and college preparation.

## Expectations for Teaching and Learning

### Expectations for Teaching

While we are unable to meet face to face, instruction will be happening digitally. The platform that our district teachers are using is Google Classroom. Teachers have been provided professional development in all of the G Suite features, and professional development opportunities will be on-going through the district and AIU3. Through this platform, teachers are able to post planned instruction, enrichment and review utilizing multimedia. They are able to host real-time meetings, and collect student work. It is very important that students log on regularly, communicate with their teacher, and complete the work that is assigned.

Teachers will be available for regular office hours to assist students who may be struggling with either technology or the course content. Staff is encouraged to be kind to themselves as well as their students, as this will be a learning curve for everyone. Students may not be able to complete the same amount of work as they may have in their school classrooms.

Depending on grade levels being taught, teachers will follow a guide for the length of lesson activities, daily amount, and chunk instruction as we move online.

Northgate School District Administration fully supports staff as they adhere to goals communicated to them:

- 1.) Maintain a healthy environment by practicing good hygiene and limiting interaction
- 2.) Provide instructional opportunities for our students to lessen the loss of academic skills during an extended closure
- 3.) Demonstrate to our community our commitment to the well-being of our children
- 4.) Prepare to provide online instruction should the closure extend beyond.

We can expect that some students will struggle with this transition. Staff is encouraged to ease them in and communicate expectations clearly to both students and parents. The District also realizes that some households may be sharing one device. While students may complete their work at any time, we will be expecting students to log in daily and do the work that is assigned. There will be a Google Form that each student will complete daily for building level attendance. Teachers will track student progress and give regular feedback. Staff will contact parents when students are not meeting expectations.

### Expectations for Learning

The first official day of online learning began March 30, 2020 and Northgate realizes that many students and their families may experience a significant learning curve. Everyone is encouraged to work in small chunks so as not to get overwhelmed. Communication to families is that this is a learning process for all of us which will require a significant amount of patience and support and parents are asked to reach out to their child's teacher and/or principal to let them know what challenges they are experiencing. District faculty and administration believe this information will help us better provide the needed supports for our families.

We want to make the most of this time and maximize student learning. This will require a team effort, and we appreciate your support at home. Families have been asked to create a schedule for their students, encourage them to complete assignments on time, and communicate regularly with their teachers.

#### Communication Tools and Strategies

Northgate remains sensitive to the many hardships and challenges being faced by our community during these unprecedented times. Moving forward, we expect to have challenges as we transition to an online platform and continue to encourage families to reach out for assistance from their child's teachers and principal. The District will continue to utilize a variety of communication tools and strategies to ensure continuous communication with parents/guardians and students while implementing our Continuity of Education Plan.

District updates will continue to be communicated through various platforms:

- Email
- Website (northgatesd.net)
- District Facebook Page
- Robo Calls

Teachers will utilize the following methods to maintain regular communications with students and families:

- Email/telephone calls
- G Suite Tools (i.e. Google Classroom, Hangout/Meet)
- Class Dojo, Bloomz and Remind Apps

\*Google Hangout/Meet will be utilized for conducting an IEP/504 meeting for students that receive related services and/or to ensure the delivery of specially designed instruction per a student's IEP.

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

### Technology Services Support

Technology Services is prepared to support our staff, students and families with technology to support the continuity of instruction.

Support can be reached by phone between the hours of 10:00 and 2:00 Monday through Friday. If reached by email support will reach out as soon as possible. When sending an email or voicemail please leave your name, a good contact number, and a brief description of the issue you are experiencing, and we will do our best to resolve the issue.

 [StudentSupport@northgatesd.net](mailto:StudentSupport@northgatesd.net)-  412-732-3300 ext 1225

For families with children who do not have access to any device in the home, a limited number of devices are/will continue to be distributed to families. The District established a schedule the week of March 23<sup>rd</sup> - Wednesday through Friday, in the front lobby of the Middle/High School. At this time we are only permitting one device per household. Deployment of devices example: for families with last names ending in A-M, pick up is Wednesday 11:00 a.m.-12:30 p.m.; for families with names ending in N-Z, pick up is Thursday 11:00 a.m.-12:30 p.m.; and for anyone not able to pick up on their appointed day, a Friday pick up during the same timeframe was provided. Further deployment of devices will occur for families who do not currently have technology or who are having difficulties with the technology they have in the home.

## Internet At Home

The Northgate School District realizes that not every family has access to the Internet at home, though some may wish to. Below is a curated collection of resources for families to obtain broadband Internet at their home at low or no cost:



Many smart phones can be turned into a "hotspot" for use by other devices. Depending on your provider and plan, this may be either free or a small additional charge to your service. If you are unsure about your plan, contact your provider for details.

If you know that your plan provides for hotspot use, this article by PCMagazine, [How To Turn Your Phone Into a Wi-Fi Hotspot](#) should help.

**Comcast** announced Thursday it will be increasing speeds for the Internet Essentials program, and making the program free to new low-income customers for two months, amid the coronavirus outbreak.



In a letter, Comcast President of Consumer Services Dana Strong said that the change is for the millions of low-income Americans who don't have internet service during this uncertain time.

To sign up, applicants can simply visit [www.internetessentials.com](http://www.internetessentials.com). The accessible website also includes the option to video chat with customer service agents in American Sign Language. There are also two dedicated phone numbers 1-855-846-8376 for English and 1-855-765-6995 for Spanish.



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**USAC** (a funding branch of the FCC) offers a program called Lifeline which provides discounts to qualified families on their home Internet service. To find out more about this program, visit [www.fcc.gov/consumers/guides/lifeline-support-affordable-communications](http://www.fcc.gov/consumers/guides/lifeline-support-affordable-communications).



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**Verizon** offers Verizon Lifeline plans for home phone service or broadband (internet) service. The broadband discount is limited to Fios internet service at a speed of 18 megabits per second or above.

If you qualify for the Lifeline discount service, you are eligible to receive a reduced rate on your Verizon monthly bill. To sign up for this service, please read the attached PDF ([English](#) | [Spanish](#)) or visit their website at [www.verizon.com/support/residential/account/manage-account/lifeline-discount](http://www.verizon.com/support/residential/account/manage-account/lifeline-discount).

#### Attendance / Accountability

Students will need to complete a short survey each day in order to be counted present for attendance purposes. The link to the attendance survey will be posted on each teacher's Google Classroom, and each student needs to complete the survey once per day. *Students do not need to complete a survey for each course.*

Attendance is consistently being monitored by building principals and assistant principal, teachers, resource staff, guidance counselors, paraprofessionals and secretaries. Through this collective effort, parents/guardians of students that have not engaged or completed the attendance Google form/Classroom Lessons/Engagement are being contacted by staff. Through this effort students may be identified that need an adaptation to the mode of instructional delivery, assistance with technology access, etc. Northgate will make a good faith effort to accommodate these students to ensure their continuity of education.

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

In order to provide continuity of education in an unprecedented and accelerated turn-around time frame that supports student needs academically, socially and emotionally, Northgate School District staff has worked tirelessly. To maintain a degree of normalcy and routine: all teaching staff have established virtual classrooms with resource area supports – that may include links, co-teaching supports via paraprofessionals/special education and Title I; counselor collaboration to assist within their classrooms, maintain communication and parent/family engagement via their own Google classrooms/email and check-in telephone calls; nurse availability for health and wellness - daily via email; and secretarial assistance for daily attendance. All staff are in constant communication throughout this difficult time to communicate and attempt to deter lack of engagement.

Preparation for student support by Northgate staff has entailed professional development led by administration and all staff in various subjects and teaching departments: Google Classroom; Virtual Learning for students – through meetings, chat boxes, telephone calls; Best Practices – Instructionally, Virtually; Co-Teaching Requirements; Grade Level Meetings; as well as shared online assistance via our curriculum resources.

Northgate Technology Services is prepared to support our staff, students and families with technical and device support for best efforts towards continuity of instruction. Support can be reached by phone - Monday through Friday, and email support. They have also organized and scheduled a deployment of devices for families that best meet their needs for learning, as well as offered information for families to obtain broadband Internet at their home at low or no cost.

#### Special Education Supports

##### **Special Education Services**

At this time, schools are encouraged to convene IEP teams when a student's annual IEP is due during the COVID-19 closures, via telephone or video conferencing. We will do our best to proceed with meetings as scheduled. If your child's annual IEP meeting is coming up, you will be contacted by your child's special education teacher to schedule the IEP meeting. A draft IEP will be distributed electronically or via mail. Students with disabilities will have access to instructional materials, including online, when appropriate. Specific details for co-teaching requirements for special education teachers and all paraprofessionals have been communicated. Direct and related services, including occupational therapy, physical therapy, teacher of the hearing impaired, teacher of the visually impaired, and speech/language services will be provided via google classroom and other online platforms. The related service providers will reach out to parents to discuss the best means of meeting your child's needs.

If you have any concerns regarding access to online programming or virtual services, please contact your child's special education teacher to discuss resources and/or

alternatives for the implementation of your child's program. You may also contact Mrs. Christina Garczewski, Director of Special Education at [cgarczewski@northgatesd.net](mailto:cgarczewski@northgatesd.net)

#### EL Supports

At Northgate School District, instruction delivered by the Allegheny Intermediate Unit K-12 ESL Program will continue for the duration of the school closure and while being delivered remotely. The ESL Program Specialists assigned to the students prior to the closure will continue providing English Language Development instruction to the students via the platforms identified by the school district (ex. Google Classroom, etc.) The curriculum used by the program is available digitally therefore students will be able to continue their progress through the content and standards as they would have previously, and online assessment will allow the teachers to track the students' progress. The ESL teachers are available for ongoing support to both the students and their families and will collaborate with the students' classroom and content area teachers to assure that the students are able to successfully transition to remote instruction in all their subject areas. Supports for translation and interpretation will be used where necessary and appropriate for both students and families.

#### Gifted Education

The Northgate School District is committed to meeting the needs of gifted students by ensuring that they continue to be served through a program designed to address their individual interests and strengths.

##### **Elementary Program**

The elementary gifted support program will continue to provide opportunities to enhance the student's individual strengths and interests with specially designed activities and enrichment experiences.

##### **Middle School Program**

The middle school gifted program will continue to enhance the gifted student's individual needs via advanced questioning techniques, curriculum compacting, independent study, and/or differentiated outcomes and products.

##### **High School Program**

The high school program will continue to offer the gifted student the opportunity to continue to develop and apply their individual skills and talents.

Via Google Classroom/Meets, students are provided the opportunity to increase their strengths and interests through assignments and consultation by the teacher and virtual resources:

Junior Achievement – Online – Kindergarten to Grade 12

## Activities

<http://www.thekidstory.com/websites-for-gifted-children/>

## Virtual Museums

<https://www.travelandleisure.com/attractions/museums-galleries/museums-with-virtual-tours>

## Additional Elementary Resources

### MATH

<https://pbskids.org/games/math/>

## Read Write Think

<http://www.readwritethink.org/>

## Virtual Field Trips

<https://www.discoveryeducation.com/community/virtual-field-trips/>

## Additional MSHS Resources

## 100 Most Common SAT words

<https://quizlet.com/402/100-most-common-sat-words-flash-cards/>

thousands of videos covering every area of interest. See what's trending!

<https://elibrary.einetwork.net/a-visual-portfolio-all-posts/a-content-views-all/>

## Fitness

[https://www.youtube.com/channel/UCiP6wD\\_tYIYLh3agzbByWQ](https://www.youtube.com/channel/UCiP6wD_tYIYLh3agzbByWQ)

## Building/Grade Level Contacts

[www.northgatesd.net](http://www.northgatesd.net)

### Avalon Elementary

Principal: Dr. Joseph Peacock

[jpeacock@northgatesd.net](mailto:jpeacock@northgatesd.net)

### Bellevue Elementary

Principal: Mr. John Primrose

[jprimrose@northgatesd.net](mailto:jprimrose@northgatesd.net)

### Northgate Middle/High School

Principal: Mr. Bryan Kyle

[bkyle@northgatesd.net](mailto:bkyle@northgatesd.net)

Assistant Principal: Mrs. Nicole Smith

[nsmith@northgatesd.net](mailto:nsmith@northgatesd.net)

Resource Links

[www.northgatesd.net](http://www.northgatesd.net)

<https://www.cdc.gov/>

<https://www.health.pa.gov/Pages/default.aspx>

<https://www.alleghenycounty.us/healthdepartment/index.aspx>

<https://nhco.org/coronavirus-updates/>