

Parkland School District

Superintendent Richard Sniscak

1210 Springhouse Road

Allentown, PA. 18104

sniscakr@parklandsd.org **610-351-5502**

www.parklandsd.org/

District Leadership Team

The District Leadership Team consists of: Richard Sniscak, Superintendent; Rodney Troutman, Assistant Superintendent; Tracy Smith, Assistant to the Superintendent for Operations; John Vignone, Director of Business Administration; Kelly Rosario, Director of Curriculum, Instruction and Professional Development; Brenda DeRenzo, Director of Student Services; Pamela Kelly, Director of Human Resources; Lori Seier, Director of Food Services; David Keppel, Director of School Services; Nicole McGalla, Director of Community Relations and Development; Sheri Deeb, Supervisor of Health Services and Wellness.

Goal of the Plan

Access and equity, both in terms of instruction and hardware/software and connectivity while providing individualized instruction for all students.

Expectations for Learning

The first two weeks of closure, March 16 – March 27, 2020, our staff provided online learning (grades 2 – 12) and packets (grades K-1) of remediation and educational materials encompassing previously taught curriculum. These assignments were optional until all access and equity concerns were resolved. The first two weeks also allowed our staff to monitor student engagement via analysis of the prescribed activities and assess their social emotional well-being.

In the subsequent extension requiring a two-week closure, the Leadership Team developed a plan to provide hardware, software and connectivity to all 9500 students in grades K-12. Parkland's Special Education staff and staff at CLIU 21, developed plans to meet the students' needs to the greatest extent possible, given the current circumstance, for all students with special needs as well as those identified as gifted. Letters were sent to all parents of Special Education Students, 504 Service Agreement Students, Gifted Students, and English Language Learners noting the changes to instructional delivery because of the pandemic. Below are the parent notification letters:

- [Special Education Letter](#)
- [504 Letter](#)
- [Gifted Letter](#)
- [ELL Letter](#)

The Leadership Team also discussed the need for staff development in preparation for teaching in an online environment. Training was necessary in posting of materials, understanding student-to-staff online communication, including guidance on the legal aspect of Electronic

Learning (eLearning). Professional Development came in the forms of online delivery to our 800 professional and support staff over a three-day period (March 25 – March 27, 2020).

eLearning Plan: Elementary

https://docs.google.com/presentation/d/1hw4rh1WVlIx37dKJlp2l8MJOpU_02Uw8ZAJCYRe_5wk/edit#slide=id.p

eLearning Plan: Middle School

<https://docs.google.com/presentation/d/1kbgR48eVM6KXAXJ0-oQhiBJEc3F7Me76qGwfhVeutEQ/edit#slide=id.p>

eLearning Plan: High School

<https://docs.google.com/presentation/d/1EfW4E48lCoQjOljzGX2nO6sOEFijAzmtuRUfs0NPAfw/edit#slide=id.p>

eLearning Plan: Strategies and Resources

https://docs.google.com/presentation/d/1zTcROEYLSpGKKzmeFSdY4OcYP1oSNbDYkDZRQOFnvwM/edit#slide=id.g35f391192_00

Special Education Administrators met virtually over the course of the school closure with CLIU 21 Administrators to discuss and plan for continuation of services for students with special needs in IU 21 placements. Initially packets of review materials were sent home with these students. With the extension of the school closure, the CLIU 21 is moving forward with online learning in the most realistic and appropriate manner for students with significant needs.

The Leadership Team also considered the feeding of families of those children receiving free and reduced meals. The Director of Food Services, working with building principals, the District's Resources Enhancing ALL Children's Health (REACH) team, the local Parkland Food Pantry and local Rotary, devised a strategy to provide weekly meals and snack packs to our food insecure families. All families receiving free or reduced meals were notified at the start of the crisis and a list of local food pantries was provided with contact information. For families in need of food, an email (ParklandREACH@parklandsd.org) and phone line (610-351-5753) were created, dedicated for the sole purpose of our feeding plan, and published for our families to utilize during this crisis. Both are monitored by a small group of the REACH Team members. In addition, each week students' families are notified of the date, time, and location of food and snack pack distribution. In their notification, they receive a link to sign up for the distribution, in order for our team to have enough food boxes and bags prepared for distribution. Sample form link (changes based on pick up date and time):

https://docs.google.com/forms/d/1AajbkA4WJi6GIYczZrxqYt_fjqGseAIQmVLCLIQZHII/edit?ts=5e78e936

As families signed-up, a list was created and continuously updated as new students were approved for meal benefits. To date, this group has serviced an average of 83 families per week.

The food assistance form allows us to collect information and allow families to sign up to receive alerts about food distribution each week:

https://docs.google.com/forms/d/e/1FAIpQLSevTYNRQxUoXsxxvgtEOb0Fhq8zB3Esp6_tGZh3mkXK2AyoGg/viewform

Communication Tools, Strategies and Access

The Leadership Team also realized that families needed to be kept abreast of all plans; therefore, a communication plan began on February 27, 2020 with all district communications to parents posted to the website at <http://www.parklandsd.org/coronavirus>. Parents of students in grades 2 – 4 who had not been issued a device or inquired about Internet connectivity were

surveyed using [this form](#). This survey was hand-delivered via students to parents on March 11, 2020 and phone calls were made on the evening of March 11, 2020 informing families of the need to return the survey to school on March 12th or to respond via email. Data was collected and Kajeets (mobile hotspots) and Chromebooks were prepared for pick-up by families on March 17, 2020. Professional staff members were encouraged to provide printed enrichment activities for students in grades K – 1 which went home on March 12th. Professional staff members teaching in grades 2 – 12 provided online enrichment and remediation activities posted on March 17th and families were informed on how to access this material in a communication on March 13th. As the educational plan changed from a two-week closure ending March 27th and subsequently extended through April 6th, the team prepared communications to prepare families for eLearning of new materials via planned instruction commencing on March 30th. Below are links to the documents parents and guardians received:

3/25/20 [e-Learning Launch Parent Letter](#)

3/25/20 [e-Learning Plan](#)

Further communication via [this form](#) was sent to parents in preparation for students in grades K-1 to provide a Chromebook for each student and to determine the need for Kajeets (mobile hotspots). Communications were sent announcing pick-up dates and times for Chromebooks and Kajeets for those families in need. Prior to March 30th, eLearning communications were provided to students and parents regarding expectations of the eLearning program including the need for patience and flexibility by all stakeholders. The communication established a home learning schedule for students. The District sent all communication using the District's rapid notification system SchoolMessenger, via text, voicemail, and email. Additionally, the District's social media channels Facebook, Twitter, and Instagram, were used to share information and solicit feedback.

Staff/Student General Expectations

Continuity of Education will be delivered addressing equity of services (Regular Education, Special Education, 504 Service Agreements, Gifted, and English Language Learners) utilizing Schoology for grades K – 12. Specific folders have been identified in Schoology where assignments are posted consistently to assist parents and students.

All staff members are using a variety of communication tools (including video conferencing, phone conferencing, and email) with students in whole group, small group and individual meetings, weekly from 8:00 a.m. to 3:00 p.m., or as needed to address family and student needs. In addition to various means of communication and instruction, staff members will provide new learning and remediation of content by assigning activities and digital content that align to PA Core Standards.

Teachers in grades K-12 publish planned instruction for the week in Schoology each Monday by 9:00 a.m. Teachers will identify times for whole group instruction, small group instruction, and available "office hours" for personal contact. Special Education teachers will collaborate with Regular Education teachers to make accommodations that will be tailored to each student's Individualized Education Plan (IEP) goals. Teachers will also provide instruction to students virtually through various platforms to the greatest extent possible. Annual IEP meetings and Gifted Individualized Education Plan (GIEP) meetings will continue to be held virtually with

parents. Paraprofessionals and teaching assistants will assist students during whole group instruction as well as small groups as directed by the classroom teacher. Student assignments will be due on Friday of each week.

CLIU 21 staff will provide virtual instruction to students within the CLIU 21 programs. Student accommodations in a virtual learning environment will be routinely monitored and adapted on an individual basis. CLIU 21 staff will communicate this information routinely to Parkland's Student Services Administration and parents of CLIU 21 students. CLIU 21 staff have been added as advisors to the Parkland staff's Schoology courses.

Attendance and Accountability

eLearning began on March 30, 2020 with an understanding that students and families would need time to adjust and be flexible with an entirely new pedagogy. Attendance will be recorded based on the completion of weekly assignments each Friday. As classes move into the week of April 13, 2020, teachers may assign quizzes, tests, projects or any other form of assessment they deem necessary to allow students to demonstrate their understanding of the standard(s) taught. This would, to a smaller scale, mirror classroom instruction as if teachers and students were in their respective buildings.

Good Faith Efforts and Equity

Aligned with our district goals, teachers are charged with individualizing instruction to the fullest extent possible. Teachers will communicate with students and parents regularly while assessing students' needs for remediation or enrichment. Special education teachers will provide instruction in the most meaningful and realistic manner via eLearning to meet the needs of students with IEPs. Accommodations for students with 504 Service Agreements will be made to the greatest extent possible given the current circumstances. Paraprofessionals and teaching assistants will work with regular education teachers and special education teachers to assist students. Gifted students will continue to receive services to meet their needs in the most meaningful and appropriate manner.

Students in CLIU 21 classrooms will receive instruction via various online platforms tailored to meet their needs with the understanding of the limitations of virtual learning. CLIU 21 staff will routinely communicate with parents and monitor programming to address student response to instruction and adjust accordingly as per the [CLIU 21 Continuity of Education Plan](#). Students attending Lehigh Career and Technical Institute (LCTI) will continue receiving instruction as per the [LCTI Continuity of Education Plan](#).

Since KidsPeace resides within the Parkland School District, PSD is the LEA for the facilities located in Lehigh County and Parkland will abide by the [KidsPeace Continuity of Education Plan](#).