

Continuity of Education Plan

School District	Upper Adams School District
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Goal of Plan
The Upper Adams School District’s Continuity of Education Plan provides a framework to deliver an appropriate and reasonable education to the students in the Upper Adams School District that maintains continuity of education, planned instruction, and enrichment/review of content.

Overview of Plan
The Upper Adams School District vision is to have students college and career ready. Our mission is to provide challenging and inspiring educational opportunities, empowering each student to be a responsible and productive individual. The Continuity of Education Plan outlines the expectations and practices necessary to maintain fidelity with the mission and vision of the Upper Adams School District by providing necessary supports and innovative strategies to meet the individual needs all learners so they can maintain their trajectory to be college and career ready upon conclusion of their academic career at the Upper Adams School District.

Expectations for Teaching and Learning	
Feedback	<ul style="list-style-type: none"> • Provide timely feedback, as it is essential to student learning; this is especially so in online learning environments • Provide clear communication regarding where/how students should ask questions and seek clarification • Actively monitor your email for questions and communications from students/families
Offline Work	<ul style="list-style-type: none"> • Avoid requiring printing. All tasks must be completed on a device or uploaded as a picture • Consider including offline activities in your lessons such as reading, engaging in discussions with a family member or friend remotely, writing in a journal, taking pictures and/or making a video

Instruction	<ul style="list-style-type: none"> • Strictly follow the guidelines for time and schedule provided by the district based on your grade level and subject area • Consider how to use gradual release of responsibility to enhance learning for students • Collaborate with your colleagues as appropriate
Deadlines	<ul style="list-style-type: none"> • Provide students ample time to complete assignments - more time than you would usually provide in class may be necessary for students • Make sure that all directions for tasks are clear and detailed
Online Learning Environment	<ul style="list-style-type: none"> • Use district supported platforms such as Google Classroom, Zoom, online textbooks, Google Drive, etc. • Provide both synchronous and asynchronous learning opportunities as detailed by the district based on your grade level and subject area
Synchronous Learning	<ul style="list-style-type: none"> • Students have the opportunity to interact with one another and the teacher • Could take place via Zoom, Google Meet or online written interactions such as Questions in Google Classroom • All video synchronous learning opportunities should be recorded and posted for students who are unable to make the live session
Video Conferencing Guidelines	<ul style="list-style-type: none"> • Students should be seated at a table when possible • Maintain class etiquette
Student Check-In & Assessment	<ul style="list-style-type: none"> • Assessments as necessary to ensure students have the appropriate number of learning experiences • Use tools such as Google Forms, online textbook assessments, Google Classroom Tools etc.
Work Hours	<ul style="list-style-type: none"> • All staff will be available to their students and parents via identified communication tools and digital platforms from 8:00-11:00 AM and 1:00--3:00 PM every day (5 hours). Additional time (2.5 hours) will be utilized by staff for planning, needed breaks, and other activities for continuity of education

Communication Tools and Strategies

The Upper Adams School District has identified the following communication tools & strategies for the Intermediate & Secondary levels (Grades 4–12):

- Students will have both online and off-line learning activities.
- The primary tools for communication between teachers and families will be Zoom, Google Classroom, ClassDoJo, student email addresses, and parent provided email addresses.

- The Upper Adams School District will be a consistent communication tool for teacher websites, District announcements, and general communication and expectations for all stakeholders.
- Teachers will provide synchronous learning that will be recorded and made available to students to watch at any time. The synchronous learning sessions will be at a regularly scheduled school time.

The Upper Adams School District has identified the following communication tools & strategies for the Primary Level (Grades K–3):

- Students may have both online and off-line learning activities.
- The primary tools for communication between teachers and families will be phone calls, email, Zoom, SeeSaw, Remind, ClassDojo, ClassTag, Google Classroom, or another form of communication.
- The Upper Adams School District will be a consistent communication tool for teacher websites, District announcements, and general communication and expectations for all stakeholders.
- Teachers may provide synchronous learning that can be recorded and made available to students to watch at any time. The synchronous learning sessions can be at a regularly scheduled time determined by the teacher.

Access (Devices, Platforms, Handouts)

The Upper Adams School District is a 1:1 school district at the Intermediate & Secondary Levels (Grades 4–12). Every student will be provided with a laptop and a charger.

The Upper Adams School District’s Elementary Level (K–3) will be providing tablets and a charger to each student to assist with internet connectivity and provide accessibility to online content provided by teachers as needed.

The Upper Adams School District will provide hotspots for families with no connectivity for no charge. Additionally, connectivity will be available around the outside of the secondary campus for students/parents to drive up and connect from inside their vehicles.

For families with no ability to connect to the Internet, hard copies of content materials will be provided to the students. Options for parents to receive and return these materials include U. S. Mail, parent pick-up, distribution with student meals, and/or personal delivery/pick-up.

Staff General Expectations

The Upper Adams School District has identified the following staff expectations:

- Collaborate with other members of your department to design distance learning experiences for your students
- Use district curriculum and resources (ex. Google Classroom, Zoom, online textbooks, Newsela) to communicate and deliver content

- Make sure parents are aware which online resources your students will access. Include information on how to access the resources.
- Communicate with and provide timely feedback -Daily if possible
- Communicate with parents and students, as necessary
- Teacher availability will be from 8:00 a.m. to 11:00 a.m. and 1:00 p.m. to 3:00 p.m.

Student Expectations

The Upper Adams School District has identified the following student expectations:

- Establish daily routines for engaging in the learning experiences
- Identify a space in your home where you can work effectively and successfully
- Identify a space in your home where you can participate in live online learning. Sit at a table with a wall behind you, if possible.
- Regularly monitor online platforms
- Engage in all learning with academic honesty
- Communicate proactively with your teachers if you cannot meet deadlines or require additional support
- Comply with School Internet Safety policies including expectations for online etiquette

Attendance / Accountability

The Upper Adams School District has identified the following time ranges for daily attendance at the High School Level (Grades 9–12):

- Each Scheduled High School Course: 30–35 Minutes

The Upper Adams School District has identified the following time ranges for daily attendance at the Middle School Level (Grades 7–8):

- English Language Arts: 30–35 Minutes
- Mathematics: 30–35 Minutes
- Science: 30–35 Minutes
- Social Studies: 30–35 Minutes
- Art/Music/Physical Education/Exploratories: 30–35 Minutes

The Upper Adams School District has identified the following time ranges for daily attendance at the Intermediate School Level (Grades 4–6):

- English Language Arts: 25–30 Minutes
- Mathematics: 25–30 Minutes
- Science: 25–30 Minutes
- Social Studies: 25–30 Minutes
- Art/Music/Physical Education/Library: 25–30 Minutes

The Upper Adams School District has identified the following time ranges for daily attendance at the Elementary School Level (Grades K–3):

- English Language Arts: 40–45 Minutes
- Mathematics: 20–25 Minutes
- Science: 10–20 Minutes
- Social Studies: 10–20 Minutes
- Art/Music/Physical Education/Library: 10–20 Minutes

Attendance can be accounted for both in synchronous and asynchronous student participation. Meaningful learning is assessed through the student completion and submission of assigned tasks/projects/written and/or online assignments, participation in online discussion boards/forums guided by the teacher, and collaborative assignments completed by a designated student groups as identified by the teacher.

Assessment will be determined in a tiered evaluation of Outstanding/Satisfactory/Unsatisfactory for each student with input from their participation in assigned tasks/activities, daily engagement of content, and quality of feedback to the teacher.

Good Faith Efforts for Access and Equity for All Students

All of Upper Adams School District’s teachers, including regular education, special education teachers and related service providers, have been developing activities and resources to share with students on a daily basis. These activities and resources, while not mandatory, have been developed with the intent of re-establishing connections and extending the learning that has occurred throughout this school year. The information being shared will include both online and offline activities.

Special Education Supports

Upper Adams School District recognizes that students with disabilities have unique learning and social-emotional needs, which may prevent them from participating in some activities at home. Special education teachers and related service providers will be available to support you and your child over the next few weeks, providing answers to questions about your child’s daily activities. Your child’s teacher(s) will be reaching out to you over the next few days to share the best way to contact them for support. While none of the extension opportunities are mandatory, we are encouraging all students to participate to the greatest extent possible. At this time, the District is not providing instruction which advances the School Board approved curriculum. If you do not hear from your child’s teacher, please contact Dr. Anne Corwell at a.corwell@upperadams.org with your child’s name and teacher’s name, and she will assist in making that connection.

EL Supports

Upper Adams School District recognizes that students who are English Learners have unique learning needs, which may prevent them from participating in some activities at home. ESL teachers will be available to support you and your child over the next few weeks, providing answers to questions about your child's daily activities. Your child's teacher(s) will be reaching out to you over the next few days to share the best way to contact them for support. While none of the extension opportunities are mandatory, we are encouraging all students to participate to the greatest extent possible. At this time, the District is not providing instruction which advances the School Board approved curriculum. If you do not hear from your child's teacher, please contact Dr. Anne Corwell at a.corwell@upperadams.org with your child's name and teacher's name, and she will assist in making that connection.

Gifted Education

Upper Adams School District recognizes that students who are Gifted learners have unique learning and affective needs. Our Gifted Support teachers will be available to support you and your child over the next few weeks, providing answers to questions about your child's daily activities. Your child's teacher(s) will be reaching out to you over the next few days to share the best way to contact them for support and/or enrichment. While none of the extension opportunities are mandatory, we are encouraging all students to participate to the greatest extent possible. At this time, the District is not providing instruction which advances the School Board approved curriculum. If you do not hear from your child's teacher, please contact Dr. Anne Corwell at a.corwell@upperadams.org with your child's name and teacher's name, and she will assist in making that connection.

Building/Grade Level Contacts

Mr. Jamie Kerstetter – Biglerville Elementary School Principal – j.kerstetter@upperadams.org
Mrs. Jennifer Nelson – Biglerville Elementary School Asst. Principal – j.nelson@upperadams.org
Mrs. Sonia Buckley – Arendtsville Elementary School Principal – s.buckley@upperadams.org
Mrs. Ann Wolfe – Bendersville Elementary School Principal – a.wolfe@upperadams.org
Mr. Shane Brewer – Upper Adams Middle School Principal – s.brewer@upperadams.org
Mrs. Beth Graham – Biglerville High School Principal – b.graham@upperadams.org
Mr. Nate Becker – Secondary Assistant Principal – n.becker@upperadams.org
Mr. Joseph Albin – Director of Curriculum, Instruction, & Assessment – j.albin@upperadams.org
Mr. Jim VanDyke – Director of Technology & Transportation – j.vandyke@upperadams.org
Dr. Wesley Doll – Superintendent – w.doll@upperadams.org

Resource Links

The Upper Adams School District has provided the teaching staff a list of resources filtered by content area provided by the Lincoln Intermediate Unit. The resources can be found at this link and can be utilized at the teacher's/principal's discretion:
<https://sites.google.com/iu12gmail.org/liu-covid19-response/for-educators/online-content-resources>

The Upper Adams School District is partnering with the Lincoln Intermediate Unit via their LearnOn Website for teacher training and professional development.

Curriculum websites include the McGraw–Hill ConnectEd Website, the Houghton–Mifflin Math In Focus website, Class Dojo, Remind, Google Apps For Education, Zoom, SeeSaw, ClassTag, Discovery Education, and student/parent/teacher email.