

Continuity of Education Plan

School District	Lehighton Area School District
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Goal of Plan
It is the goal of the Lehighton Area School District that its students have the opportunity to maintain and develop skills while away from the customary school environment. This will be provided through eLearning, Canvas, other software platforms and traditional (paper and pencil) opportunities during any mandated school closures due to state or federal orders, typically in response to the COVID-19 Pandemic.

Overview of Plan
Lehighton Area School District will implement a combination of both planned instruction and enrichment and review activities. Planned instruction is formal teaching and learning similar to that which occurs in a classroom setting. More specifically, planned instruction involves teacher introduction of new concepts and skills aligned to grade level academic standards. Teachers will continue to assess the learning of their students and make adjustments to instruction based upon their student progress. Additionally, the Lehighton Area School District teachers will continue to provide opportunities for enrichment and review which are designed to reinforce or extend students' prior learning. The District will make every effort to deliver planned instruction and enrichment and review using methods that are reasonable, appropriate, in good faith and in the best interest of our students. Asynchronous learning is student-centered instruction where students engage with pre-recorded video lessons, assignments, and other learning tasks on their own. Instruction is not being delivered in person or in real-time. Asynchronous instruction will be the primary instructional delivery method for Lehighton Area School District students, so that families can manage learning around their schedules and minimize the stress on Internet connectivity. Synchronous learning is online or distance learning that happens in real-time, but not in the same physical location. Special education teachers, speech therapists, and OTs will work with families to schedule synchronous intervention activities.

Office hours and check-ins are optional times when teachers will be available to assist small groups or individual students, answer questions, provide review, enrichment, and/or additional help.

School closures and social distancing associated with the COVID-19 pandemic has created many difficulties for our families and our school district. We understand the challenges associated with at-home remote/distance learning: shared devices, family work schedules, children caring for younger siblings, etc. For this reason, the Lehigh Area School District Continuity of Education plan was designed with flexibility in mind. Lehigh Area School District will utilize a combination of frequent communication, asynchronous learning, synchronous learning, and live office hours to provide standards-aligned planned instruction, enrichment and review to serve the needs of our students.

Expectations for Teaching and Learning

The Lehigh Area School District has identified the following expectations for students, families, teachers, instructional support staff and administration during the mandated school closure due to COVID-19.

- March 13, 2020 – End of the 3rd Marking Period
- March 30, 2020 through April 8, 2020
 - Teachers provided **enrichment and review** online learning and packet activities that were optional, ungraded, and do not introduce new learning material. However, this work was optional, but the students were strongly encouraged to participate.
 - Students were given additional time to complete and submit incomplete 3rd quarter work to receive credit before 3rd quarter grades were finalized.
- April 14, 2020 – For Remainder of School Closure (Tentative 6/05/2020)
 - Teachers will provide **planned instruction** via remote/online learning. **Planned instruction** is formal teaching and learning similar to that which occurs in a classroom setting. More specifically, teachers will introduce new concepts and skills aligned to academic standards.
 - Students will participate in **planned instruction** and associated activities.
 - Teachers will continue offer optional enrichment and review activities.
 - Attendance and completion/grading of activities associated with **planned instruction** resume.

Expectations for **Administration**:

Administration is expected to fully support students, families, teachers, and support staff. The support will look different for each group, depending on need. A good faith effort will be made to remove barriers to a continuity of education, provide the necessary technology and other resources necessary for teaching and learning, communicate in a timely and effective

manner with all stakeholders, and maintain the essential functions of the school district as necessary during mandated school closures.

Expectations for Instructional Support Staff:

Instructional Support Staff is expected to make themselves available for teachers and students in a manner that allows them to engage in supporting the teaching and learning process. This may include, but is not limited to, assisting in modifying assignments and activities, or contacting students through an approved method to offer assistance and/or encouragement.

Specific Expectations for Teaching & Learning (Elementary):

Our teachers are connecting with students through ZOOM, See Saw, and Canvas as our three major platforms. Each teacher is expected to start their day at 8:00am and work until 3:00pm each day. Our teachers are being flexible with families and meeting with parents and/or students later in the evening to accommodate different schedules. Our students are expected to make an effort to login to their online learning platforms as directed by their classroom teachers in an effort to complete daily/weekly assignments. Our staff have office hours each day and participate in grade level meetings and professional development on a weekly basis.

Specific Expectations for Teaching & Learning (Middle School):

Many staff members will video conference with students in whole group, small group and one-on-one regularly throughout the week from 8:00 a.m. to 3:00 p.m., or as needed to meet parental and student needs. In addition to video conferencing, staff members will provide new learning and remediation of content by assigning activities and digital content that align to PA Core Standards.

Planned instruction for the week will be established each Monday by 9:00 a.m. Staff will identify times for whole group instruction, small group instruction and available “office hours” for personal contact. Special Education staff will collaborate with Regular Education staff to make accommodations that will be tailored to each student’s IEP goals. They will also provide instruction to students virtually through various platforms to the greatest extent possible. Assignments will be due on Fridays or Sundays as assigned by the teacher

Communication Tools and Strategies

- Standard US Mail
- Telephone Calls or when appropriate Text Messages between parents and staff, however students and teachers should not text messages with each other from their personal devices
- Emails
- School District Websites
- School District Community Outreach System
- Teacher Identified Communication Platforms such as Google Meet, Zoom, Canvas, and Class Dojo, Remind, Curriculum Software such as Google Classroom, Imagine Learning, Study Island, USA Test Prep, Xello, Read 180 and System 44

●School District Social Media

Official updates from the Superintendent's Office will be emailed to parents/guardians and shared on social media when new information is received from the PA Secretary of Education and/or the Governor's Office. Parents will receive updates regularly via the District's messaging system using email and/or phone calls.

All Lehigh Area School District employees (administration, teachers, support staff) have email addresses. The staff directory of email addresses is available on the District's website. All District students also have District email accounts. Teachers will communicate with students using their District email accounts or other learning management system platforms such as Google Classroom and Canvas. Teachers and students may also communicate via Zoom and/or Google Hangouts/Meet.

Access (Devices, Platforms, Handouts)

It is the intent of the district, where needed, to provide one mobile device per household (**please note not per child**) that can access online curriculum. These devices are intended for families without accessibility at home. Additionally, a list of Internet service providers will be shared with families who do not have Internet access.

Lehigh Elementary Center

- Students will use family devices.
- If a family does not have a device, a district iPad will be provided.
- LEC will utilize the Google Classroom platforms/tools "ZOOM", and/or CANVAS to deliver online instruction.
- Students without Internet access, may participate in an alternate learning plan (Packets) aligned with the weekly/biweekly standards, or participate in the standards-aligned PBS Over the Air at-home learning program with weekly teacher check-ins.

Lehigh Area Middle School

- Students will use family devices.
- If a family does not have a device, a district laptop will be provided.
- LAMS will utilize the Google Classroom platform, "ZOOM", and/or CANVAS to deliver online instruction
- Students without Internet access, may participate in an alternate learning plan (Packets) aligned with the weekly/biweekly standards, with weekly teacher check-ins.

Lehigh Area High School

- Students will use district issued laptops or MACS..
- LAHS will utilize the Canvas and/or Google platforms to deliver online instruction
- Alternate learning plans (Packets) aligned to academic standards will be provided to students without technology/Internet access. Teachers will be in contact with these students regularly to discuss learning plan progress.

Additional Curriculum Resources:

- Please see the two (2) links “Education Resources” & “Parent & Family Resources” listed on our website.

Students and families have been allowed to pick up a Laptop to take home for educational purposes. Moving forward, this will be done by appointment only. All students in all grade levels were given multiple opportunities to pick up a device if they did not have a device at home with them.

Staff General Expectations**LASD Teacher General Expectations**

- Participate in virtual meetings such as faculty meetings, IEP, GIEP or 504 meetings, professional development sessions, team or content/grade level meetings, as required by principal or supervisor.
- Post assignments and activities on their choice of platform by Sunday of each week. Allow the full school week for students to complete.
 - *Establish a classroom communication plan with parents and students.
- Be available for student and parent questions.
- Provide feedback on student work.
- Direct student connections should occur minimally once per week during this time via virtual meeting, email, phone, or through another chosen platform.
- Open Office Hours/As assigned by administration

***Possible activities may include:**

- Connections with students having specific questions or needing assistance.
- Participation in IEP or GIEP meeting conference calls
- As needed, teachers may use this time to collaborate with others including but not limited to department/team/grade level members, special education teachers, technology staff, district and Building administrators, EL teachers, gifted education teachers, reading specialists, Instructional Support Teachers (IST), speech and language teachers, OT and/or PT staff, school counselors, nurses, etc.

*When applicable, establish a communication protocol with special education, gifted education, EL Teachers, reading specialist, and/or IST regarding instructional plans so they can provide appropriate materials and/or modifications as necessary.

- Regular education teachers must collaborate with special education teachers prior to posting assignments, activities, and/or assessments in order for accommodations and/or modifications to be made.

*Teachers should try and respond to students and parents within 24 hours of the initial contact during weekdays. If contacted over the weekend, teachers should respond the following school day.

The Lehigh Area School District fully understands that for our younger students, parents/guardians will play an integral role in the implementation of the Continuity of Education, specifically for communication.

Elementary Center - Our teachers are expected to continue communication with families through the use of classroom management applications such as: Class Do Jo or Remind. We are primarily using two online platforms at the elementary level: See Saw and Canvas. Teachers will post daily lessons, assignments, and videos on these platforms, while allowing students time in between the assignments to turn in for completion. Our teachers are also using Zoom to meet live with students and answer any questions they may have. Each teacher has daily office hours to return emails, parent phone calls, and participate in professional development. Each grade level continues to meet weekly via ZOOM meetings and all grade level leaders meet weekly with building administration in order to stay connected and deliver important information.

Middle School - Many staff members will video conference with students in whole group, small group and one-on-one regularly throughout the week from 8:00 a.m. to 3:00 p.m., or as needed to meet parental and student needs. In addition to video conferencing, staff members will provide new learning and remediation of content by assigning activities and digital content that align to PA Core Standards.

Planned instruction for the week will be established each Monday by 9:00 a.m. Staff will identify times for whole group instruction, small group instruction and available “office hours” for personal contact. Special Education staff will collaborate with Regular Education staff to make accommodations that will be tailored to each student’s IEP goals. They will also provide instruction to students virtually through various platforms to the greatest extent possible. Assignments will be due on Fridays as assigned by the teacher.

High School - Staff are expected to work each school day preparing lessons, giving feedback on learning, attending meetings, and interacting with students and families. Documentation of student and family contact is being collected to determine where help is needed. Collaboration has been emphasized as the key to success and consistency. Staff may not academically

penalize a student who is not able to participate regularly in instruction due to technology issues or circumstances. However, a grace is expected for this unusual circumstance. Teachers have been continually reminded that Distance Learning shouldn't punish students; we lean towards empathy, not violating equity of access. Although, teachers will be keeping a record of completed assignments in PowerSchool through a checkmark system. All students will either receive a Pass or Fail for the fourth marking period. A pass will be issued for completion of 70% and above, a Fail will be issued for less than 70% completion of all assignments.

Student & Parent/Guardian Expectations

The Lehighton Area School District students will:

- Establish daily routines for engaging in the learning experiences.
- 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.
- Engage in all learning with academic honesty.
- Connect online with your class/ teacher, at least weekly or as requested by their teacher.
- 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.
- Demonstrate regular and active participation in classes.
- Complete student independent work as assigned and by required due dates.
- Practice effective time management.

Parents and guardians will provide support for their children by:

- Establishing routines and expectations.
- Defining the physical space for your child to study.
- Monitoring communications from your child's teachers.
- Beginning and ending each day with a check-in.
- Taking an active role in helping your child process his/her learning.
- Establishing times for quiet and reflection.
- Encouraging physical activity and/or exercise.
- Remaining mindful of your child's stress or worry.
- Monitoring how much time your child is spending online.

Elementary Student Expectations:

We are expecting our students to put in effort to participate in assigned learning opportunities provided by the classroom teacher. The classroom teacher will keep track for student

participation through submitted work online. If students participate in at least 60% of the assignments, they will receive a “pass” for the marking period.

High School Student Expectations:

All of your work will be posted on Canvas or Google Classroom weekly.

Some of the assigned learning tasks will give you specific deadlines, and some will give you flexible deadlines and flexible options for participation. Please read these carefully and check in with the teacher.

Your classes won’t be meeting in “real-time” every day, but all of your teachers will be available each week during virtual office hours to answer questions or for extra support.

Check Canvas and your emails daily. Always double-check your Announcements for each course.

Attendance / Accountability

Electronic Enrichment and Review began on March 30, 2020, but with an understanding that students and families will need time to adjust to an entirely new pedagogy and will need to be flexible for the first two weeks. As classes move into the week of April 14, 2020, staff will assign quizzes, tests, projects and any other form of assessment they feel necessary to allow students to show their understanding of the standard taught. This would, to a smaller scale, mirror classroom instruction as if staff and students are in their respective buildings.

Assignments will be graded using a pass/fail system. Attendance would be collected as completion of assignments are handed in each Friday.

Good Faith Efforts for Access and Equity for All Students

The Lehigh Area School District staff and administration is committed to offering a good faith effort for access and equity for ALL students. Some examples of how Lehigh Area School District is implementing good faith efforts include, but are not limited to, providing either a laptop or iPad (1 per family household) for ALL students in the district. The district has offered several opportunities for students and families to pick up a device. To ensure every student that wants a device can receive one, even if they could not pick one up, the district has made arrangements for a personal pick-up. Additionally, the Lehigh Area School District has shared contact information of Internet Service Providers (ISPs) with families who may not currently have access to the internet or can’t afford access. These ISPs are offering free or low cost internet accessibility during the mandated school closures.

Knowing that some students and families may not be able to utilize an electronic device due to connectivity issues, paper packets of assignments and activities have been made available for pickup or mailed home.

Teachers will attempt to contact students that do not complete assignments and activities. Special education teachers are working in close coordination with students who receive educational services and the option of individual web based meetings are available as well as the paper option or a hybrid of the two.

Special Education Supports

The School District plans to initiate temporary, pandemic related changes to educational programs and placements. Specifically, the School District proposes to initiate virtual special education and related services. These changes are temporary and will not change or affect the programming specified in current IEPs. That programming will be in place once schools reopen.

Each child's virtual program will include participation in any virtual regular education course work in subjects for which he or she participates in the general curriculum. The regular education subjects in which the child participates are outlined in Section VII of his or her current IEP. Information concerning regular education coursework will be shared with all families separately.

Related Services (Speech and Language Therapy) will provide enrichment and review activities in collaboration with case managers. LASD is in the process of setting up therapy groups in order to do live video conferencing utilizing a platform such as ZOOM.

Annual IEP meetings will be held according to compliance with Federal guidelines via phone conferencing or ZOOM meeting. The case managers will be reaching out to parents/guardians to set up a time and will email draft documents to preview.

Reevaluations will be completed in collaboration with staff and parent/guardian, through record review as per the Federal Guidance.

Evaluations where face-to-face testing was completed, previous to COVID-19, the Multi-Disciplinary Team (MDT) meeting to review the report will be conducted via phone conferencing or ZOOM meetings. If a determination cannot be made, the report will be completed with the information available. The school Psychologist will contact the parent/guardian to review the report. A NOREP will be issued stating "due to the COVID-19 closure, more testing is needed and another Permission to evaluate (PTE) will be issued upon opening of schools.

EL Supports
For students receiving EL supports, services will be implemented to the maximum extent necessary and possible given the limitations of a virtual platform. The EL case manager will reach out to parents/guardians to discuss the specifics of implementation based on individual student need and any questions or concerns parents and families may have. Additionally, we encourage parents and families to communicate with the case manager should any questions arise.

Gifted Education
For students with GIEPs, services will be implemented to the maximum extent necessary and possible given the limitations of a virtual platform. The gifted case manager will work with regular education teachers to provide a good faith effort which ensures that students who are eligible for gifted support services receive specially designed instruction and curricular modifications, as outlined in their GIEP to ensure students receive differentiated instruction, enrichment and/or acceleration. The gifted case manager will reach out to parents/guardians to discuss the specifics of implementation based on individual student need and any questions or concerns parents and families may have. Additionally, we encourage parents and families to communicate with the case manager should any questions arise.
GIEP meetings will be held in accordance with Federal timelines via phone conference or ZOOM meeting.

Building/Grade Level Contacts
Superintendent – Mr. Jonathan J Cleaver, jcleaver@lehighton.org, 610-377-4490 Asst. to the Superintendent – Mr. Timothy M Tkach, ttkach@lehighton.org, 610-377-4490 Director of Special Education – Mrs. Samantha Kistler, skistler@lehighton.org, 610-377-4490 Directory of Technology – Mr. Marcus Statham, mstatham@lehighton.org, 610-377-4490 High School Principal – Mrs. Suzanne Howland, showland@lehighton.org, 610-377-6180 High School Asst. Principal – Mr. Floyd Brown, fbrown@lehighton.org, 610-377-6180 Middle School Principal – Dr. Mark McGalla, mmcgalla@lehighton.org, 610-377-6535 Elem. Center Principal Prim. – Mr. Aaron Sebelin, asebelin@lehighton.org, 610-377-7880 Elem. Center Principal Inter. – Mrs. Melissa Volcskai, mvolcskai@lehighton.org, 610-377-7880

Resource Links

Lehigh Area Elementary Center:

SeeSaw: <https://web.seesaw.me/>

Canvas: <https://lehigh.instructure.com/login/ldap>

Class DoJo: <https://www.classdojo.com/>

Lehigh Area Middle School:

Brain Pop: <https://www.brainpop.com/>

Canvas: <https://lehigh.instructure.com/login/ldap>

Class DoJo: <https://www.classdojo.com/>

Zoom: <https://zoom.us/>

Lehigh Area High School:

Canvas: <https://lehigh.instructure.com/login/1dap>

www.khanacademy.org

https://owl.purdue.edu/owl/purdue_owl.html

<https://thecriticalreader.com/question-of-the-day/>

www.deltamath.com

www.usatestprep.com

www.bozeman-science.com

www.youtube.com/user/crashcourse/playlists

www.icivics.com

www.c-span.org/classroom

<https://kidshealth.org/en/parents/habits.html>

<https://collegereadiness.collegeboard.org/sat/register/dates-deadlines>

<https://apcoronavirusupdates.collegeboard.org/students/taking-ap-exams/ap-exam-schedule>

Lehigh Area School District:

PA Dept. of Education: <https://www.education.pa.gov>

PA Dept. of Education SAS Portal: <http://www.pdesas.org/>

Lehigh Area School District: <https://www.lehighton.org/>

Two Links: Educational Resources & Parent/Family Resources