

Continuity of Education Plan

Central Intermediate Unit's goal is to provide education and service opportunities that reinforce and continue instruction during the mandated school closure due to Covid-19. Our plan will reinforce school district and charter school plans within Centre, Clearfield, and Clinton Counties. Central Intermediate Unit 10 will provide access to educational opportunities online through a variety of platforms, as well as paper/pencil opportunities, depending on CIU 10 and student populations that are being served. Please keep in mind, this plan is developed with alignment to the Pennsylvania Department of Education's guidelines and our twelve school districts' plans for continuity of education.

This plan could change pending Federal and State Government Guidelines during the Pandemic as well as by administrative directives.

If changes are made, the updates will be made in color with the date next to the color.

CIU 10 will provide a combination of Enrichment and Review and Planned Instruction activities based on the individual schools that we are providing services to.

Overall Professional Staff Guidelines:

- Full-time staff need to be available for 7 hours per work day, but times may be flexible.
- Part-time staff need to be available for their normal work hours as of March 13th, but times may be flexible.
- Sick days, personal days, vacation days, non-work days, etc. will be documented on absentee forms as before. This will begin on March 30, 2020. From March 16th-March 27th, forms should be marked NE for National Emergency.
- All staff will have the opportunity to have voluntary "office time". Your supervisor will work with you to plan these times as needed.
- Professional Staff Evaluations
 - *Supervisors will continue to meet the evaluation requirements as outlined in Act 82 to fulfill the mandatory 82-1/ 82-3 evaluations of all professional staff in alignment with the Charlotte Danielson Framework. Given our current unprecedented situation, supervisors will be working with staff to determine the best means of evaluation. If a direct observation can not occur, then supervisors will hold a reflection/ conversation based evaluation utilizing the Danielson Framework as outlined in our Frontline system. For those staff in a professional growth plan cycle and who are unable to continue with their plan due to the National Emergency as it is currently written, they will communicate with their supervisor and revise their current professional growth plan to include learning targets and activities that can be completed.*

- Induction
 - Teacher inductees are to continue induction activities and work with their mentor utilizing any of the following methods: virtually, phone calls, or emails.
 - When the inductee completes all requirements of the Teacher Induction Program, submit the signed checklist to the Induction Coordinator.

General Plan for Instruction:

- All professional staff will work directly with their supervisors in job alike teams to meet and plan for the service delivery model for classes/lessons and student/ parent interactions and expectations based on their current work assignment.
- Related service providers will continue duration/frequency of service plan or IEP or according to school/district/program guidelines.
- All professional staff will deliver, or offer to deliver, direct instruction and intervention services during a mandated school closure (federal or state) by a combination of the following strategies:
 - Instruction/ Intervention:
 - Electronic interaction with the class, identified child, and/or caregivers of the child (options to include, but not limited to: Zoom, Face-Time, Skype, Google Hangouts, Google Classroom, SeeSaw, etc.)
 - Synchronous and asynchronous learning will be encouraged.
 - Be mindful of what your background looks like as you utilize online platforms. When able, it is suggested that you set the online platform background to the IU logo.
 - Phone communication with the identified child and/or caregivers of the child.
 - Instructional packets
 - Materials may include practice activities for the child/student, grade level curricular instructional materials, instructions for caregiver strategies, instructions for caregiver-led activities, etc.
- The selection of strategies will depend on a variety of factors, including:
 - Technical expertise of the staff or family
 - Technical resources available to the staff or family
 - Individual staff or family preference
- Each professional staff will develop a plan for online and/or hard copy of how services will be delivered, to include virtual office hours.
 - A brief description of the plan will be submitted electronically to your direct supervisor by April 2, 2020.

Office Hours/ Facility Access:

- Upon request and following social distancing, staff could have access to the CIU 10 facility to gather materials, make copies, access materials, turn in paperwork, receive mail, etc.
- Social-distancing will be in effect for all CIU 10 staff who request and are directed to utilize the IU 10 facilities.
 - CIU 10 facilities will remain closed to the public during this time.
 - Any CIU 10 employees who have access to the buildings will maintain social-distancing and maintain a distance of at least 6 feet from each other.
 - Staff will have access to antibacterial products (sanitizing wipes, hand-sanitizer, etc.,) and are asked to self-clean their areas before leaving the facility (copiers, desk areas, etc.).
- Professional staff should set regular virtual office hours or as directed by your supervisor (ex: phone, email, zoom, etc.).
 - Use CIU email or other online platforms (ex: zoom, google hangout)
 - If only mode of communication is personal phone, and you are willing to utilize, consider *67 to hide your phone number. You will dial *67 and then the 10-digit phone number.
 - Google Hangouts can also be utilized for making calls without your personal form. (Curriculum has a Youtube training on this topic.)
 - Optional office hours are also available by request to make calls

Procedures:

1. Caseload:
 - a. Each professional staff person will maintain their caseload lists and ensure timelines for special ed are followed as per district or program.
2. Staff Paperwork:
 - a. Monthly Attendance Form:
 - i. For the weeks of March 16 and March 23, simply mark NE (National Emergency) for each day. These are paid days as per Dr. Dwyer.
 - ii. Beginning March 30, just mark the days that you work as usual.
 1. Full time staff are expected to be available for 7 hours per day, times are flexible

2. Part-time staff need to be available for their normal work hours as of March 13th, but times may be flexible.
3. In addition to direct instruction and support, work may include: Contacting families, preparing materials, learning how to develop on-line skills, research, writing reports, phone conferences with families or colleagues, email communications, documentation, etc.
 - iii. Beginning March 30th: Staff can still utilize: Sick time (S), approved personal time (P), or a bereavement day (B) as usual.
- b. Non-Pub Hourly Timesheets:
 - i. Email non-pub school's Point of Contact for approval of hours for March in lieu of signatures.
- c. District Specific Timesheets:
 - i. Complete one form per school and send to your supervisor
 - ii. For special ed requests during March 16- March 27 of which were approved by supervisors, complete separate hourly time forms.
- d. Monthly Mileage form:
 - i. Your home base beginning March 30th, will be the IU office closest to you until schools resume regular operation.
 - ii. Trips should be approved in advance by supervisors.
 - iii. Any mileage to drop off materials for families (homes, child care sites, drop off points, etc.) can be listed on the mileage form.
- e. Additional Service Documentation in providing Continuity of Education
 - i. As directed by your supervisor
 - ii. Form will be provided
 - iii. Individual to schools
- f. Due Dates:
 - i. Forms should continue to be completed by the 4th of the month.
 - ii. Forms should be submitted electronically.
 - iii. Darts should also be updated by the 4th of each month.

3. Resources:

- a. Job alike teams will work with their supervisor to identify specific resources as they are identified and become available to support student eLearning and hybrid opportunities.
- b. CIU 10 wide resources:
 - i. CIU10 will continue to hold trainings and resources online
 - ii. Zoom rooms are available to all CIU 10 employees.
 - iii. CIU10 Google Suite
 - iv. IU email
 - v. The Curriculum Department is providing on-line sessions about how to teach using technological resources.
 - vi. Supervisors will provide continued support to their staff.
 - vii. Technology Support
 1. Specific programs to schools should first be directed to the district's IT department
 2. Overall technology support including hardware you would create a ticket using support@ciu10.org