

Continuity of Education Plan

School District	West Branch Area School District
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Goal of Plan

The Pennsylvania Department of Education has identified **Continuity of Education** as the overarching term for any educational practices that occur in the event of a prolonged school closure. The goal of the West Branch Area School District Continuity of Education Plan is to provide every student with access to learning during this period of school closure through both online and offline means. This includes equitable programming of all students regardless of educational program designation.

Overview of Plan

The Pennsylvania Department of Education has approved both Review/Enrichment and Planned Instruction as viable formats for Continuity of Education.

1. **Review/Enrichment:** Review/Enrichment consists of informal activities that reinforce or extend students' prior learning. In these activities, new standards and skills are not the focus; the focus is to maintain, strengthen and enhance prior learning.
2. **Planned Instruction:** Planned Instruction is teaching and learning similar to that which would occur in a classroom setting while considering the unique situation and impact presented by the COVID-19 closure. Within this process, teachers use planned courses with new concepts/skills that are aligned to both grade level standards and individual student learning levels.

The West Branch Area School District will be utilizing a combination of Review/Enrichment and Planned Instruction to frame its Continuity of Education Plan as follows:

Elementary (Grades PreK – 4)

1. Elementary students will be provided a Review/Enrichment model during the majority of time school is closed. We will provide planned instruction for our last educational packet. Assignments/activities will be designed as paper/pencil activities that are prepared and organized into multi-week packets. The schedule of assignments will be as follows:

Reading and Math – Monday thru Friday (Daily Assignment)
Writing, Science Social Studies – Monday thru Friday (Select Day Assignments)
Special Subjects – Monday thru Friday (Weekly Assignment)

2. Other Offerings: The District recognizes the importance of routine and its impact on the educational experience for young children. Additionally, our educational program is designed to address the whole child which, in addition to academics, includes social and emotional components. Accordingly, the following optional virtual activities are being offered for both students and parents: morning announcements, mindful moments, lunch bunches, coffee breaks, family engagement activities, and special events.

Middle School (Grades 5-8)

1. Middle School students will be provided a Planned Instruction format following a period of transition using Review/Enrichment. Assignments/activities will be designed as online activities that are prepared and uploaded weekly. Students will be able to pick up their 1-to-1 school issued device for instruction. For students without internet accessibility at home, paper packets will be provided weekly. The schedule of assignments will be as follows:

English, Math, Science, Social Studies – Monday thru Friday (Daily Assignments)
Rotation/Quarterly Courses – Monday thru Friday (Weekly Assignment)

2. Other Offerings: The District recognizes the importance of routine and its impact on the educational experience for young children. Additionally, our educational program is designed to address the whole child which, in addition to academics, includes social and emotional components. Accordingly, the following optional virtual activities are being offered for students: morning announcements, mindful moments, student challenges, and special events.

High School (Grades 9-12)

1. High School students will be provided a Planned Instruction format following a period of transition using Review/Enrichment. Assignments/activities will be designed as online activities that are prepared and uploaded weekly. Students will be able to utilize their 1-to-1 school issued device for instruction. For students without internet accessibility at home, paper packets will be provided weekly. The schedule of assignments will be as follows:

English, Math, Science, Social Studies – Monday thru Friday (Daily Assignments)
Elective Courses – Monday thru Friday (Weekly Assignments)

Expectations for Teaching and Learning

The goal of the West Branch Area School District Continuity of Education plan is to provide every student with access to learning during this period of school closure through both online and offline means. This includes equitable programming of all students regardless of program designation.

For both the Review/Enrichment and the Planned Instruction models, the expectation is for all professional staff members to actively engage in the process of “teaching”, using whatever virtual means are available and necessary to interact with students as needed.

For the Review/Enrichment model, students are strongly encouraged to participate and complete assignments to maintain, strengthen and enhance prior learning in an effort to mitigate regression.

For the Planned Instruction model, students are expected to participate in assignments designed around new learning that will be graded and used to calculate both marking period and final grades/progress marks.

Communication Tools and Strategies

The District recognizes that it's Continuity of Education plan hinges on strong and effective communication between the district and students/families. Toward this effort, we will be utilizing several communication tools to bridge the home and school piece, including:

1. Parent/Guardian Update Alerts: These communications, via telephone, email and text, will be from the Office of the Superintendent and will be sent at least one time per week to provide updates to families on a variety of topics encompassed within the school closure/redesignation.
2. WBSD Website: The district website will be used to post parent alerts as well as a variety of resources and community notifications.
3. WBSD Facebook: The district social media site will be used to post parent alerts, various resources, student morning announcements, district and building announcements, student activities and special events, and community notifications.
4. Parent/Teacher Communication Apps (i.e. Remind, Class Dojo): These tools will be used by teachers to share classroom level information and announcements with parents/guardians.
5. Learning Management Systems/Online Platforms: These online tools will be used by teachers to communicate directly with students as it relates to instruction. These interactions may be directed to individual students, small groups, or an entire class.

Access (Devices, Platforms, Handouts)

- Devices/Handouts
 1. Elementary – Assignment Packets (paper)
 2. Middle School – Chromebooks (online) or Assignment Packets (paper)
 3. High School – Chromebook (online) or Assignment Packets (paper)
- Platforms (All Levels) - Facebook (links and videos)
Class Dojo/Remind App
ZOOM / Google Hangout App
Google Classroom / Moodle
- Other Points of Clarification
 1. MS/HS students may also use personal laptops, desktops, or smartphones to complete their assignments. If unable to complete assignments on these alternate devices, the school issued device must be used or a paper packet will be issued.
 2. Wifi access is available on the district property (users must remain in their vehicles and practice appropriate social distancing)

Staff General Expectations

The following is a list of general expectations that remain in effect (subject to change) for the remainder of time schools are closed:

- Teachers are expected to collaborate virtually with their colleagues to create assignments.
- Teachers are expected to have assignments uploaded or packets prepared on assigned dates.
- Teachers are expected to provide feedback to students during normal school hours.
- Teachers are expected to maintain contact with all assigned students on a regular basis and are expected to utilize a continuum of methods/formats to ensure they can reach all students.
- Teachers are expected to log contact information and submit as requested.
- Teachers are expected to monitor email and respond in a timely fashion during regular hours.
- Teachers are expected to perform their teaching duties as assigned. This includes virtual meetings with parents to adhere to IEP deadlines, understanding that some of these meetings may take place outside of the normal school day.
- Teachers are expected to engage in virtual meetings and collaborative professional learning as directed by administration.
- Support staff are expected to perform duties as assigned should those tasks be deemed essential to the district.
- Assigned paraprofessionals are expected to assist with the Continuity of Education plan as deemed appropriate. The purpose of this assistance will be tutoring of students and collaboration with teachers and/or parents.
- Administrators are expected to facilitate the Continuity of Education plan.
- Administrators are expected to coordinate necessary student/parent support services.
- Administrators are expected to meet the mandates of PDE while performing essential duties associated with general operations.

Student Expectations

For the Review/Enrichment model, students are strongly encouraged to participate and complete assignments to maintain, strengthen and enhance prior learning in an effort to minimize regression.

For the Planned Instruction model, students are expected to participate in assignments designed around new learning that will be graded and used to calculate both marking period and final grades/progress marks.

Attendance / Accountability

Elementary (Grades PreK – 4)

1. Attendance - Attendance is not collected for the Review/Enrichment format.
2. Accountability – Students will be given the following Progress Marks for the 4th marking period:

P = Participation

PP = Partial Participation

NP = No Participation

*Note: Final Grades will be based on the first three marking periods

3. Grade promotion would still be dependent on the work demonstrated through March 13th. If retention concerns were not addressed prior to that point in time, the child will move forward a grade level.

Middle School & High School (Grades 5-12)

1. Attendance – Attendance is not collected during the period of Review/Enrichment. Attendance will be determined by participation for the period of Planned Instruction.

Teachers are planning for Asynchronous Learning.

Asynchronous means that students learn at different times. They are not required to be online with the teacher at set times each day. Students are able to make their own schedule which is more convenient and flexible for students and their families. This type of learning also allows students to work at their own pace. Please note that teachers may offer time for students to get online with the teacher in groups for those who would like that type of teacher assistance.

2. Accountability – Students will be given the following Grades and/or Progress Marks for the 4th marking period:

Students will receive a grade of **Participation (P)** or **No Participation (NP)** at the end of the fourth marking period.

- A **Participation (P)** would be given to students who “passed” with a 60% or higher. A **Participation (P)** would be converted and calculated as a 100% for the purposes of cumulative GPA, class rank, etc.
 - A **No Participation (NP)** means there was not enough evidence to know that a student made progress. A **No Participation (NP)** would result in the final grade for the class being an average of the first three marking periods. For semester classes, the third marking period grade would be used as the final grade.
- Final exams for all classes have been canceled.
 - Dual Enrollment exams will still occur with modifications determined by these testing organizations. We will communicate directly with students when this information is available.

Good Faith Efforts for Access and Equity for All Students

The District fully understands that it is required to make a good faith effort to ensure equity for all students regardless of disability, technological access, and/or any other barriers which might exist during the period of school closure. We believe both our Review/Enrichment model and Planned Instruction model provide access to learning for all students through a range of developmentally appropriate and grade/course aligned activities both online and offline. Modifications will be provided to all students as needed within the parameters of an at-home learning environment.

Special Education Supports

The District will provide a free and appropriate public education (FAPE) consistent with the need to protect the health and safety of students with disabilities and those individuals providing education,

specialized instruction, and related services to eligible students. In this unique and ever-changing environment, state and federal governing agencies recognize that these exceptional circumstances may affect how educational and related services and supports are provided, and the District will offer flexibility where possible. However, it must be noted that the provision of FAPE may include, as appropriate, special education and related services provided through distance instruction provided virtually, online, or telephonically. Regular Education and Special Education teachers and Related Service Providers will prepare assignments/activities in a thoughtful manner to meet each child's unique needs through a variety of activities.

When School resumes the current needs of special education students will be considered to determine the impact the state mandated school closure has had on each special education student. This process will help determine any revisions to student services that will be necessary.

EL Supports

The District will continue to provide EL services to eligible students consistent with the need to protect the health and safety of EL students and those individuals providing education and specialized instruction. In this unique and ever-changing environment, state and federal governing agencies recognize that these exceptional circumstances may affect how education and specialized instruction are provided, and toward that end the District will offer flexibility where possible.

Gifted Education

The District will continue to provide services for gifted students consistent with the need to protect the health and safety of gifted students and those individuals providing education and specialized instruction. Assignments and activities will be provided to eligible students as part of their weekly packets or uploads from teachers. Gifted Education teachers will prepare assignments/activities in a thoughtful manner to meet each child's unique needs through a variety of activities.

Building/Grade Level Contacts

Elementary Principal

Director of Special Student Programs

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Resource Links

TBD