

Continuity of Education Plan

School District	Pennsbury School District
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Goal of Plan

The goal of Pennsbury School District is to provide “planned instruction” in an asynchronous, virtual model, for all K-12 students while schools are closed due to the COVID-19 pandemic.

Overview of Plan

The district will provide asynchronous planned instruction for students utilizing various learning management systems including Canvas and Google Classroom, as well as digital communication means such as email and videoconferencing tools . There will be paper copy options to ensure equitable opportunity for students and families with a lack of electronic resources or unique circumstances.

Teachers will post assignments and learning activities for daily student engagement each day that school is in session according to the approved District Calendar for the 2019-2020 school year. Daily attendance will be taken for all students and staff through electronic means and data will be retained locally even though PDE is not requiring the inclusion of attendance records beyond March 13, 2020 for purposes of calculating average daily membership (ADM) for reimbursement purposes.

Students will be expected to complete the learning tasks asynchronously, meaning that students may complete the work or assignment anytime during the day within a certain window. There will be no live classes or streaming. Meaningful and timely feedback will be provided by our professional staff members to students, and each teacher, as well as all non-teaching professionals, including counselors, librarians and social workers, will hold at least one office hour per day to provide academic, social and emotional support for students and families.

Expectations for Teaching and Learning

Beginning March 30, 2020, The Pennsbury School District began providing “planned instruction” for all K-12 students through which teachers provide assignments, learning opportunities and assessments in an asynchronous model, and where students work at their own pace within a specific timeline. Teachers will post assignments and learning activities for daily student engagement each

day that school is in session Teachers may post these for the week or push out to students on a daily basis.

Teachers will continue to provide instruction within the scope and sequence of their grade level or course standards and curriculum. Additionally, new instruction and assignments will be provided in all content areas, including ELA and math, with additional supports in place for students, grades K-12.

Feedback to students will be provided, as well as grades, where applicable. As a result of extensive conversations with curriculum leaders and the administrative team, Pennsbury School District has shifted the focus from grading for quality to grading for work completion at all levels (K-12). This will be a positive method that provides for fair accountability and maintains motivation to complete the assigned work with opportunities for meaningful feedback from staff. Our administration has taken into account many factors, including:

- The mental health and well being of the school community;
- Varying degrees of access to technological devices and Wi-Fi;
- Actual time in home to complete assignments, especially those that may require access to technology;
- Access to assistance in home from adults, who may be managing their own remote work spaces, caring for others, or lacking knowledge of the subject matter;
- Access to peers for collaborative learning opportunities;
- General complications with distance learning as a new method of delivery; and
- The time of year straddling the 3rd and 4th marking periods.

In addition, professional and specific support personnel will offer a minimum of one hour of office time per day using electronic communication tools such as email, phone and/or videoconferencing. Tutoring services and extra practice sessions are also being made available (K-12).

Communication Tools and Strategies

The district will maintain a website to communicate information to parents. The website can be accessed by visiting <https://sites.google.com/pennsburysd.org/covid19>. Additionally, communication to families and staff will occur via email and the Blackboard Connect system. This may be done with telephone and text communication as well. The counseling department will distribute a weekly newsletter to all families and students will continue to receive updates from building administrators via morning announcements and other meetings.

The Pennsbury School District has also opened up the use of Google Meet for students to participate in Virtual Conferencing Sessions that are supervised by a Pennsbury staff member. These Meet sessions can be conducted as Connection Sessions or as Small Group Support. Meet is not intended to be used to create a Synchronous instructional period. Additionally, participation in using Meet sessions is up to each individual teacher and student.

The following guidelines were provided to staff to help protect both students and teachers during their virtual conferencing sessions. Using a Meet session can be useful for connecting with students,

such as sharing a screen with them, having students share their screens with the host to provide assistance, to check in with students, or to conduct specialized services or related meetings.

With the settings Pennsbury School District is using, students will not be able to start their own Meets, record Meets, or live stream Meets. Students will only be able to join a Meet that a teacher starts and provides them with the specific Meet code or link, which can be done by following the directions which we were provided to staff:

1. Teachers can hold a Meet Session following one of two formats:

a. Connection Session

- i. Can be Synchronous
 1. Scheduled and include all students in the class.
 2. Please keep in mind that students may be sharing devices or lack assistance at home to join a “Connection Session”.
 3. Participation in these sessions is not mandatory.
- ii. Is not instructional
 1. This does not replace your scheduled class time.
- iii. Only to be used to give students a chance to “Connect” as a group.
- iv. Students should not be given the opportunity to share their screen during these sessions.
- v. We suggest setting “Ground Rules” at the Start of Each Session
 1. All participants mute their Mic until they are called upon
 2. All participants should position their camera so there are no distractions behind them
- vi. Follow the directions for setting up the Google Meet Nickname and email the link to the students who would be attending.

b. Small Group Support

- i. This is not intended to be a Synchronous/Scheduled instructional period.
- ii. Use these sessions to provide support for students who are working on assignments in your class or to “check in” with students.
- iii. Follow the directions for setting up the Google Meet Nickname and email the link to the student(s) who would be attending.

2. If you are going to record the session, make sure you provide the following statement to all participants at the start of the session.

- a. “This Meet session is going to be recorded for archive purposes only. This recording will only be shared with district administration if there is an instance that needs to be documented. If you do not wish to participate in a recording Meet session, you can leave the Meet session now. If you do not want your camera on while this is recording, please disable it now by clicking on the camera icon in the bottom middle of your screen”.
- b. Do not record students who are on the “Do not Photograph” list for your building.
 - i. If you don’t know those students, please reach out to your building administration for guidance on who those students are.
- c. Do not post recordings anywhere, especially on Social Media.

3. Start all Meetings via "Meet" link and create a unique nickname for each meeting.
 - a. This should be the teacher's username + the name of the student (Or Class for a "Connection Session") and date.
 - i. You would start the Meet session and then copy and paste the link in an email to the student(s).
 1. This will ensure you're the first one in the Meet and will be able to fully moderate the session.
 - ii. Make sure you're the last person to leave the Meet session and then ensure that the Meet session nickname has been disabled.
4. All meetings can only be used with @pennsburyisd.org accounts.
 - a. Students cannot then send the information outside of our school district.
5. Settings teachers have available to them include:
 - a. Removing other participants from the Meet session.
 - b. Muting students
 - i. They can unmute themselves.
 - c. Sharing screens
 - i. Works for both teachers and students.
6. Do not use the Google Meet Session Link Created by Google Classroom.
 - a. This was a new feature rolled out from Google over Spring Break. If you've already turned it on, please make sure that this link is not visible to students.
 - b. This creates an "Open" link that any student can go into at any time, which creates an unsupervised Virtual Meeting session.
7. If a student does something inappropriate during the Meet session, please respond as if you were in a physical classroom.
 - a. You can remove them from the session.
 - b. You can refer them to building administration.

Access (Devices, Platforms, Handouts)

The Pennsbury School District already had a 1:1 device program in place utilizing Google Chromebooks. Students in Grades 6-12 have ubiquitous access to their own device during the day, evenings, weekends and throughout the summer. This was accomplished three years ago through a lease program for students and families with support provided to those with financial hardships. For students in Grades K-5, our District had one device for each student. These have been available during the school day at no cost to students and families.

When the extended school closure was announced, Pennsbury School District made it a priority to deploy Chromebooks to elementary students who did not have access to devices at home. Parents and guardians of students who lacked access to the internet have also been urged to contact counselors or administrators to seek assistance with various programs to promote connectivity, or provide paper copies if necessary.

As of April 14, 2020, the District received over 330 responses to a community survey shared with families (K-12). The following percentages of device access were reported:

85% have 1 device per person in the household
10.5% have 1 device per every 2 people in the household
3.5% have 1 device per every 3 people in the household
1% have 1 device per every 4 or 5 people in the household

The District will make every effort to work with families to ensure all students have access to electronic resources.

Staff General Expectations

General expectations of staff are to provide instruction within the scope and sequence of their grade level or course material. Staff are expected to provide assignments, activities and tasks, along with learning opportunities. Additionally, teachers are required to provide formative assessments and feedback to students in a meaningful and timely manner.

Progress on work completion is expected to be posted as usual on our Home Access Center. Throughout the extended closure, student work will be evaluated as either Satisfactory or Unsatisfactory. The determination of what constitutes Satisfactory performance remains a teacher decision to allow for flexibility for staff and students alike. Once a grade is assigned, students will have 2 weeks to work with staff to improve their submission to earn a Satisfactory grade. Students who earn a Satisfactory mark on 60% of assignments will pass the course. Students who do not will be given an incomplete with an opportunity to complete the course work at a satisfactory level.

In support of this grading system, teachers are also expected to hold one hour of office time per day. Communication with parents and the school community is expected as usual.

Student Expectations

General expectations of students are to log in each day and complete a form to document their attendance for the day. They are expected to complete assignments and assessments each day and to meet deadlines established by the teacher. At the elementary and middle level, the general expectation is for students to spend 20-30 minutes per subject. At the high school level, the expectation is to spend approximately 40-50 minutes per day as part of our block schedule. Students are expected to satisfactorily complete 60% of their assignments throughout the extended closure (K-12). Furthermore, at the secondary level, students who satisfactorily complete 80% of assignments will earn a partial increase in their final course grades. (i.e. C+ to B-)

Attendance / Accountability

As previously stated, daily attendance will be taken for all students and staff through electronic means and data will be retained locally even though PDE is not requiring the inclusion of attendance records beyond March 13, 2020 for purposes of calculating average daily membership (ADM) for reimbursement purposes.

Students are expected to complete a form by noon each day to document their attendance. Typical procedures, including the posting of attendance on our SIMS and Home Access Center, will be followed. Teachers are asked to follow procedures to declare their absence to appropriate administration if they are unavailable on a scheduled school day.

Good Faith Efforts for Access and Equity for All Students

The United States Department of Education provided appropriate guidance stating schools “should not opt to close or decline to provide distance instruction, at the expense of students, to address matters pertaining to services for students with disabilities.” This siren call encouraged the Pennsbury School District to adopt the mentality that we will do “as best we can” to meet the needs of all learners.

While it may not be possible in every instance to provide goal-directed instruction, or progress monitoring, the District recognizes the importance of providing instruction and support to all students through whatever means are available to staff and students. The District is committed to doing so, even knowing in some cases, we may come up short. Any struggles to accommodate may be the function of distance and/or resources, not from a lack of care or desire to do our very best!

Case managers will share with families what the plans are to meet individual needs of students with specialized learning needs, and our Supervisors of Special Education, Social Workers, and School Counselors are always available to assist families with questions or concerns. As mentioned previously, Pennsbury School District will continue to monitor access to learning for all students.

Special Education Supports

Beyond what is stated in the previous section, the Pennsbury School District is committed to making a good faith effort to meet the needs of all students, including those with IEPs, during the closure. Our case managers are continuing to adhere to annual deadlines through virtual or phone meetings. Related services will be provided via Google Meet or Zoom meetings to the extent possible. We will make a good faith effort to provide instruction to meet students’ needs to the extent possible. Parents with questions about their child’s specific individual programming should contact their child’s case manager or school counselor.

ELL Supports

Students who have ELL needs will continue to be supported by their ELL teachers. They have established Google Classrooms to provide support as necessary. Families are asked to contact our ELL coordinator, Mary-Margaret Pannick at mpannick@pennsburyisd.org if there are any specific questions or concerns regarding ELL programming. For general school questions, please contact the building principal.

Gifted Education

Gifted support teachers are expected to provide enrichment and/or acceleration opportunities through project based learning opportunities at the Elementary and Middle School levels. Teachers have created Google Classrooms where activities are posted. At the HS level many of our Gifted Support Students are involved in Honors and AP coursework and complete all work as needed. In addition, for those students needing enrichment, learning opportunities will be provided to them.

Parents with questions about their child's specific learning can contact their child's gifted support teacher.

Building/Grade Level Contacts

Joseph Masgai, Principal, Afton Elementary School
Stephanie Hultquist, Principal, Edgewood Elementary School
Lisa Follman, Principal, Eleanor Roosevelt Elementary School
Vincent DePaola, Principal, Fallsington Elementary School
Donna McCormick-Miller, Principal, Makefield Elementary School
Donna Minnigh, Principal, Oxford Valley Elementary School
Barbara Hidalgo, Principal, Penn Valley Elementary School
Richard Rebh, Principal, Quarry Hill Elementary School
Laurie Ruffing, Principal, Walt Disney Elementary School
Travis Bloom, Principal, Charles Boehm Middle School
Derek Majikas, Principal, Pennwood Middle School
Christopher Becker, Principal, William Penn Middle School
Cherrissa Gibson, Acting Principal, Pennsbury High School West
Reggie Meadows, Principal, Pennsbury High School East
Peter Carfagno, Supervisor, Village Park Academy

Resource Links

Pennsbury School District Website: www.pennsburysd.org
COVID 19 District Website: <https://sites.google.com/pennsburysd.org/covid19>
Distance Learning in Pennsbury Website:
<https://sites.google.com/pennsburysd.org/distancelearning/virtual-pd-sessions>
Pennsbury Educational Technology Website:
<https://sites.google.com/pennsburysd.org/pennsburyeducationaltechnology/home>