



## Continuity of Education Plan

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Goal of Plan
<p>It is the goal of the Palisades School District to offer a continuity of education with planned instruction to the nearly 1600 students, K - 12, who attend our schools. Despite government-enforced building closures in response to the COVID-19 pandemic, our administrators, teachers, and staff are working to offer teaching and learning opportunities through the use of an online platform: Google Classroom (K-5) and Canvas (6-12). Students will continue to learn material and standards associated with their particular courses.</p>

Overview of Plan
<p>The Palisades School District will implement a combination of both planned instruction and enrichment/review activities.</p> <p>Palisades provided <b>Enrichment and Review</b>, which consisted of informal activities to reinforce or extend students’ prior learning. No new standards and skills were addressed through the Enrichment and Review portion of the Continuity of Education Plan. Enrichment and Review began on March 13, 2020 by instructional staff and administration and was implemented on March 16, 2020 for the current mandated school closures due to COVID-19. These optional enrichment activities were available for students on <a href="#">the district website</a> from March 13 - March 29.</p> <p><b>Planned Instruction</b> is formal teaching and learning similar to that which occurs in a classroom setting. Within this process, teachers use planned courses of instruction of new concepts/skills aligned to grade level standards. Teachers assess the learning of their students and make adjustments to instruction based upon student progress. In order to receive a grade and credit, students must attend regularly and complete the course requirements. The planned instruction component of the plan began on Monday, March 30 and will continue until the government-mandated school closure is lifted or the end of the school year calendar, whichever occurs first.</p>

Palisades has chosen to implement a combination of Planned Instruction and Enrichment and Review to best meet the needs of ALL of our students and their families. Secondary school students (6-12) each had use of their own Chromebook. Due to the extension of school closures, the district technology team was able to outfit additional Chromebooks so that every student, K - 12, would have their own for use. Additionally, hotspots for Internet accessibility were offered for families who required this assistance.

Key components of Planned Instruction are: expected regular participation by students, and coursework completion with course credit. Planned Instruction also needs to ensure consideration for the provision of a Free Appropriate Public Education (FAPE) for students with disabilities and appropriate accommodations for English Learners that are reasonable and appropriate based on student need and current circumstances. It is understood that some students may not be able to fully participate in either Planned Instruction or Enrichment and Review during the current mandated school closures due to COVID-19. In each case, the Palisades School District will demonstrate that it has made a good faith effort to address the needs of all students. Palisades will also plan for appropriate follow-up instruction for such students once traditional school operations resume based on review of IEPs and goals by the case manager and IEP team.

Palisades believes its Continuity of Education plan best meets the needs of its students given the current environment in which we find ourselves. Making a good faith effort to educate all of our students is what we believe to be in the best interest of the students and families of the Palisades School District.

## Expectations for Teaching and Learning

### **Instructional practices:**

Below are guiding parameters for teachers as we move into providing instruction online. Please keep in mind this will be a significant change for students, parents and educators and we need to provide everyone with the opportunity to assimilate to the new learning environment. Until you hear otherwise, **teachers should not provide any synchronous (live) educational opportunities for their students\***. **\*Special education and related service providers are able to provide 1:1 / live lessons, as needed, in order to comply with the students' needs on their respective caseloads.**

(Synchronous/live interactions can be offered by teachers to provide tutorials, class check-ins, etc. , but no new instruction will be taught in a live format.)

### **General K-12 Instructional Guidelines:**

1. Craft lessons that are linked to standards that will engage students for the approximated number of minutes using a variety of methods, tools, and activities.
2. Lessons should follow the planned course as closely as is possible in this virtual environment. Due to the lost days of instruction, modify the pacing and assignments in order to prioritize standards.

3. Lessons will be presented asynchronously. This means that recorded lessons, video examples, or voiceover slides should be used to communicate. Elementary will be utilizing Google Classroom as a platform and the secondary level will continue to use Canvas.
4. When crafting lessons and responses to student questions, keep in mind special education and English language learner needs. Working collaboratively with special education case managers will be critical for yours and your students' success.
  - a. Additionally, assume that lessons at home will take double the amount of time in the traditional classroom setting. Not all of our students have adults at home who are prepared to support them with the material. (Example: If you are preparing for a 60 minute ELA block, you should only prepare 30 minutes of material/lesson so the student has time to complete the work within the 60 minutes allotted.
5. Assignments must have due dates.
  - a. For the remainder of the marking period (April 2 ends MP 3), use this time to complete outstanding assignments and to reacquaint students with school. You can use the grades that you have collected thus far, and you may add one or two additional assignments, but nothing too involved.
6. Provide students with an explanation of how assignments and make-ups will be handled during a student absence.
7. Teachers are required to prepare and post daily lessons to Google Classroom at the elementary level or to Canvas at the secondary level by 8:30 AM daily.
  - a. Elementary teachers will need to add a buddy teacher (not necessarily in your building) as well as their principal to their accounts. This will help when/if a teacher is absent from school.
  - b. Secondary teachers are reminded that building administrators already have full access to your Canvas courses.
8. At the elementary level, a daily greeting must be included via video or voice.
9. Daily announcements (6-12) are required each day through Canvas, in addition to at least one greeting via video or voice each week.
10. No homework should be provided to carry over from one day to the next.

#### Communication Tools and Strategies

Communication tools and strategies to be implemented throughout virtual learning due to school building closures caused by COVID-19 include, but are not limited to, the following:

- U.S. mail
- E-mail
- Telephone calls
- Use of online platforms for one-on-one or group conversations: Google Hangouts/Meet, Zoom, etc.
- Students and teachers will access a variety of learning tools by which to continue to access standards and instruction through the use of Google Classroom at the elementary level (K - 5) and Canvas at the secondary level (6 - 12).

- Additional opportunities as they present themselves

#### Access (Devices, Platforms, Handouts)

All students, K - 12, have been afforded the opportunity to have his/her own Chromebook for use. As a one-to-one district for students in grades 4 - 12, we were also able to distribute Chromebooks to students in grades K - 3 with the purchase of 200 additional units.

Additionally, hotspots were made available to families in need of Internet support on a case-by-case basis. Administrators made contact with families to inquire as to the need. Additional measures and plans may be enacted to provide Internet coverage should that need arise.

Our elementary students, K - 5, will access assignments through Google Classroom. Our secondary students, 6 - 12, will continue to make use of Canvas for their asynchronous work.

#### Staff General Expectations

##### **General Professional Staff Work Hours:**

Each professional staff member will receive a full day of credit (payment/PSERS) for the days worked according to the district calendar and CBA. For each teacher work day the CBA notes teachers will work for 7.5 hours. In order to both adhere to the CBA and create flexibility each day (a tricky balance indeed!) please adhere to the following expectations:

1. Professional day hours will begin at 7:30 AM and end by 5:30 PM each day. Within that 10 hour window you will need to schedule the following components into your day:
  - a. 30 minute lunch
  - b. 45 minutes of planning time
  - c. 3.75 hours of instruction (see specific grade band guidance below)
  - d. 90 minutes of office hours (you can divide this up as you see fit...(1) 90 minute block (3) 30 minute blocks, etc.
    - i. As much as possible, please schedule these office hours as consistently as possible M-F so parents and students will know when and how to reach you. All other correspondence will occur within 24 hours of receipt.
  - e. 60 minutes of collaboration (grade level/department/principal, IEP coordination)
    - i. Virtual meetings called by principals will be announced via a Google hangout (appears in your calendar) at least 24 hours in advance so that teachers can adjust their schedules accordingly.

### Student Expectations

It has been two weeks since our students have been out of school and we are ready to welcome them back into their virtual classrooms. Palisades administrators, faculty and staff have been working diligently to create a learning environment that is engaging while keeping all children safe in their homes.

We recognize the stress this sudden social isolation and work at home environment has caused for our families. The goal of our online program is to continue the academic and social growth of Palisades students in an effort to bring about some level of continuity and normalcy to their education. As we all acclimate to this new mode of education, please know that there will be challenges but we are here to support you and your children through this process.

Students will access course material each day through either Google Classroom or Canvas. Each day, teachers will have lessons and assignments loaded into their online platform that students will complete and submit for feedback and, where appropriate, a grade.

The third marking period will end, as planned, on Thursday, April 2, 2020; however, students will only be assessed up through March 13th. If students have any outstanding work at this time, please encourage them to contact their teachers via email to complete these assignments. Few, if any, new assignments will be given to students to complete for the third marking period. Report cards for secondary students will be available in Power School on Wednesday, April 8, 2020. Report cards for elementary students will be sent home on Thursday, April 16.

### Attendance / Accountability

Teachers will be monitoring attendance based on the participation of students in class. If work is assigned, is it being submitted? For our secondary students, how much log-in time have they accumulated? As is the practice with our longstanding cyber program, attendance for students is achieved through course progress (e.g. percentage of course complete/assignment completion) and course grades. Coursework must be completed regularly and teachers will notify students and their guardians if they are not demonstrating success in their assigned courses. Parents are encouraged to monitor student progress through Canvas parent observer accounts.

### Good Faith Efforts for Access and Equity for All Students

The Palisades School District will continue to make a good faith effort in providing access and equity for all students in the district during the mandatory school closure as a result of COVID-19.

The Palisades staff and administration is committed to offering a good faith effort for access and equity for ALL students. Some examples of how Palisades is implementing good faith efforts include, but are not limited to, providing a Chromebook 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, families will be able to send a request to the Director of Technology after the week ending April 3.

Additionally, Palisades has shared contact information of Internet Service Providers (ISPs) with families who may not currently have access to the Internet or cannot afford access. These ISPs are

offering free or low cost internet accessibility during the mandated school closures. For students who qualify for special education, gifted education, 504 plans, or English Language services, please see the following appropriate sections.

### Special Education Supports

With the possibility of a long period of mandatory school closure, Palisades School District has ventured ahead with our plans of providing online and virtual programming for our students. Understandably, this mode of delivering education may create challenges for students, parents and teachers; however, the option of seeing our students receive something less was not appealing.

Moving ahead with the virtual education programming on such short notice certainly has its challenges. However, for some of our students with unique learning needs requiring special education services, this may be an even steeper challenge. Nonetheless, the District and our teachers have accepted this challenge and are moving forward in a **good faith effort** to plan and provide instruction customized to meaningfully address these unique needs.

General education teachers will provide accommodations to the degree possible and appropriate based on each student's IEP (Individualized Education Plan) and 504 plans. Special education teachers and regular education teachers will collaborate to ensure access to the content for all students including those students with disabilities. When school reopen, Palisades will meet as IEP teams and plan for appropriate follow-up instruction for each student with an IEP.

Case Managers will contact parents/guardians via, email, phone, Google Meet, or Zoom to discuss questions or concerns.

Related Services (Occupational Therapy and Speech and Language Therapy) will provide enrichment, review activities, and continue with instruction in collaboration with case managers. Individual service providers will communicate with parents/guardians to set up a schedule to provide services through such means as teletherapy, and/or assigned activities/lessons.

Annual IEP meetings will be held according to compliance with Federal guidelines via phone conferencing or Google Meet. The case managers will be reaching out to parents/guardians to set up a time and will email draft documents to preview. After the meetings, hard copies will be sent via Standard US mail from the district office.

Reevaluations will be completed, in collaboration with staff and parent/guardian, through record review as per the Federal Guidance. MDT meetings will be held via Google Meet or phone conferencing.

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 Google Meet or phone conferencing. 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 that due to the COVID-19 closure, more testing is needed and another Permission to Evaluate (PTE) will be issued upon the opening of schools.

#### EL Supports

The teacher of EL students will work with general education classroom teachers in order to make a good faith effort in providing appropriate modifications and accommodations to classroom expectations to best support the students on her caseload, recognizing the unique nature of virtual teaching and learning.

The teacher of EL students will communicate with parents/guardians via telephone and/or a communication platform such as Google Hangout/Meet. When necessary, the use of translation services may be utilized in order to effectively communicate with families and students.

#### Gifted Education

Teachers of the gifted will work with general education classroom teachers in order to make a good faith effort in providing appropriate opportunities for each student as per his/her GIEP and that which is possible in a virtual setting.

GIEP timelines will be upheld with meetings taking place via telephone and/or a communication platform such as Google Hangout/Meet. Teachers of the gifted will be regularly available to support students on their caseload and for parent/guardian questions.

#### Building/Grade Level Contacts

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Director of Technology - Mr. Gary Adams, [gadams@palisd.org](mailto:gadams@palisd.org) , 610-847-5131  
High School Principal - Mr. Rich Heffernan, Jr., [rheffernan@palisd.org](mailto:rheffernan@palisd.org) , 610-847-5131 (2004)  
High School Assistant Principal - Mrs. Amber Schlosser, [aschlosser@palisd.org](mailto:aschlosser@palisd.org) , 610-847-5131 (2002)  
Middle School Principal - Dr. Karl Scheibenhofer, [kscheibenhofer@palisd.org](mailto:kscheibenhofer@palisd.org) , 610-847-5131 (1001)  
Middle School Assistant Principal - Mr. Rich Spering, [rspering@palisd.org](mailto:rspering@palisd.org) , 610-847-5131 (1002)  
Durham-Nockamixon Elementary School - Mrs. Marie Collie, [mcollie@palisd.org](mailto:mcollie@palisd.org) , 610-847-5131 (3001)  
Springfield Elementary School - Mr. Scott Davis, [sdavis@palisd.org](mailto:sdavis@palisd.org) , 610-847-5131 (6001)  
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#### Resource Links

[Palisades School District](#)  
[Palisades Learns](#)  
[Google Classroom for parents and students](#)  
[Canvas Parent Observer Account](#)  
[Pennsylvania Department of Education](#)  
[Pennsylvania Department of Health](#)

[Pennsylvania Office of the Governor](#)  
[Center for Disease Control](#)