

Continuity of Education Plan

School District	Neshannock Township School District
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Goal of Plan
<ul style="list-style-type: none"> ● To provide a framework for on-going virtual instruction in all curricular areas K-12 including special services. ● To establish initial operational guidelines with opportunity for modification based on unforeseen circumstances. ● To document information for reference by all stakeholders in the District ● To create a tool for assessment of services throughout the closure as well as after for future planning purposes.

Overview of Plan
<p>This plan is developed to ensure that the details associated with offering a virtual learning community is established and maintained during the current mandated school closure. The details established and listed within the plan provide a framework for district administrators, teachers, and staff to provide on-going, relevant instruction and related services. It also provides students and parents expectations of their role in this important process. This framework will serve as a guide and will provide a source of assessment for future plans related to any school closures and the continuity of educational services. This plan will be posted on district website along with other relevant information throughout the closure.</p>

Communication Tools and Strategies
<ul style="list-style-type: none"> ● Internet based instruction and communication will be primary communication tools. This will specifically include google classroom as virtual classroom setting along with District email as primary communication system for students, parents, teachers, administrators. ● Website for established expectations, resources, information and updates ● District social media postings with current information, directions, announcements, etc. ● District All-Call System for all staff calls, all district students, 7-12 students grouped together, K-6 students grouped together. ● Voice mail is established through a District Hotline Number for technical support. This number is published for parents to call for any type of tech support if they are unable to communicate via email for any purpose.

- The main school phone number remains a central call location with all calls being directed to a specific voicemail box, which is checked and messages routed hourly.
- Google hangouts for webinars for administrator meetings, groups of faculty, instructional purposes when appropriate.

Access (Devices, Platforms, Handouts)

- Chromebooks and home computers for students and teachers and administration
- Google Classroom
- Google Hangouts
- Zoom Web Conferencing
- Odysseyware Spark with ELA and Math Content K-2-(as enrichment)
- Odysseyware Core Content (3-5-as enrichment)
- Edgenuity Complete Course Catalog 6-12 -as enrichment and potential interchange with teacher created google classroom.

Staff General Expectations

Teacher and Para Professional Work Day Information

Beginning Monday, March 30

Hours of Availability –

The following hours will be considered a regular Work Day in which District Employees shall be available to District Administration and Students:

Monday - Friday, 9 a.m. – 3 p.m.

During the Work Day, staff shall be available for virtual meetings, instruction, assistance and answering emails. Professional Employees will make a reasonable effort to respond to student emails within one hour. Emails received after 3 p.m. shall be answered prior to 9:30 a.m. the following school day.

Any required live Google Classroom shall occur during the regular, designated period of instruction if possible.

Sick Day Procedures – If you need to call off, please email the principals and inform your Google Classrooms of absence (do not need to indicate illness to students...simply absence).

Check-in Procedures – routinely monitor student assignments as may be required on Google classrooms (i.e., staff shall timely provide the necessary feedback, answer questions, and

grade or assess work as submitted) and principals will log this information for continuity of instruction.

Technical Support -- Please return to the routine of using our FreshDesk Help Desk system for ongoing tech support requests. The preferred method of requesting assistance is to visit the help desk portal at <https://ntsd.freshdesk.com>. If you cannot access the portal, please send an email to support@ntsd.org and include as much detail about your technology issue as possible.

Student Expectations

Expectations for a School Day:

1. Be sure to complete your daily attendance check-in on each scheduled school day.
2. Attendance:
 -
 - K-6, look for a daily attendance assignment from your grade's Google Classroom
 - 7-12, complete the daily attendance assignment from the Attendance and Announcements Google Classroom
 - Use this daily check-in as an opportunity to review announcements, class assignments, and to check email.
 - Parents of young students may complete the attendance form on behalf of their student(s).
 - We recognize that there are many factors currently affecting a student's learning environment and learning hours. With this in mind, attendance check-ins may be completed any time before midnight on each school day.

3. Completing Assignments:

- Students are free to complete classwork at their own pace so long as assignments are submitted before posted deadlines. Parents of younger students may determine an appropriate pace for school work throughout the day.
- We know that you may be sharing your computers with siblings and parents. Your teachers are taking great care to craft lessons that allow time for everyone in the household to share access to digital devices.
- On occasion, teachers may broadcast live video streams of class lessons. Live streams will be announced in advance with instructions for accessing the stream. Whenever possible, live video streams will be broadcast during the time the student would normally attend the class if they were on campus.

4. Accessing Google Classroom:

- [Video: Parents' Guide to Google Classroom](#)
- [Video: How to Switch Google Accounts within a Browser](#)
- [Video: How to Sign In to Your Google Account](#)
- [Video: Logging Into Google Classroom on a Tablet](#)
- [Video: Logging Into Google Classroom on an iPad](#)

Access to Teachers:

1. Teachers are available for student interaction through Google classroom and through email during each school day between the hours of 9:00am and 3:00pm. Correspondence with teachers outside of these hours may not receive a reply until the next school day.
2. Teachers may schedule small group instruction time using Google Hangouts for live interaction via video or audio conferencing.

Technical Support:

1. If you are experiencing a problem accessing class content for a specific class, your first point of contact will always be your class teacher who can connect you with the appropriate support resources if necessary.
2. If you are experiencing an issue connecting to the internet or a hardware problem with any school-issued equipment, please contact the NTSD Technology Department by emailing support@ntsd.org or calling 724-901-1906.

Attendance / Accountability

- K-6, look for a daily attendance assignment from your grade's Google Classroom
- 7-12, complete the daily attendance assignment from the Attendance and Announcements Google Classroom
- Use this daily check-in as an opportunity to review announcements, class assignments, and to check email.
- Parents of young students may complete the attendance form on behalf of their student(s).
- We recognize that there are many factors currently affecting a student's learning environment and learning hours. With this in mind, attendance check-ins may be completed any time before midnight on each school day.

Good Faith Efforts for Access and Equity for All Students

- An all district survey was completed by families for each student in the District to gather data related to internet connection and device availability in each home. Requests to complete the survey were made by an all-call to the District households by the District Superintendent. Surveys were completed over 2 days of initial closure with 98 percent of the families responding. Those who did not respond were reached out to through phone calls to encourage completion of the survey.
- Results of the survey were used to make contact via phone to the families that indicated need for connection. Technology leaders in the District assisted each family over a 3-4 day period.
- Chromebooks were delivered to homes of families that indicated a need

- Students with IEPs were provided with learning devices specific to their individualized needs. These were delivered by the District Building & Grounds Director to each home.
- By start of the instruction, we were near 100 percent attendance in the virtual setting. This high participation was possible after effective communication to the community along with using data from the survey to identify and address each need individually by our staff.

Special Education Supports

As educators and students move forward with on-line instruction due to COVID-19, the Neshannock Township School District is making every effort to protect the privacy of personally identifiable information in student's education records, as mandated by the Family Educational Rights and Privacy Act (FERPA). Also, of grave importance is the Health Insurance Portability and Accountability Act, (HIPAA) and maintaining the confidentiality of all. Neshannock Township School District will continue to 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. The following on-line educational plan has been developed for our students qualifying under IDEA. We will strive to do our best to meet the IEP goals of each individual student.

GENERAL OVERVIEW

Neshannock Township School District's regular education teachers will continue to work in collaboration with our special education teachers. Our regular education teachers will have online access to review all students' IEP Specially Designed Instruction. Our paraprofessionals will also be supplied with the availability to review IEP Specially Designed Instruction information. The special education teachers have access to all the Google Classrooms and will be monitoring student work completion and providing assistance that meets the Specially Designed Instruction through Google Doc updates. When areas of concern are identified, our paraprofessionals will be contacted by the special education teachers; and the student will be contacted via email to gather additional information so coursework can be completed with necessary support. Our paraprofessionals will be contacted by the special education teacher and/or the regular education teacher.

SPECIAL EDUCATION ONLINE LEARNING

Our special education staff members will continue to develop schedules and online lessons for each of the students assigned to their special education classroom for coursework as identified on their IEP. The special education teacher created an individual Google Classroom for each one of their students. The teachers will follow the IEP goals, to the best of their ability, through online instruction. They will

follow the curriculum and connect websites to reinforce the instruction provided. The special education teachers have posted a letter/email to provide parents with specific instructions on how to use the Google Platform, Zoom, etc. and other websites. Students were provided a password/code in order to access the Google Classroom and email. The Special Education teacher provided his/her email to the students and parents. They are also in communication with their special education students who are mainstreamed in regular education classes in order to provide academic support, if needed. Parents were also contacted regarding this matter. Also, the special education teacher, regular education teacher, and the paraprofessional are in direct communication with each other in order to support their students. Lessons are continuously posted in the Google Classroom. Attendance is a requirement from the Neshannock Township School District and will be taken daily using the Google Forms format. The IEP team will work collaboratively to monitor progress through practices of remote observation. In addition, progress monitoring of IEP goals may not be collected in the same manner they are typically provided. Through online documentation, observation of student work, and student participation, our staff will gather as much student data as possible for progress monitoring.

ESTABLISHED PROCEDURES FOR SPECIALLY DESIGNED INSTRUCTION

To implement the on-line educational platform for our special education students, we have assigned paraprofessional staff members to work within Google Classrooms. In order to maintain consistency, paraprofessionals have been assigned to the same students they were with prior to the closure. The regular education and special education teachers have invited their assigned paraprofessional to join in their Google Classroom. This will serve as additional support for the student when the regular education teacher posts instruction/assignments on their Google Classroom site.

It is imperative ALL students (regular and special education) receive the same assignment. If the regular education teacher has a student(s) in their class in need of a modified instruction/assignment, the regular education teacher will send an individualized email to the student and explain the modifications and/or accommodations as identified in the student IEP, Specially Designed Instruction section. A copy of the email will also be sent to the assigned paraprofessional and special education teacher. If a regular teacher has more than one student in their class receiving the same or similar Specially Designed Instruction, the regular education teacher must send an individual email to each individual student. Neshannock Township School District staff members are aware of the importance of maintaining confidentiality throughout this process. Regular Education and Special Education teachers must log into IEP Writer to review the Specially Designed Instructions for students on their roster. Any paraprofessional in need of clarification to any instruction/assignment will contact the regular or special education teacher. Progress monitoring of IEP goals may not be collected in the same manner they are typically provided.

CERTIFIED SCHOOL PSYCHOLOGIST

Due to the social distancing restrictions put in place at the state and federal levels, educators/certified school psychologists are unable to have face to face contact with students. Because of this, necessary pieces of the evaluation process, i.e., testing/observations, cannot be completed at this time. For the

students whose evaluations/reevaluations were not able to be completed due to the close of school, a letter was mailed to inform the parents. As soon as we receive notice to return to school, parents will be contacted to schedule a date and time to complete testing with their child. Please understand, this extends timelines to which evaluations are completed and ready for review. As much as possible, our staff will continue to gather information from educational records and communication with parents and staff.

SPEECH/LANGUAGE PATHOLOGIST

Neshannock Township School District's speech and language teachers set up Google Classrooms and will be holding educational instruction exercises for the students online. Weekly emails are being sent to each parent, and attached are lessons for the student to complete that week. Also, recorded videos on Google Meet will be sent to parents, as well as if the student is in need of a video to view the pathologist demonstrating the skill.

504 OF THE REHABILITATION ACT

504 Plans are not a part of special education; so, they are different than IEP's. Students with 504 Plans will continue to have accommodations and services available in the digital platform regarding their academic needs as identified in their individual 504 plan.

MIDWESTERN INTERMEDIATE UNIT IV

Services provided by Midwestern Intermediate Unit IV will be conducted via internet instruction. The occupational and physical therapy staff are working to support the students on their caseload in the best possible way. The therapists have contacted the parents and plan to support the district's method of delivery for instruction; online. The therapists have been trained in Google Classroom to deliver their services for the online component.

The itinerant adaptive physical education teacher will be conducting taped online instructional videos. The Assistive Technology, Hearing Support, and Vision Support professionals have been in contact with our students' parents and have set up online instruction as well.

STUDENTS ATTENDING SCHOOL OUTSIDE OF THE DISTRICT

At the Neshannock Township School District, we have twenty-one students who attend alternative schools (6), Life Skills local school (2), residential facilities (3), Vocational and Technical School (6), local schools for behavioral needs (2), Transition Schooling Programs (1) and one receiving Home Instruction(1). These facilities are all either providing online instruction to our students and/or educational packets or tele-instruction.

TRANSITION

Students turning fourteen and older completing the transition survey will complete it online through a Google Document. A transition Google Classroom has been set up to provide activities that cover Post-Secondary Education, Pre-Employment Skills, and Independent Living.

The transition coordinator and case managers will work closely with our graduating seniors to ensure they have the documents needed for after graduation regarding post-secondary education or employment. Information needed for agency contacts will also be shared with parents and transition age students. This will be shared through a mailing identifying the summary of performance and as stated in the student transition section of their IEP.

The Neshannock Township School District is making every effort to teach online with the highest standards of instruction. It is our goal to provide our students with quality online instruction so they will learn effectively and to the greatest degree during this temporary transition. The educational world is very fortunate that technology has developed to the point it has. It is also very fortunate Neshannock Township School District has the capability to provide this online learning experience. Our students will now have the ability to share in these resources beyond the limits of our physical classrooms. We want equity for all our students; they will now have access to the same tools online; this respectfully, makes for an even playing field for all.

EL Supports

We have certified ESL teachers in place to help any potential English Language Learner; however, at this point we have no ESL students in our district.

Gifted Education

The main approaches to gifted education are enrichment and acceleration. Since all activities, competitions, and programs have been cancelled due to the school closure, Neshannock Township School District will now serve our students online to reach the goals as identified on each student's Gifted Individual Education Program.

Enrichment and acceleration will be reached through Google Classroom and online sites our teachers have identified. Programs for related material in whatever areas our students need, i.e., music, language, logical reasoning, mathematics, additional and more in-depth studies on given subjects, etc. will be done through different approaches online.

Building/Grade Level Contacts

Superintendent:	Dr. Terence Meehan	TMeehan@ntsd.org
Elementary:	Mr. Matthew Heasley	MHeasley@ntsd.org
Jr. High:	Mrs. Alicia Measel	AMeasel@ntsd.org
Sr. High:	Mr. Luca Passarelli	LPassarelli@ntsd.org
Special Ed.:	Mrs. Staci Norris	SNorris@ntsd.org

Resource Links

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