

# Continuity of Education Plan

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## Goal of Plan

The goal of the Williams Valley School District's Continuity of Education Plan is to provide educational materials to enrich, review, and also educate students through planned instruction of developmentally appropriate concepts and competencies using existing programs, online platforms, and partnerships with families.

## Overview of Plan

The Williams Valley School District's Continuity of Education Plan provides enrichment and review activities, as well as planned instruction that aligns as closely as possible with the school district's mission statement, vision statement, and shared values during the statewide school closure due to Covid-19 pandemic. Families are strongly encouraged to create a daily schedule that includes instructional time, physical activity, and rest to help provide a sense of routine and structure for children. Engagement in enrichment and review activities, as well as planned instruction, along with a daily schedule, provides structure and focus, promotes mental and physical activity, and provides reassurance of normalcy created through regular routines. WVSD intends to progress through the Continuity of Education Plan in weekly increments, moving from total enrichment and review to planned instruction, introducing new content addressing the PA Academic Standards following the direction of the Commonwealth of Pennsylvania and Pennsylvania Department of Education.

### Mission Statement

The mission of the Williams Valley School District is to provide a safe, cooperative, educational environment that will enable and motivate every learner to progress intellectually, socially, emotionally, and physically through a rigorous curriculum focused on real-world opportunities.

### Vision Statement

The vision of the Williams Valley School District is to constantly evolve in an effort to meet the needs of our ever changing society, incorporating technology and focusing on future societal needs as they

change for student employment.

### **Shared Values**

We believe that all students can learn and become contributing members of society.

We believe that community is essential in uniting generations and ideas to benefit future residents.

We believe in the importance of providing all students with opportunities to develop the knowledge, skills, and attitudes needed for future success.

### **Expectations for Teaching and Learning**

- Building administrators created a structured schedule to work with teachers, providing support, training for online teaching and learning, and professional development.
- Teachers researched enrichment and review activities and initiated instruction using planned courses of instruction, introducing new concepts/skills aligned to grade level standards for students.
- Teachers assessed the learning of their students and adjusted instruction based on student progress to better prepare them for the 2020-2021 school year. Beginning on March 30, 2020 teachers provided one unit per week per class/course that represented practice on what had been taught or enrichment for connections in the area of discipline. Once online platform licenses were received, teachers transitioned to planned instruction through Odysseyware, Edgenuity, and Google Classroom.
- The enrichment and review activities included hard copies as well as online resources. The printable enrichment and review assignments may have been different from the online resource; however, they reflected the spirit of the online assignment. Enrichment and review activities were uploaded to the appropriate grade level or content folder on google drive ([tinyurl.com/WVEnrichmentReview](https://tinyurl.com/WVEnrichmentReview)) weekly. Parent/guardian notifications occurred the week of March 30, 2020 with online activities and packets available by April 1, 2020.
- The district applied to participate in Phase 1 of the PDE Edgenuity/Odysseyware online platform opportunity.
- The transition to planned instruction began as teachers became familiar with the new online platforms.
- Enrichment and review activities, as well as planned instruction, were included for all core and special area classes.
- Enrichment and review activities were optional and not graded. Similarly, attendance was not reported. Planned instruction is currently mandatory and attendance is tracked throughout the grade levels.

- An online learning teacher and student handbook guide planned online instruction with timely feedback and outline the transition into planned instruction.
- Teachers were trained the week of April 20, 2020 to use Google Classroom and the online platforms and began planned instruction May 1, 2020.

### Communication Tools and Strategies

1. Skyward-As Needed
2. School Wide Calls - As Needed
3. School Wide Emails - As Needed
4. School Website-As Needed
5. Google Drive
6. Google Classroom
7. Edgenuity
8. Odysseyware
9. School Social Media - As Needed
10. Department Head/Lead Teacher Zoom Meetings
11. Administration Zoom Meetings
12. County-Wide Job Alike Meeting (Curriculum Coordinators, Principals, IU, Etc.)
13. Faculty Zoom Meetings/Team Zoom Meetings
14. Teacher Connections with Students/Office Hours

### Access (Devices, Platforms, Handouts)

- Instructions will be distributed via school community communication methods (school email, website, and calls). Videos, online learning platform links, and instructions will also be posted to the school website.
- Devices-student owned or paper packets as determined by school technology surveys
- Platforms-Google Drive, Google Classroom, Edgenuity, and Odysseyware
- Handouts-Provided as needed during meal distribution, mail delivery, and/or personnel delivery.
- Internet hotspots and boosters provided as necessary to areas lacking internet access.

### Staff General Expectations

*See the section on Expectations for Teaching and Learning in addition to the expectations below.*

- Complete any professional development assigned by administration on a weekly basis.
- Collaborate with department heads/lead teachers and teams via electronic communication.
- Collaborate with special education staff as necessary.

- Communicate with parents and students as necessary.
- Be available to administration and/or collaborative teams during normal school hours M-F
- Check and read all emails during school hours (Suggested times are: 9:00AM, 12:00PM, and 3:00PM).
- Communicate with the technology department over any technology issues (allowing 24 hours business day response time)
- Provide enrichment and review activities, transitioning to planned instruction.
- Call home as needed to assist with students struggling in terms of connecting or understanding of new content.
- Provide feedback in a timely manner.
- Track student attendance/engagement.
- Provide guidance/behavioral intervention services as needed/requested.

### **Student Expectations**

#### Student Engagement

- Establish daily routines for engaging in learning experience.
- Maintain a positive growth mindset.
- Engage in all voluntary enrichment and review activities with honesty and fidelity.
- Engage in planned instruction, assignments, and assessments.
- Ask questions to teachers when uncertain about content access or content understanding.
- Comply with school internet safety policies including expectations for online etiquette.

#### Student Participation

- Participate with provided optional enrichment/review activities for classes/courses.
- Participate in planned instruction, completing and returning assignments as assigned.

#### Completion of Assignments

- Mastery-based learning is an instructional approach that supports student learning of essential content. The final month of school will focus on topics that are integral to student success in future grade levels/courses.
- Teachers will continue to evaluate student work and give students assignments and quizzes/tests.
- Teachers will provide students feedback on their work.
- Students will receive a grade mark of P/NP (Participation/Non-Participation), on their report cards for their involvement in online learning.
- Students will be given multiple opportunities to demonstrate understanding of the new knowledge and skills.

### **Attendance / Accountability**

- Enrichment/review is voluntary, ungraded, attendance is informal. Participation is encouraged, but not required

- Planned instruction of education is mandatory and required of all students. The expectation is for students to be in attendance. The district will monitor weekly attendance using Google Classroom and online platform reports.

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

- Technology Survey to establish technology needs for students (and staff) in district
  - Conducted via google forms
  - In person calls made to families who did not respond
- Google Classroom materials posted-Hard copies printed for students without technology access
- Technology support for students/families/staff as needed
- Continuity of Education Plan created and posted to school website, as well as submitted to PDE
- Faculty and Administrative support through transition period
- Written/Video support provided to assist with transition
- Posted/printed answer keys when applicable
- Availability of Odysseyware and Google Classroom for grades K – 6; availability of Edgenuity and Google Classroom for grades 7 - 12

#### **Special Education Supports**

Special education teachers will continue to support regular education teachers by providing developmentally appropriate resources. Case managers will reach out to students/parents/guardians on their rosters to ensure proper navigation of the platform and completion of required weekly lessons. Attendance reports will be shared weekly with building level administrators. Case managers will be available for questions and consult as outlined in the teacher/student handbooks. Related services, if applicable, are scheduled and will be rendered via the Zoom platform once parental permission is obtained.

#### **EL Supports**

EL teacher will continue to support regular education teachers by providing developmentally appropriate resources.

#### **Gifted Education**

Special education teachers will continue to support regular education teachers by providing developmentally appropriate resources. Case managers will reach out to students/parents/guardians on their rosters to ensure proper navigation of the platform and completion of required weekly lessons. Attendance reports will be shared weekly with building level administrators. Case managers will be available for questions and consult as outlined in the teacher/student handbooks. Related

services, if applicable, are scheduled and will be rendered via the Zoom platform once parental permission is obtained.

### Building/Grade Level Contacts

- Williams Valley School District Support
  - Brian Pipech-Federal Program Liaison- [bpipech@wvschools.net](mailto:bpipech@wvschools.net)
  - Joseph Gorham-Special Education- [jgorham@wvschools.net](mailto:jgorham@wvschools.net)
  - Helen Kohr-Technology Department- [hkohr@wvschools.net](mailto:hkohr@wvschools.net)
- Williams Valley Jr/Sr High School
  - Christine Duey-High School Principal- [cduey@wvschools.net](mailto:cduey@wvschools.net)
  - Stephen Barner-Math-Union Rep- [sbarner@wvschools.net](mailto:sbarner@wvschools.net)
  - Seth Shuey-Social Studies-Union rep- [sshuey@wvschools.net](mailto:sshuey@wvschools.net)
  - Melissa Aungst-Science- [maungst@wvschools.net](mailto:maungst@wvschools.net)
  - Andrea Leitzel-ELA- [aleitzel@wvschools.net](mailto:aleitzel@wvschools.net)
  - Kasey Campbell-Arts- [kcampbell@wvschools.net](mailto:kcampbell@wvschools.net)
  - Brian Unger-Health/Phys. Ed- [bunger@wvschools.net](mailto:bunger@wvschools.net)
  - John Paul-Special Education- [jpaul@wvschools.net](mailto:jpaul@wvschools.net)
- Williams Valley Elementary School
  - Stephanie Carl-Elementary Principal- [scarl@wvschools.net](mailto:scarl@wvschools.net)
  - Judy Schappe-Elementary Assistant Principal- [jschappe@wvschools.net](mailto:jschappe@wvschools.net)
  - Sherri Meiser-Elementary K-2 Lead Teacher- [smeiser@wvschools.net](mailto:smeiser@wvschools.net)
  - Sharon Scheib-Elementary 3-6 Lead Teacher- [sscheib@wvschools.net](mailto:sscheib@wvschools.net)

### Resource Links

- [www.wvschools.net](http://www.wvschools.net)
- [www.drive.google.com](http://www.drive.google.com)
- <https://www.edgenuity.com/login/>
- <https://williamsvalley.owschools.com/owsoo/login/auth>
- <https://classroom.google.com/>