

## Continuity of Education Plan

School District	Yough School District
Superintendent	Dr. Janet M. Sardon
Address	915 Lowber Road Herminie, PA 15637
Email/Phone	sardonj@youghsd.net
Website	<a href="http://www.youghsd.net">www.youghsd.net</a> <a href="https://onlinelearning.youghsd.net">https://onlinelearning.youghsd.net</a>

### Goal of Plan

Yough School District, in a time of unforeseen closure, will be offering differentiated learning opportunities for students in an online learning environment. The purpose is to enable teacher-planned instruction and/or review and enrichment of the written curriculum, through our established courses of study in all grade levels. The goal is to provide a continuation of our students' education in an alternative environment when face-to-face interaction is not possible in a traditional classroom setting. Moving forward, teachers would also be able to use this platform on occasion within their regular face-to-face classrooms as an innovative strategy for engaging students. A secondary goal is to continue to prepare our students to be technologically proficient in the world in which we live.

### Overview of Plan

The Yough School District will be providing opportunities for planned instruction, enrichment and/or review materials. Students will have the ability to work with staff in an online learning environment. This environment is established via a District established Google Website that houses all staff Google classrooms along with utilizing district established student email addresses that will be utilized to share and disseminate educational information and materials. The website for the online learning platform is <https://onlinelearning.youghsd.net>. Work completed will be given a grade and feedback to those students.

### Expectations for Teaching and Learning

Elementary – Middle – High School:

1. Online/digital learning format that affords students the opportunity to continue their studies in the district's written SAS curriculum through a combination of planned instruction and enrichment and review activities. Similar to the traditional classroom setting, teachers will utilize a number of online resources to instruct new concepts and skills while offering differentiated activities to reinforce and extend our students' prior learning.
2. Students will be expected to participate in online classroom activities, complete their work, earn grades, be in attendance, etc. just as they normally would during the regular school day.
3. Students, staff, and building administrators will collaborate digitally on a regular basis, using various district-approved internet-based resources. Feedback will be given to students regarding their academic progress. By working together, we will ensure our students' needs are met, both academically and emotionally within our learning community that makes up the Yough School District.
4. Teachers and support staff will utilize the Zoom video conferencing tool to conduct regularly scheduled office hours to further assist students with their adjustment to online learning. Teachers can use this time to provide direct instruction, tutor, review concepts, and to answer any questions their students may have. Special education staff can provide resource and support services as articulated in student IEPs. Counselors and nurses can conduct private and confidential meetings with students under their care as well.
5. It is important that we as a community of learners remain patient, flexible, positive, and as always, kind. We have an amazing group of students and staff. Together we will create a wonderful learning opportunity for ourselves, and most importantly, our students!

### Communication Tools and Strategies

The Yough School District will use the following means of communication with families, staff and community:

- District Website
- Blackboard Connect All Call System
- Social Media: Facebook, Twitter etc.
- Regular Mail
- Email
- Remind
- Zoom
- Any other district approved method

## Access (Devices, Platforms, Handouts)

The district has created a Google Website for all of the buildings. Those websites allow for a central repository for parents/students to access individual teachers Google Classroom and online learning opportunities. Devices will be provided if and when possible and necessary. Parent resources for Wi-Fi will be provided as part of the district website.

- Below is a listing of online resources for parents for internet service at little to no cost.
  - **Comcast**
    - <https://corporate.comcast.com/covid-19>
    - Free XFINITY WiFi hotspots (public spaces)
    - Data caps paused for 60 days, all plans temporarily unlimited
    - Internet Essentials (normally \$9.95/mo) for low income households are now free for 60 days
  - **Verizon Wireless**
    - <https://www.verizon.com/about/news/our-response-coronavirus>
  - **Verizon FiOS**
    - <https://www.verizon.com/about/news/verizons-covid-19-relief-efforts>
  - **T-Mobile**
    - <https://www.t-mobile.com/news/t-mobile-update-on-covid-19-response>
    - Existing customers with data plans automatically moved to Unlimited SMARTPHONE Data for 60 days (excluding roaming)
    - Data allowance extended to schools and students to provide 20GB of data/month for 60 days
  - **Sprint**
    - <https://newsroom.sprint.com/covid-19-updates-sprint-responds.htm>
    - Existing customers with metered data plans will be moved to unlimited plans for 60 days (expected ready on 3/20/2020)
  - **AT&T**
    - <https://about.att.com/pages/COVID-19.html>
    - Additionally, they will continue to offer internet access for qualifying limited income households at \$10 a month through our Access from AT&T program.
    - AT&T Wifi is also free (not sure about timing for how long)
  - **RCN**
    - <https://www.rcn.com/hub/about-rcn/coronavirus/>
    - No reported special changes to network at this point
  - **US Cellular**
    - <https://www.uscellular.com/covid-19>
    - Waiving late fees, not terminating accounts
    - Wifi hotspots open for the next 60 days

- Devices will be shared for students to borrow if requested by families. Parents/Guardians/Teachers should contact their building principals, who will go through the Director of Technology for a plan for distribution.
- The district will provide, when necessary and possible, outdoor Wi-Fi Hot Spots in three buildings. These would include, the Yough High School, Yough Intermediate Middle School and West Newton Elementary.
- Virtual instruction opportunities are available through any platform including but not limited to: laptops, iPads, Chromebooks, Phones etc.
- Students that may have left their technology in the school, they should contact the building principal for further direction.

#### Staff General Expectations

- Teachers will create a Google Classroom as a repository for learning information. The Classroom will be linked to a District Google Virtual Learning site.
- The classroom will be set up to include all subject areas in which the teacher provides learning.
- Teachers are expected to communicate with students/parents/guardians with regard to online learning opportunities. The means of communication, should be district approved, which may include:
  - a. Remind
  - b. Email
  - c. Class Dojo
  - d. Classtag
  - e. Google Classroom
  - f. Websites
  - g. All Calls
  - h. Zoom
- Lessons should be posted on a daily basis (Monday through Friday) for students to aid in enrichment, review, and/or planned instruction opportunities. The expectation is that a lesson/activity is provided for each subject daily Monday through Friday.
  - a. Posting should have clearly stated objective(s)
  - b. Should not be dependent upon hard copy textbook resources, must be web-based
  - c. Must be tied into the written SAS curriculum, following Scope and Sequence (spiral review)
  - d. Resources and links to the information that the students will need to access and complete the assignment should be included.
  - e. Lessons should be uploaded and available on the Google Classroom.
- Teachers will share work with appropriate special/title education staff, who will be added as co-teachers to the regular teacher's Google Classroom.
- Teachers should input grades, provide feedback on student progress for grading period that is appropriate and agreed upon by the administration.

- Teachers should work and coordinate with administrators for students that may need additional supports in the online setting.
- Teachers will use Zoom to provide office hours for students that have questions or concerns. The following are the guidelines for office hours. A link to the Zoom should be on the Google Classroom.
 

a. Primary K-2	8:30 am -10:30 am
b. Intermediate 3-4	10:30 am -12:30 pm
c. Elementary Specialist/Title	1:00 pm-3:00 pm
d. Instructional Aides	9:00am-12:00pm/1:00pm-3:00pm
e. Middle School 5-6	10:00 am -12:00 pm
f. Middle School 7-8	12:00 pm-2:00 pm
g. Middle School Specialists/Title	1:00 pm-3:00 pm
h. High School ELA/Social Studies	9:00 am – 11:00 am
i. High School Foreign Language/Art	9:00 am-11:00 am
j. High School Chorus/Band/Instrument	9:00-am – 11:00am
k. High School Math/Science/Computers	11:00 am -1:00 pm
l. High School Technology/PE/Health	11:00 am – 1:00 pm
m. Other hours by appointment at the discretion of the teacher	
n. For confidentiality reasons, office hours for guidance counselors, nurses, nurses' aides and special education teachers will be set up through request by student email and/or parent request.	
o. Personal Care Aides will work with students and staff at the direction of the Special Education Director.	
- Teachers are required to take daily attendance on a Google sheet provided by the administration, based on assignments completed and interaction with students.

#### Student Expectations

- Students will have the opportunity to complete work in all of their scheduled classes. The work will be posted in Google Classroom on a daily basis (Monday through Friday) for students to complete, with the understanding work may be completed online 24/7. Submitted work will be evaluated and assigned a grade with feedback give to help students understand their progress and performance.
- The work is encouraged, but not required, as to avoid inequities of those students unable to complete work due to technology, internet access, or other academic issues/concerns.
- Zoom sessions for office hours will be available as indicated and student are encouraged to participate in them. The purpose of the office hours is for students to ask specific questions and seek additional help and support. These hours will be listed on the teachers individual Google Classroom.
- Students will be encouraged to use their district email accounts as a means of communicating with Yough School District personnel.

- PowerSchool will continue to be used for grading purposes. Parents/guardians/students can check this portal for information with regard to grades. <https://parent.youghsd.net>
- A student or parent's primary contact with questions regarding instruction should be the individual teacher.
- Counselors and nurses will also be available through email for any additional questions or support.
- Other questions should be directed to the building administrators.

#### Attendance / Accountability

- Teachers will keep track of student attendance during the course of the online work, for the purpose of gauging assistance for families unable to get online.
- Teachers will grade student assignments and provide feedback to students for the purpose of critical reflection, improvement and positive reinforcement.

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

Yough School District realizes, respects and celebrated the diversity of our schools and community. Understanding this diversity, the district will do our best to provide devices to students, as well as Wi-Fi hotspot areas, when and if able. A process for notifying and distributing these resources has been put in place, while maintaining the proper decorum, as dependent on the situation. Currently with the pandemic situation, contact is made with the Director of Technology and equipment is issues during our scheduled lunch distribution program for families. A record of distributed equipment is kept with the intent of proper return once the situation is resolved. The district has acquired three outdoor hotspots for families to utilize at Yough High School, Yough Intermediate Middle School and West Newton Elementary School. They will be available during the day for families to travel in their cars to these areas so they may access the internet to complete school work. The expectations is that social distancing guidelines are still adhered to, if families choose to use these resources.

#### Special Education Supports

- Special education classes will continue to be provided for students with special education plans, as decided upon by the IEP team, as per the Individual Education Plans.
- Special education teachers will be communicating with regular education teachers to coordinate the continued support of IEP goals, accommodations, and modifications of instruction using the online platform.
- If there are any specific questions, contact should be made with the child's special education staff and/or the Director of Special Education.
- Out of district placements are submitting their educational continuity plans, for district review and documentation. Discussions are being had with our special education director to assure understanding.

- Families that have occupational/physical/speech/language therapy as part of their education plans, will be contacted and the option of teletherapy or virtual therapy will be offered.

#### EL Supports

- At this time, Yough School District has no students enrolled in ESL programming. If students are enrolled, the proper arrangements will be made for virtual instruction services, as able.

#### Gifted Education

- Classroom instruction and enrichment activities will be provided by the Gifted teachers.
- Gifted teachers will be communicating with regular education teachers to coordinate the continued support of GIEP goals, accommodations, and modifications of instruction using the online platform.

#### Building/Grade Level Contacts

##### **Central Office Personnel**

Dr. Janet Sardon, Superintendent [sardonj@youghsd.net](mailto:sardonj@youghsd.net)

Mr. James Meyer, Business Manager [meyerj@youghsd.net](mailto:meyerj@youghsd.net)

Mrs. Dawn Hildenbrand, Director of Special Education [hildenbrandd@youghsd.net](mailto:hildenbrandd@youghsd.net)

Ms. Jennifer Little, School Psychologist [littlej@youghsd.net](mailto:littlej@youghsd.net)

Mr. Andrew Sanders, Director of Technology [sandersa@youghsd.net](mailto:sandersa@youghsd.net)

Mrs. Lisa Trayter, Director of Buildings/Grounds and Transportation [trayterl@youghsd.net](mailto:trayterl@youghsd.net)

##### **HW Good Elementary School**

Dr. Amy Larcinese, Building Principal [larcinesea@youghsd.net](mailto:larcinesea@youghsd.net)

##### **Mendon Elementary School**

Dr. Jenifer Skorvan, Building Principal [skorvanj@youghsd.net](mailto:skorvanj@youghsd.net)

##### **West Newton Elementary**

Mr. David Hoffman, Building Principal [hoffmand@youghsd.net](mailto:hoffmand@youghsd.net)

##### **Yough Intermediate Middle School**

Mr. Kevin Smetak , Building Principal [smetakk@youghsd.net](mailto:smetakk@youghsd.net)

Mr. Anthony Natale, Building Assistant Principal [natalea@youghsd.net](mailto:natalea@youghsd.net)

##### **Yough Senior High School**

Mr. Brian Sutherland, Building Principal [sutherlandb@youghsd.net](mailto:sutherlandb@youghsd.net)

Mr. Daniel Wilkins, Building Principal [wilkinsd@youghsd.net](mailto:wilkinsd@youghsd.net)

Resource Links
<ul style="list-style-type: none"><li>• District Website: <a href="http://www.youghsd.net">www.youghsd.net</a></li><li>• District Online Platform: <a href="https://onlinelearning.youghsd.net">https://onlinelearning.youghsd.net</a></li><li>• Westmoreland Intermediate Unit: <a href="http://www.wiu7.org">www.wiu7.org</a></li><li>• Google Classroom: <a href="http://www.classroom.google.org">www.classroom.google.org</a></li><li>• Pennsylvania Department of Education: <a href="http://www.education.pa.gov">www.education.pa.gov</a></li><li>• Pennsylvania School Board Association: <a href="http://www.psba.org">www.psba.org</a></li><li>• Pennsylvania Association of School Administrators: <a href="http://www.pasa.org">www.pasa.org</a></li><li>• Zoom: <a href="https://zoom.us">https://zoom.us</a></li></ul>