

Continuity of Education Plan

School District	Pottsville Area School District
Superintendent	Dr. Jeffrey S. Zwiebel
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Goal of Plan

- To provide all PASD students with relevant enrichment and review activities
- To support all PASD students in gaining access to enrichment and review activities
- To offer review and enrichment activities in an effort to maintain positive academic habits
- To promote academic engagement and communication between home and school
- To reinforce previous content through review and enrichment activities

Overview of Plan

The Pottsville Area School District's Continuity of Education Plan for enrichment and review reflects a good faith effort to provide all students with equitable access to meaningful activities, directly related to each student's academic path. Throughout the COVID-19 school closure, teachers and administrators will work collaboratively to facilitate activities that enhance prior learning, while maintaining the integrity of our school community's health and safety. Families are strongly encouraged to create a daily schedule that includes review and enrichment time, physical activity, and rest to help provide a sense of routine and structure for children. Engagement in enrichment and review activities, along with a daily schedule, provides structure and focus, promotes mental and physical activity, and reassurance of normalcy in regular routines. PASD intends to progress through the Continuity of Education Plan in weekly increments, following the direction of the Commonwealth of Pennsylvania and Pennsylvania Department of Education.

Expectations for Teaching and Learning

- Building administrators will communicate regularly with lead teachers.
 - Grade level/content area goals and direction will be established, with adjustments, as deemed necessary.
 - Lead teachers will guide grade level/content area teams in developing activities reflective of prior learning, for the purpose of review and enrichment.
 - Related service providers will coordinate review and enrichment activities, under the direction of the Director of Special Education and Supervisor of Special Education.
- Grade level/content area teams, K-12, will develop activities to be communicated with students each week.

- Activities will not include new material or new standards.
- Activities will not be counted for a grade; however, students may be provided with feedback from teachers.
- No activities are mandatory.
- Participation in any class-specific virtual meetings is not mandatory.
- All activities will be review or enrichment of previously-covered content.
- Attendance will not be recorded.
- Teachers may facilitate informal, optional virtual meetings with classes, at their individual discretion.
 - No new content or standards can be covered during this time.
 - Attendance cannot be recorded.
 - No grade or credit can be given for participation.
 - Teachers are not required to facilitate any virtual class meetings.
- Virtual meeting platforms, including, but not limited to Google Meet and Zoom, may be employed for this purpose.

Communication Tools and Strategies

- Districtwide information may be communicated utilizing any or all of the following methods:
 - Skyward phone call
 - Skyward email
 - PASD website: www.pottsville.k12.pa.us
 - PASD Facebook
 - PASD Twitter
 - Written correspondence
 - PASD COVID-19 updates and resources can be found at <https://www.pottsville.k12.pa.us/site/Default.aspx?PageID=739>
- Building-level information may be communicated utilizing any or all of the following methods:
 - Skyward phone call
 - Skyward email
 - District website: www.pottsville.k12.pa.us
 - Building-based Facebook/Twitter
 - Written correspondence
- PAHS teachers may communicate using any or all of the following methods:
 - Student email
 - Parent/guardian email
 - Schoology Classrooms
 - Phone call
 - District website/PAHS: <https://www.pottsville.k12.pa.us/Domain/8>
 - Communication may come from individual teachers/related service providers or content area teams
- DHHL teachers may communicate using any or all of the following methods:
 - Student email
 - Parent/guardian email
 - Google/Schoology Classrooms
 - Phone call
 - District website/DHHL: <https://www.pottsville.k12.pa.us/Domain/9>

- Communication may come from individual teachers/related service providers, grade level teams, or content area teams.
- JSC teachers may communicate using any or all of the following methods:
 - Parent/guardian email
 - Phone call
 - District website/JSC: <https://www.pottsville.k12.pa.us/Domain/10>
 - Communication may come from individual teachers/related service providers or grade level teams.
- Teachers will maintain record of communication with students and families
 - Documentation of activities provided and method of communication
 - Documentation of any virtual meetings offered and platform utilized

Access (Devices, Platforms, Handouts)

- All PASD students have access to an iPad.
- JSC students iPads are scheduled for pick-up on March 30-31, 2020.
- DHHL and PASD students that need to retrieve iPads left in school are scheduled for pick-up on April 1 & 3, 2020.
- PASD has provided families with information about free internet access and hotspots available within the district's communities.
- PAHS teachers will utilize Schoology as their primary platform for providing enrichment and review activities.
- DHHL teachers will utilize Google Classrooms and/or Schoology as platforms for providing enrichment and review activities.
- JSC teachers will communicate enrichment and review activities for elementary students via email to parents/guardians.
- Other/additional communication (such as Remind, ClassDojo, etc.) may be utilized at the discretion of each teacher.
- Information about accessing enrichment and review activities for each building will be posted on the PASD website.
- Enrichment and review activities will be available for all students beginning on Wednesday, April 1, 2020 at 9:00 AM.
- Every Monday at 9:00 AM, beginning April 6, 2020, and extending through the duration of the mandatory school closure, enrichment and review activities will be updated.

Staff General Expectations

- Building administrators will communicate with lead teachers regularly.
 - Discussion about and access to activities
 - Address questions and concerns
 - Convey questions and concerns from school community, students, families
- Lead teachers are expected to collaborate with team members no less than once per week.
 - Teams must determine appropriate enrichment and review activities.
 - Teams will discuss and adjust activities based on feedback, questions, and concerns within the team and communicated by students/families.
 - Teams will troubleshoot challenges and support efforts to provide meaningful review and enrichment activities.

- Teachers are expected to work with grade level/department team to develop appropriate enrichment and review activities, when applicable.
- Updated/new enrichment and review activities must be available to students no later than 9:00 AM each Monday, beginning April 6, 2020, and extending through the duration of the COVID-19 closure.
- Teachers are expected to check email and/or selected platform messages no less than three times during the regular school day, Monday-Friday in a regular school week.
 - Email/platform message responses with students and parents/guardians should not exceed 24 hours during the regular work week.
 - District and building communication will primarily be through school email.
- Issues with technology should be directed to the PASD technology department by emailing the assigned technology support:
 - PAHS – Nancy Schaeffer-Muldowney, nlschaeffer@pottsville.k12.pa.us
 - DHHL – Joshua Moyer, jmoyer@pottsville.k12.pa.us
 - JSC – Mark Van Stone, mvanstone@pottsville.k12.pa.us

Student Expectations

- There are no mandatory assignments for students.
- Attendance is not mandatory for any virtual class meetings.
- Participation is highly encouraged, but voluntary.
- Enrichment and review activities offer students meaningful opportunities to maintain positive academic habits and healthy educational practices.
- Students are encouraged to communicate with teachers via email and/or learning platform with questions and concerns about enrichment and review activities.
- Students are encouraged to check for activities weekly.
- Students accessing enrichment and review activities online must adhere to PASD policies and demonstrate good digital citizenship.
- Students must maintain district-owned iPads in compliance with PASD policies.

Attendance / Accountability

- Students' attendance is not monitored under the conditions of PASD's Continuity of Education Plan for enrichment and review.
- Participation is encouraged, but optional.
- Activities will not be graded or recorded for credit.
- Opportunities for accessing meaningful, relevant enrichment and review activities will be made available to all K-12 students.
- Students will not be responsible for any new content or standards through the duration of the COVID-19 school closure.
- Students are encouraged to check for updated enrichment and review activities each Monday when they are available beginning at 9 AM.
- Students are encouraged to complete all enrichment and review activities provided by their teachers and related service providers (when applicable), but not required to do so.
- Students are encouraged to contact their teachers/related service providers with questions.

Good Faith Efforts for Access and Equity for All Students

- Educational professionals responsible for providing instruction and support to students will offer appropriate enrichment and review activities for students.
- All students' iPads will be available, if they were not taken home prior to the school closure.
- PASD provided information to families about accessing free WiFi hotspots, as well as contact information to secure free, limited time, internet services.
- Enrichment and review activities will be appropriate to students' instructional levels, and relevant to the content previously delivered in each class or related service.
- Enrichment and review activities will be accessible to all learners.

Special Education Supports

- Special education teachers will collaborate with grade-level and content-area peers in the development of enrichment and review activities.
- Supplemental special education teachers will develop and offer enrichment and review activities that correspond with the content previously provided within the supplemental classroom.
- Related service providers will develop and offer enrichment and review activities relative to supporting students.
- Special education teachers will communicate via written correspondence with the parents/guardians of their roster students indicating the specialized areas in which their students will receive enrichment and review activities.
- Parents/guardians are encouraged to contact their child's roster teacher via email with specific questions related to review and enrichment activities.
- Special education questions and concerns should be directed as follows:
 - Kindergarten-6th Grade – Ms. Kelly Brennan, Director of Special Education
kabrennan@pottsville.k12.pa.us
 - 7th Grade-12th Grade – Ms. Eleanor Sanayka, Supervisor of Special Education
esanayka@pottsville.k12.pa.us
- IEP meetings and other special education meetings will be conducted remotely via phone and/or virtual meetings
- Roster teachers will contact parents/guardians to schedule meetings

EL Supports

- English Language Learner supports will be facilitated by PASD-contracted services through the Intermediate Unit 29.
- EL teachers will collaborate with building-based teachers to make review and enrichment activities accessible to roster students.
- EL teachers can be contacted directly via email for specific concerns.

Section 504 Supports

- Enrichment and review activities will encompass flexibility for learners supported by a 504 Plan.
- Enrichment and review activities are designed to be accessible for all students within an assigned classroom.

- 504 Plan managers may be contacted directly for questions or support of enrichment and review activities.
- 504 Plan managers will contact parents/guardians if an annual meeting falls within the time frame of the COVID-19 school closure.
- 504 Plan questions and concerns should be directed as follows:
 - Kindergarten-6th Grade – Ms. Kelly Brennan, Director of Special Education
kabrennan@pottsville.k12.pa.us
 - 7th Grade-12th Grade – Ms. Eleanor Sanayka, Supervisor of Special Education
esanayka@pottsville.k12.pa.us

Gifted Education

- Gifted support teachers will collaborate with grade-level and content-area peers in the development of enrichment and review activities.
- Questions and concerns related to enrichment and review activities should be directed to the gifted education teacher.
- For additional inquiries related to gifted education, contact:
 - Kindergarten-6th Grade – Ms. Kelly Brennan, Director of Special Education
kabrennan@pottsville.k12.pa.us
 - 7th Grade-12th Grade – Ms. Eleanor Sanayka, Supervisor of Special Education
esanayka@pottsville.k12.pa.us
- GIEP meetings will be conducted remotely via phone and/or virtual meetings
- Roster teachers will contact parents/guardians to schedule meetings

Building/Grade Level Contacts

High School Principal, Mrs. Tiffany Hummel, thummel@pottsville.k12.pa.us
 High School Assistant Principal, Mr. Richard Boris, rboris@pottsville.k12.pa.us
 Middle School Principal, Mr. Michael Maley, mmaley@pottsville.k12.pa.us
 Middle School Assistant Principal, Mrs. Caitlin Mohl, cmohl@pottsville.k12.pa.us
 Elementary School Principal, Dr. Jared Gerace, jgerace@pottsville.k12.pa.us
 Elementary School Assistant Principal, Mrs. Deneen Reese, dreese@pottsville.k12.pa.us
 Director of Special Education (K-6), Ms. Kelly Brennan, kabrennan@pottsville.k12.pa.us
 Supervisor of Special Education (7-12), Ms. Eleanor Sanayka, esanayka@pottsville.k12.pa.us
 Director of Technology, Mrs. Dianne Dougherty, ddougherty@pottsville.k12.pa.us

Resource Links

- Resources are available on the PASD website: www.pottsville.k12.pa.us
- Resources will also be provided with enrichment and review activities.