



Elizabethtown Area School District  
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## 2020 Continuity of Education Plan COVID-19

While the Coronavirus pandemic has disrupted the traditional operations of the Elizabethtown Area School District, we are very proud to be able to provide our students a continuity of education during these unprecedented times. A sincere thank you to the faculty, staff, administration, students and families who are all making this work a reality. So much credit goes to our EASD community as we continue to focus on our students and LEARNING.

### DEFINITIONS

**Continuity of Education:** Continuity of Education is the overall term for any educational practices that occur in the event of a prolonged school closure. It is important that students have the opportunity to maintain and develop skills while away from the customary school environment. This can be done through Enrichment and Review and/or Planned Instruction.

**Enrichment and Review:** Enrichment and Review consists of informal activities to reinforce or extend students' prior learning. No standards and skills are addressed through Enrichment and Review.

**Planned Instruction:** Planned Instruction 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 grade and credit, students must attend regularly and complete the course requirements.

### OVERVIEW

Our goal at the Elizabethtown Area School District is to **MAKE A GOOD FAITH EFFORT** in providing enrichment and review activities as well as planned instruction while maintaining healthy relationships with our students, parents, staff and our community. We strive to achieve these relationships during a normal school year and this has become even more paramount during this pandemic. As a district, we will continue to work together to provide equal access and remove reasonable barriers for our students during these school closures so that our professional educators can prioritize the essentials of our curriculum. We ask for continued patience as we diligently work through the challenges of everything now being remote and online. We understand that our plan may not be perfect, nor will it be able to address every nuance that can be provided in our normal operations. However, rest assured, we are dedicated to providing continuity of learning opportunities for our students during these unprecedented times.

EASD cares about the health and welfare of our students K-12, as such we will a **MAKE A GOOD FAITH EFFORT** to provide learning to our students during this health crisis. As early as the first week in March as COVID-19 became more of a reality for our communities, we began to communicate precautions to our families. Our administration, faculty and staff reached out to families and through community partners provided support during the first week of school closures beginning March 16, 2020 even though there was much uncertainty. Administration and staff commenced preparing for more remote, online learning during the week of March 23, 2020. The first formalized phase of the district's continuity of education plan is to commence on March 30 with Enrichment and Review. This phase will extend for a period of at least one week as students, parents, and teachers become acclimated to the online environment through their student-teacher interactions using various online resources to enrich and review. Student work will not be graded during this period. Our intent is to move to the next phase of planned instruction commencing on April 6th and will continue until students return to their classrooms. However, we will use professional educator judgment in conjunction with their grade level colleagues to determine when this move to planned instruction will take place. K through 3rd grade learning will be applied using Google Sites, Classroom DoJo's and other instructional technology applications located on the district's website main page noted as "Learning HUBS". Learning for students in grades 4th through 12th grade will be conducted using the Schoology Learning Management System.

#### **PREP PHASE** *(March 16 – March 20)*

- Important Links:
  - [District Coronavirus \(COVID-19\) Update Center](#)
    - Provided information online, at the Board Meeting (3/9/20) as well as phone calls and texts through School Messenger
- Provided resources for all students to access
  - Notified families through School Messenger phone calls, texts, building principal newsletters and on district website
    - All EASD families were contacted through School Messenger and Building Principal newsletter to survey access to a device AND internet
  - Elementary and Secondary - <https://www.etownschoools.org/domain/1381> (This link was *disabled on 3/30/20 Students and parents should go the home page of district and/or school for the Enrichment and Review Hubs*)
    - Includes: SMORE, 20 Virtual Field Trips Free Online Resources for K12 Learning IU13 eLearning Toolkit, Open Culture: Educational Resources, 125+ Amazing Online Learning Resources, Khan Academy, PBS & many, many others
- The importance of internet access is especially apparent during this difficult time when schools and workplaces are closed due to the Coronavirus. Comcast announced that they will increase the speeds of their Internet Essentials service (from 15/2 MB to 25/3 MB) and offer the service free of charge for 60 days for new Internet Essentials customers. Comcast information was provided our website as well as communicated when Chromebooks were distributed to elementary. Additional information can be found at [www.internetessentials.com](http://www.internetessentials.com), or by calling 1-855-846-8376. Per Comcast, New customers will get a free and easy to use self-install kit by mail. Current customers don't need to do anything to get the speed increases. In addition, Comcast has opened their wireless hotspots and a map can be found <https://hotspots.wifi.xfinity.com/mobile/?nc>

#### **PHASE ONE** *(March 23 – April 3)* **ENRICHMENT AND REVIEW** Week of March 23

- Continue providing resources from PREP PHASE [District Coronavirus \(COVID-19\) Update Center](#)
- District will provide devices to students who do not have access to a device at home
  - Focus is on Grades K-6, given EASD is 1 to 1 (device to student) for Grades 7– 12
    - ROUND ONE Distribution on March 23, 2020
    - ROUND TWO Distribution on March 27, 2020
- Educators worked on developing targeted learning resources for specific grades and content areas, continually update resources from PREP PHASE
  - Primary (Grades K – 3)
    - Age- and developmentally-appropriate learning opportunities to be delivered through variety of means (Class Dojo, Google Classroom, phone calls, emails, and video chats)
    - Share daily activities, videos and other resources in all content areas
  - Intermediate (Grades 4-6)
    - Age and developmentally-appropriate learning opportunities to be delivered through a variety means utilizing the Schoology platform
    - Share daily activities, videos and other resources in all content areas
  - Secondary (Grades 7 – 12)
    - Develop continuity of learning opportunities building off of prior knowledge to be housed in Schoology
    - Schoology “Enrichment and Review Courses” will review prior content and provide pathways for extending and refining future learning opportunities
    - Dual Enrollment will operate under the guidelines of the institution
- Communication sent directly to families via School Messenger phone calls, texts and emails along with information posted on district website. Students with IEPs and GIEPs received direct communication from the Director of Special Education.
  - District level
  - Building Level

#### Week of March 30

- Educators will implement communication and learning plans with students.
- Information is found on the district’s home page ([www.etownschools.org](http://www.etownschools.org)) as well each individual school home page: Learning HUBS [District Coronavirus \(COVID-19\) Update Center](#)
  - Primary (Grades K – 3)
    - Teachers will contact every student in their homeroom class to ensure appropriate access to information
    - Teachers will provide learning opportunities on a weekly basis reinforcing age- and developmentally-appropriate concepts, delivered through a variety of means (Class Dojo, Google Classroom, phone calls, emails, and video chats)
  - Intermediate (Grades 4 – 6)
    - Teachers will contact every student in their class to ensure appropriate access to information
    - Teachers will provide learning opportunities on a weekly basis reinforcing age- and developmentally-appropriate concepts, delivered through a variety of means (Schoology, Google Classroom, phone calls, emails, and video chats)
  - Secondary (Grades 7 – 12)
    - Teachers will provide learning opportunities on a weekly basis via Schoology
    - Teachers will provide feedback and support

- **PLANNING FOR PHASE TWO:** Educators will develop specific learning opportunities focusing on individual subject/specific grade level content
  - *Determining whether we are at Enrichment and Review and/or moving to Planned Instruction phase will occur at the specific grade level based upon the students' readiness and ability to move to the next phase*
  - Learning will be personalized as students will progress through the learning opportunities at their pace, receiving feedback throughout the process
- ROUND THREE of Chromebook Distribution
- Communication sent directly to families via School Messenger phone calls, texts and emails along with information posted on district website. Students with IEPs and GIEPs received direct communication from the Director of Special Education.
  - District level
  - Building Level

## **PHASE TWO (April 6 and beyond) ENRICHMENT AND REVIEW and PLANNED INSTRUCTION**

- Continue providing resources from PREP PHASE and PHASE ONE
- [District Coronavirus \(COVID-19\) Update Center](#)
- *Determining whether we are at Enrichment and Review and/or moving to Planned Instruction phase will occur at the specific grade level based upon the students' readiness and ability to move to the next phase*
- Educators will provide planned learning opportunities that students can access on a daily basis through the use of all available medium, and continue to provide feedback commensurate with personalized learning
  - Elementary (Grades K – 6)
    - Educators will develop specific learning opportunities focusing on specific grade level content
    - Educators will communicate using a variety of medium to include Class Dojo, Google Classroom, Hangouts, Schoology, Zoom, etc.
    - Learning will be personalized as students will progress through the learning opportunities at their pace, receiving feedback throughout the process
  - Secondary (Grades 7 – 12)
    - Educators will develop specific learning opportunities focusing on individual course specific content
    - Educators will communicate using a variety of medium (Zoom, email, phone calls, etc.) and will house all resources (to include links) within the Schoology platform
    - Learning will be personalized as students will progress through the learning opportunities at their pace, receiving feedback throughout the process
- Educators will continue to plan for ongoing learning opportunities through the time when normal school operations may resume
- Grading and Reporting for third trimester (K-8) and fourth marking period (9-12) will ultimately be determined at the grade band level (K-3; 4-6; 7-8; 9-11 and Seniors)
- Ongoing communication will be sent directly to families/ students via School Messenger (phone calls, texts and emails) and/or Schoology along with information posted on district and building website as well by individual classroom teachers .
  - District level
  - Building Level

- Classroom Level

## **PROFESSIONAL STAFF MEMBER EXPECTATIONS**

- Professional Staff will work three days during the week of March 23 and five days per week beginning March 30 while school is in session
  - “Office hours” (be accessible to students and parents): minimum of 2 hours/day
    - Schedules will be shared with building principals for consolidation and coordination across the district
    - Shared with students and parents
  - Face-to-face instructional/group time with students only during hours of student school day
- Flexible work hours (at the discretion of the educator) for planning, feedback, recording videos, professional collaboration, etc., outside of the scheduled office hours
- Daily communication opportunities for/with students (medium to be determined by the teacher)
- Students will be provided feedback and ongoing opportunities to learn the content as teachers check for understanding using a growth mindset
  - Grading and Reporting for third trimester (K-8) and fourth marking period (9-12) will ultimately be determined at the grade band level (K-3; 4-6; 7-8; 9-11 and Seniors)
- Participation will be noted to ensure students/parents are aware of opportunities (During this time mandatory attendance laws are not applicable pending additional guidance and direction from PDE)
- Teachers will reach out to students who are not taking advantage of the learning opportunities; coordinate efforts with school counselor and/or social worker
- Contact students/parents directly (minimum of once a week)
- Provide office hours on a daily basis (staggered so students can access teachers throughout the day)
- Hold routine remote classes/meetings
- Answer emails/chat questions in a timely manner (no more than 24 hours, not including weekends)
- Provide feedback to student work
- Work directly with building principal for families that may need computers and missed initial two phases of Chromebook distributions

## **SPECIAL EDUCATION**

- Special Education teachers and related service providers will provide learner opportunities that include resources, activities, and consultation
  - Ongoing communication will occur with student, families, and IEP teams
- IEP meetings will continue at annual dates

## **GIFTED EDUCATION**

- Gifted Education teachers will provide learner opportunities that include resources, activities and consultation
  - Ongoing communication will occur with student, families, and IEP teams
- GIEP meetings will continue at annual dates

## **EL SUPPORTS**

- EL teachers will provide learner opportunities that include resources, activities, and consultation
  - Ongoing communication will occur with students, families, and teachers
  - Ongoing communication will occur with student and families

## **OTHER SPECIALISTS**

- Nurses will review and update policies, standards of practice and standing orders
- Social Workers/Home School Visitors will provide check-ins, resource support and referrals, consultation, and community linkage recommendations as well as individual and group opportunities for social and emotional support
- Psychologists will provide resource development, consultation with staff and families, individual and group opportunities for social and emotional support, Evaluation Reports, Re-evaluation Reports
- School Counselors will provide resource development, student academic communication, consultation with staff and families, and individual and group opportunities for social and emotional support as well as monitoring and managing 504 plans

## **LANCASTER COUNTY CAREER AND TECHNOLOGY CENTER STUDENTS**

- Partner with LCCTC for our students who are enrolled in these programs
- Latest information will be found at <https://lancasterctc.edu/news/>

## **STUDENT ACTIONS TO MAXIMIZE LEARNING** (with parent/guardian support)

- Students will take advantage of the learning opportunities on a daily basis
- Students will communicate with their teacher on a regular basis in order to exchange feedback
- Students will schedule time daily to engage in the learning opportunities as presented

## **PARENT/ GUARDIAN/ FAMILY SUPPORT:**

Please remember that this is a style of learning that is different than many of us are accustomed to. Every student will engage and invest in different ways throughout the day. Some may want to do everything at one time, and others may have to chunk their work throughout the day. Encourage healthy and successful habits for your child, as you know them best.

Create an environment that will support learning:

- Identify a quiet area of the house for learning to take place. Areas without distractions (TV, etc.) and away from high-traffic areas should be considered.
- Create a schedule that works for you and other family members to make sure your child has adequate time to learn.
- Reiterate the importance of daily engagement with the content the teachers have prepared. Attendance will be monitored.
- Make note of office hours for your child's teachers, counselors and principals in the event you have questions or concerns about your child's engagement or performance. Please provide adequate time for teachers, counselors and/or principals to respond if you are engaging them outside of normal business hours.
- Continue to demonstrate flexibility. Model for your child how to prepare and engage meaningfully in their education. If you take it seriously, they will as well.

## **CONTACTS**

- All administrative contacts are listed on the district website
- Building level administration are the Primary contacts for Continuity of Education (All emails are [firstname\\_lastname@etownschools.org](mailto:firstname_lastname@etownschools.org))
  - Primary K-3
    - Bainbridge Elementary: Ms. Amanda Baxter
    - East High Street Elementary: Mrs. Kari Bittinger

- Mill Road Elementary: Mr. Mike Pericci
- Rheems Elementary: Mr. Jacques Viau
- Bear Creek School (Intermediate 4-6): Dr. Nate Frank
- Elizabethtown Area Middle School: Mrs. Kara Schoessler
- Elizabethtown Area High School: Mrs. Maura Hobson

## **RESOURCES**

- District and building supported resources can be found on our website [www.etownschools.org](http://www.etownschools.org)
  - **This is updated frequently to reflect needs**
- Additional resources may be provided directly from the professional staff member.

**EASD FAMILIES PLEASE CONTINUE TO FOLLOW GUIDANCE, DIRECTION AND PROTOCOLS FROM THE DISTRICT, BUILDING PRINCIPALS, AND EDUCATORS AS WE EVOLVE IN THIS PROCESS AND NEW INFORMATION BECOMES AVAILABLE FROM PDE.**