

Sylvan Heights Science Charter School Continuity of Education Plan

School District	Sylvan Heights Science Charter School
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Goal of Plan
<p>The overall goal of the SHSCS Continuity of Education Plan is to keep students actively engaged via remote learning opportunities during the COVID-19 pandemic while schools are closed. SHSCS's priority is to begin offering enrichment and review activities on March 30th and 31st, and transition into planned instruction beginning April 1, 2020.</p>

Overview of Plan
<p>The mission of Sylvan Heights Science Charter School is first and foremost to educate students. Although we are currently unable to do so in our physical location, the School is committed to making a reasonable, good faith effort to provide remote learning until such time that classes are able to resume in person. The Sylvan Heights' Continuity of Education Plan is aligned to the School's vision for students to be equipped with the knowledge and skills that will enable them to thrive in the 21st Century. This Plan provides equitable opportunity for all students and teachers to thrive by learning and teaching via innovative and creative delivery modes of instruction. The intent of this plan is to mitigate regression of students' skills and to promote further learning of new skills by students despite this unforeseen disruption to brick-and-mortar education. The intent is to provide the most seamless transition as possible from the third quarter to the 4th quarter of the school year so that all students will have the knowledge and skills necessary to move into to the next grade level in 2020-21.</p> <p>The Sylvan Heights' planned instruction model focuses on providing fundamental English Language Arts, reading and math instruction that is so crucial to building a solid foundation in the Elementary school grades. Students will also participate in Science, Social Studies, Art, Health, Physical Education and Music instruction.</p> <p>Mode of instruction will be delivered via 1:1, small group and whole class instruction via teacher-led Zoom lessons to student school issued i-Pads, instructional i-Pad apps, online interactive lessons, video clips, paper/pencil and hands-on activities. Additional supplies and materials will be mailed directly to students' homes to further enhance and support student</p>

learning. Students will also continue to receive school counseling, Special Education services and support, English Language instruction, and Tier II Reading and Math instruction and support.

Important Update as of April 10, 2020:

Sylvan Heights' administration and technical support personnel are currently seeking more secure educational platforms such as Office 365 in response to concerns with Zoom's lack of security and reported Zoom bombing concerns.

Sylvan Heights' staff has been made aware of the security issues related to Zoom and has taken every precaution possible to keep our students and staff safe during online Zoom sessions.

Additional information on keeping students safe while participating in Zoom lessons can be found on PDE's website under the title, Virtual Classroom Safety at

<https://blog.zoom.us/wordpress/2020/03/27/best-practices-for-securing-your-virtual-classroom/>

Expectations for Teaching and Learning

March 26th: Teachers and support staff were provided with information and resources to prepare to educate their students via online school approved websites, Zoom, and existing i-Pad apps. Teachers also prepared information and assignments to be handing during the School sponsored i-Pad distribution.

Week 1- Enrichment, Review and introduction of students to the concept of online learning: No new standards and skills will be addressed during week one. The rationale for this decision is that teachers and students need this time to transition to a virtual learning environment.

March 30th and 31st. Informal activities that reinforce or extend students' prior learning will be provided to students online. All student i-Pads were distributed with the educational applications activated for immediate use. Examples, include 1st in Math, Imagine Learning and Epic.

April 1st, 2nd and 3rd: Teachers contacted students and their parents via Class DoJo and Zoom. Teachers and students set up practice learning sessions via Zoom and provided demonstration lessons via the Envision Math website and other school approved educational websites.

Week of April 6th and beyond:

All students are to participate in planned instruction. Teachers are required to provide instruction of new concepts/skills aligned to grade level standards. Teachers will access the learning of their students and make adjustments to instruction based upon student progress. Students will participate in leaning opportunities via Zoom, Class DoJo , email , phone and mail.

All Kindergarten and 1st grade students are required to participate in Reading, English Language Arts, Math and Physical Education instruction. All 2nd Grade through 4th Grade Students are required to participate in Reading, English Language Arts, Math, Science, Art, and Physical Education. Band students will be provided individual instrument lessons via Zoom by the Music teacher. The school is in the process of developing additional learning opportunities for Music, Health and Social Studies.

Tier II Reading and Math Instruction: All students previously receiving Tier II Reading or Math instruction will continue to receive this instruction during the COVID-19 school closure.

Supporting materials are slated to be mailed home on a consistent and regular basis. Students will also have the opportunity to receive direct instruction via Zoom with the Title I Reading and Math specialist. Both the Reading and Math Specialist will continue to provide teachers with professional development and best practices for supporting remote reading and math instruction.

Communication Tools and Strategies

The official source of all information related to Sylvan Heights' response to the COVID-19 pandemic is the school's website: www.shscs.org. Official updates from the Principal/CAO are published on the school's website when any new information is received from the PA Secretary of Education and/or the Governor's Office. Additionally parents and guardians receive updates regularly via the school's messaging system, *School Messenger* and Class DoJo. Parents also receive updates via email and mail. Parent/guardian contact information was verified by school staff during the i-Pad distribution process. Parents are encouraged to contact the school should their email address, phone number and/or address change.

All Sylvan Heights' employees (administration, teachers, and support staff) have email addresses. The staff directory of email addresses is available on the school's website. Phone messages may be left on the school's main phone number. Messages are checked remotely and responded to within 24 hours. Parents/Guardians are also encouraged to contact Sylvan Heights' staff via Class DoJo. Parents who do not have access to Class DoJo may call the school's main number or email their child's teacher directly to request access.

Teachers and students will also communicate via Zoom, an online application that is FREE during the COVID-19 pandemic for educators. Students will receive Zoom links from their teachers and other staff who will host virtual learning sessions where students will be able to interact visually and by voice with one another on their i-Pad screen.

Access (Devices, Platforms, Handouts)

Enrichment activities and ideas were posted on Sylvan Heights' Science Charter School's website on March 16, 2020, in response to the initially announced COVID-19 school closure.

Sylvan Heights Science Charter School distributed student i-pads to Kindergarten through 4th Grade students on Friday March 27th from 10 AM until 2:30 PM, Saturday, March 29th from 10 AM until 12 PM and Tuesday, March 31st from 9 AM until 11 AM and from 4 PM until 6 PM.

Sylvan Heights' families were provided with the following information about obtaining internet access and receiving technical support for their i-Pads:

- How to apply for 2 months of FREE Internet from COMCAST, visit: <https://internetessentials.com> or call 1-855-846-8376 for English speakers and 1-855-765-6995 for Spanish.
- Technical Support for your Sylvan Heights assigned i-Pad: Email tsupport@shscs.org or techsupport@shscs.org. Or call the Sylvan Heights main number and leave a message at 717-932-9220. We will make every attempt to get back to you within 48 hours.
- Additionally, Wi-Fi can be accessed from our school's parking lot.

Additionally, school supplies, art supplies, Art and Music assignments, Environmental Science Projects, and Reading materials were available for pick-up on Tuesday, March 31st during both daytime and evening hours. Families who were unable to pick up these supplies will be provided additional pick-up opportunities on an individual basis. Supplies that are not able to be picked up by April 15th will be mailed directly to students' homes.

The school staff recognizes that many students' learning styles would be best supported if they were able to receive materials and assignments mailed to their homes on a continual and consistent basis for the duration of the school closure. The school is in the process of developing a process for mailing assignments and supplies to student homes, and providing families with return postage who do not have the ability to upload assignments to the internet for grading.

Staff General Expectations

The general expectation for all Sylvan Heights Science Charter School teachers and staff is that a **reasonable, good faith effort** will be made to provide quality instruction to students in a remote learning environment.

During the week of March 30th, teachers and support staff are expected to introduce students to the online learning platforms and expectations for learning. Teachers should report any technical difficulties they are experiencing or their students are experiencing to Sylvan Height technical support staff. Teachers should make contact will all families and verify the best mode of communication. Teachers should also set up a schedule for student participation in Zoom lessons and clarify how student work should be turned in.

After this first week of initial set up, students will be expected to take part in planned instruction. Teachers and support staff should contact those families whose students are not participating consistently in planned instruction. After several failed attempts, teachers should refer nonparticipating students to the school guidance counselor for additional follow-up. Every attempt will be made to contact families and to create solution in which each child will be successful.

Student Expectations

During the week of March 30th, Sylvan Heights Science Charter School will offer opportunities for all students to participate in optional activities for enrichment and review of concepts previously taught. It is highly recommended, that students engage in these activities during this set-up week so that they may get back into the mindset of education after a two-week break from instruction.

Beginning the week of April 6, SHSCS will provide planned instruction online for all students. By this date, all students will have equal access to a School-issued i-Pad. It is expected that all students will make a reasonable effort to log on **regularly** to work for a period of time to complete assignments issued by their teachers. Although no grades will be assigned during this first week of Planned Instruction, teachers will be monitoring work completion and will be reaching out via email, phone or Zoom to students, as needed, to provide support and assistance to students, to answer questions, and to follow up on missing assignments.

Beginning on April 14th, all students will be expected to log in daily to complete assigned work, participate in online lessons as directed by their teachers, and fully engage in the learning process.

The school recognizes that some students may experience challenges in this online/remote learning environment due to internet access consistency, home life issues, and distractions when working from home. Families/Guardians and students should reach out to teachers, our school counselor and support staff who will be there to assist as needed.

Attendance / Accountability

During the week of March 30 – April 3, no attendance will be taken. Students are encouraged to participate in online enrichment and review activities, and practice Zoom lessons. Completion of assignments will be encouraged but will not be submitted for grading.

Beginning April 6th, all Sylvan Heights Science Charter School students will be expected to participate in remote learning opportunities, although no grades will be recorded. Completion of work is expected and will serve as “meaningful participation” for purposes of “attendance.” Students who have not logged onto online learning opportunities, or have not submitted assignments on a consistent basis will be referred to the school counselor for further follow-up and assistance.

Beginning April 14th, teachers will take attendance. Students will need to log-in and complete at least one assignment per day to be considered “present” for purposes of attendance. When students are not participating in Zoom Instructional sessions, students should work at their own pace to complete assignments. Teachers should clearly communicate with students and their families the expectations for completing and turning in school work.

In order for students to earn grades for the 4th marking period, students will be held accountable to participate in their remote learning. Failure of students to make a meaningful effort to log on, participate and complete assignments may result in failing grades. Sylvan Heights’ Administration intends to exercise grace and flexibility with students (within reason) due to these extenuating circumstances, but cooperation from students is expected and appreciated to ensure that everyone is working together to meet the needs for a quality education.

****The School is still awaiting further guidance on the topic of attendance, so this section is subject to revision as new guidance becomes available.***

Good Faith Efforts for Access and Equity for All Students

Sylvan Heights Science Charter School has been committed since the beginning of the school closure to reasonably and appropriately support students so that the needs of all learners are addressed. Examples of those efforts include providing information on our school website, Class DoJo and School Messenger regarding area food service programs and resources for parents.

In order to provide equitable access to all students to maintain a free, appropriate public education, the school distributed student i-Pads, chargers, instructional materials and school supplies on March 27th, 28th and 31st. Both daytime, evening and Saturday hours were made available to accommodate parents' schedules. Families were also provided with information on how to access free internet via Comcast.

Special education teachers and various support professionals have been working to develop plans to ensure that all students continue to receive the necessary services to which they are entitled under Chapters 14, 15 and 16 of the PA School Code. The administration will continue to review policies and procedures and communicate regularly with staff to ensure that all students are receiving what is needed during this unprecedented event. Any services that cannot be provided at a reasonable level would be made up at a later date in the form of compensatory education services to be determined by the students' IEP teams.

Special Education Supports

Students with IEPs:

The following expectations for support have been established to meet the needs of students with individualized education plans (IEPs):

- Regular communication with students and parents
- Compliance with federal and state guidelines
- ER, RR, and IEP meetings should be conducted via Zoom or phone conferencing if internet connection is interrupted or not available.
- Special Education teacher collaboration with general education teachers and differentiated instruction as outlined in students' Specially Designed Instruction (SDI)
- School Counselor, Marty Stevens will continue to provide counseling sessions via Zoom as indicated by the student's IEP.
- Speech and Language, and Occupational Therapy sessions will continue to be provided remotely by certified CAIU staff. CAIU staff will coordinate the scheduling of therapy sessions with Sylvan Heights' Special Education and Regular Education teachers.

Students with 504 Plans:

The following expectations for support have been established to meet the needs of students with 504 Plans:

- As the anniversary dates for 504 Plans arrive, updated 504 Plans should be completed via Zoom.
- To the extent possible, teachers should continue to provide the accommodations outlined in a student's 504 Plans

Parents who have questions or concerns should contact Special Education teacher, Jason Friedman at jfriedman@shscs.org or Jessica Nordai at jnordai@shcs.org for Special Education Case Management and 504 Plan concerns. If additional support or information is needed, please contact Susan Roth, Principal/CAO at sroth@shscs.org.

EL Supports

English Language Development (ELD) refers to deliberate, planned and focused instruction intended to foster the development of social and academic English for English learners in order to make it possible for them to access the general academic program and gain agency as successful, contributing members of their communities.

During the remote instruction necessitated by COVID-19, (continuation of education), students who were already identified and receiving English Language Learning instruction by the Capital Area Intermediate Unit (CAIU), will continue to receive direct instruction via Zoom or other online platforms/venues by certified CAIU teachers. All EL students were issued student i-Pads by the school. The CAIU EL teachers were provided with student/family/guardian contact information. Additionally, the CAIU staff will continue to collaborate with the students' teachers regarding the scheduling of instruction, supports and consultation as needed.

Gifted Education

Currently Sylvan Heights does not have any identified gifted students. If parents have questions about Gifted Education, they should contact Susan Roth, Principal/CAO at sroth@shscs.org or call the school's main number at 717-232-9220 and leave a message.

Building/Grade Level Contacts

Susan Roth
Principal/CAO
sroth@shscs.org

Marty Stevens
School Counselor
mstevens@shscs.org

Jessica Nordai
Special Education Case Manager and 504 Plan Coordinator
jnordai@shscs.org

Lori Lauver
STEM Coordinator and Grant Writer
llauver@shscs.org

Janet Witmer
Reading Specialist
jwitmer@shsc.org

Alex Elbert
Math Specialist
aelbert@shscs.org

For individual teacher and support staff contact information, please view our website at www.shscs.org

Resource Links

PBS Kids: <https://www.pbs.org/parents/thrive/how-to-talk-to-your-kids-about-coronavirus>

National Association of School Psychologist: <https://www.nasponline.org/resources-and-publications/resources-and-podcasts/school-climate-safety-and-crisis/health-crisis-resources/helping-children-cope-with-changes-resulting-from-covid-19>

Kids Peace: <https://www.kidspeace.org/helpful-tips-for-kids-and-teens-dealing-with-stress-during-this-crisis/>

American Pediatrics: <https://www.healthychildren.org/English/healthy-living/emotional-wellness/Pages/Responding-to-Childrens-Emotional-Needs-During-Times-of-Crisis.aspx>

Setting Online Boundaries:
<https://www.pspc.education.pa.gov/covid19/Pages/Digital%20Tips%20for%20Educators.aspx>

Learning at Home with Public TV: <https://learningathomepa.org/>

Virtual Classroom Safety: <https://blog.zoom.us/wordpress/2020/03/27/best-practices-for-securing-your-virtual-classroom/>