



North Penn School District

Dream Big. Achieve Greatness.

Continuity of Education Plan

School District	North Penn School District
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Goal of Plan

The overall goal of the Continuity of Education Plan for the North Penn School District (the "District") is to maintain and advance the skills of all students through planned instruction during this period of prolonged school closure. "Planned instruction" refers to the formal teaching of new concepts similar to what occurs in a classroom setting with concepts and skills aligned to grade level standards. The Continuity of Education plan seeks to deliver content through asynchronous, electronic means in an equitable and accessible format for all students in the District.

Overview of Plan

During the initial two weeks of closure, the District offered "Review and Enrichment" resources for students and families per PDE guidelines. Review and enrichment consisted of materials and activities centered upon maintenance of skills and optional resources for extension. Beginning March 30, 2020, the District transitioned to "Planned Instruction," the formal teaching of new concepts similar to what occurs in a classroom setting with concepts and skills aligned to grade level standards.

Expectations for Teaching and Learning

The expectation for teaching and learning as indicated by the Pennsylvania Department of Education is that planned instruction includes formal teaching and learning of new concepts aligned to grade level standards.

The online platform already in place in students' classrooms (such as Google Classroom or Seesaw) will be used for distance learning. Learning and engagement will be offered asynchronously. This means that the time and place of instruction will not limit the opportunity to access content. Videos that can be watched at varying times, discussion boards that offer flexibility, and submissions that are open for 24 hours or more are all examples of things that our students can complete when time allows. If optional synchronous opportunities are available to students (meaning they login and engage with a teacher at a particular time), students will also have the opportunity to access the educational material provided at another time. Synchronous learning will not occur between 11 a.m. and 1 p.m. on Mondays and Thursdays when free meal pickups are available to families.

At the elementary level (grades K-6), teachers will provide instructional materials for all students in English/Language Arts (ELA) and Math. K-3 teachers will integrate Social Studies into ELA whereas intermediate grades will have specific lessons. During the third trimester, teachers in grades 4-6 will rotate Social Studies and Science instruction. Social Studies instruction will commence at the start of the closure and end on or about May 15. Science instruction will begin May 18 and continue until the end of the year. Science instruction will incorporate the use of FOSS modules that would have been used during the third trimester. Teachers will utilize the FOSS modules and supplement as necessary.

Assignments may be daily, multi-day lessons, or a combination. Teachers of special content areas including art, music, physical education, and library, will post weekly lessons for students. These will be shared with families through the classroom teacher's online platform.

The time spent on virtual learning will vary for students depending on their grade levels and pacing. K-3 students should expect to spend approximately 1.5-2 hours a day and 4-6 students should expect to spend about 2.5-3 hours a day. These time frames include the teacher directed and independent portions of the lessons.

All secondary students in grades seven through twelve will utilize their district-issued Chromebooks to engage in online learning and activities in Google Classroom. The District will continue to utilize the six-day cycle with an expectation of 30 minutes of instruction per course, per day. This does not include assignments. Learning will take place asynchronously and each teacher will be accessible for questions and clarification for 30 minutes per day in an "Office Hours" format.

Teachers will post assignments to their Google Classroom prior to 8 a.m. on a given day. Some teachers may choose to post multiple assignments at once but deadlines and expectations will be detailed.

Communication Tools and Strategies

The District has been utilizing multiple communication tools to reach out to families and stakeholders throughout the extended school closure. The district's website, www.npenn.org, is the central location for all information related to COVID-19 and school closure. A dedicated page, <https://resources.npenn.org/>, was created to effectively manage communications.

School Messenger, an automated communication tool, is used to push out communications to staff, students and parents. Data is uploaded nightly from our student information system to school messenger so we have the most accurate data for all of our constituents. Updates, videos and surveys have been shared with our audiences via School Messenger.

When possible, the district translates important information into various home languages. Translation services have been used when communicating about free lunches, internet access and more. When communicating with families who may have a language barrier, the District's ELL teachers have also made direct phone calls to homes.

The school district also uses its Facebook page and North Penn Television (NPTV) to communicate with audiences. Facebook is regularly monitored for community input and NPTV creates videos to share with the entire community. A designated email address (schoolclosure@npenn.org) was created to receive questions. This email is monitored and answered by the communications staff.

NPSD Superintendent Dr. Dietrich also held a small online meeting with parents. These parents have regularly participated in his in-person Community Conversations throughout the years. The meeting's purpose was to gather feedback and have a conversation with parents about the concerns they may have with distance learning and the school closure. A community-wide, online forum is planned for the end of April.

All staff use Gmail as their main method of electronic communication. All students also have Gmail. Students in grades K-7 can only receive email within the district and from selected whitelisted outside IP addresses, such as Infinite Campus, our student information system so that our teachers can email our students from their class dashboard. Students in grades 8-12 can receive email outside the district from any IP address. Google Hangout is also enabled for communication. Only staff can initiate hangouts and student cameras are off by default when hangouts are started.

Access (Devices, Platforms, Handouts)

With the transition to electronic distance learning, the District realizes the need to provide equitable access to technology and the internet for all students. Each student in the District is already assigned his or her own device. All Kindergarten students have iPads. Students in grades 1-12 have Chromebooks. Three opportunities were provided for families to pick-up devices and, in extreme cases, devices were delivered to the home. A process was also established for any students experiencing technical difficulties to exchange the device. A connectivity survey was distributed to elementary families and those in need were provided with the resource to apply for free internet through Comcast (www.internetessentials.com).

The District made arrangements for device pick-up for students in grades K-5 who do not regularly bring devices home, as well as for anyone in the upper grades who forgot to bring their devices home with them on the first day of the closure. A drive-through procedure with assigned times was developed whereby individuals remained in their cars to adhere to social distancing. Families held up sheets of paper indicating the names, ID numbers, and grades of their students while a North Penn staff member retrieved the device. Over 3,000 devices were distributed to students in this manner.

While all students were assigned devices, the District acknowledged that not all students may have reliable internet access at home. To that end, approximately 65 Kajeets, or internet hotspot devices, were distributed to families. When the District distributed all of its Kajeets in possession, we began working with T-Mobile to provide internet to qualifying families through a third party agreement. An additional 100 families received in this manner. The Kajeets and T-Mobile hotspots are funded through a partnership with the North Penn School District Educational Foundation.

All students have access to the Google for Edu tools and other tools as approved by the district. Google Classroom is our standard platform for digital learning.

Additional paid tools for teacher use include SeeSaw and Wixie at the Elementary Level. District wide EdPuzzle, Hapara, Pear Deck, Thing Link and WeVideo are also available. Other supported tools can be found on the [Digital Learning website](#). Technical support is provided online daily through email, phone and Google Form.

All parents and students have access to the Infinite Campus parent portal for grading, report cards and viewing standardized test data.

The District is not relying on packets or handouts as a means of planned instruction. Devices and internet access will be provided to all students to provide equitable access.

Staff General Expectations

Detailed work from home expectations were developed and communicated to every employee group, including:

- Secondary general education and electives teachers
- Elementary General Education Teachers Grade 6
- Elementary General Education Teachers K-5
- Special education teachers, speech therapists, OTs , Hearing/Vision
- Elementary special content area teachers
- ESL Teachers
- Gifted support teachers
- School and staff nurses
- School counselors
- School psychologists, BCBA's, Behavior Specialists, Home & School Visitors
- Reading specialists
- School Climate Coordinators
- Learning Coaches
- Special Education Assistants/Paraprofessionals
- ESL Assistants
- Elementary Reading and Math Interventionists
- Elementary Secretaries
- Secondary Secretaries
- Curriculum Supervisor Secretaries
- Special Education Secretaries
- District Registrar
- Technology Team
- Non-instructional Support Staff
- Library Processors
- Extended School Care
- Business Office
- Human Resources
- Transportation
- Facilities
- Support Services Center Staff
- School Nutrition Services Team Leaders
- School Nutrition Services Assistants
- Cafeteria Monitors
- Security
- Admin Asst. Reporting to Cabinet Level Admin.
- Copy Center, Facilities Use, Warehouse Secretary

During the initial closure, staff were primarily readying themselves for continued instruction/operations in the event of delay by developing materials, procedures, and processes. Staff have also been assigned professional development modules to complete once other expectations were finished.

Staff has been asked to document their activities using a time log to be provided to supervisors upon request.

Student Expectations

Beginning on March 30th, 2020, students planned instruction receiving instruction in a distance learning environment. Students in kindergarten through grade five will receive approximately 1.5 hours of instruction in ELA and Math. Social Studies will be integrated in grade K-3 and students in grades 4-5 will receive 30 minutes of Social Studies. Students in kindergarten through fifth grade will also engage in online learning activities through digital platforms such as Google Classroom and See Saw.

Sixth grade students will receive a total of 2.5 hours of instruction in ELA, Math and Social Studies. All sixth grade students have district issued Chromebooks and will engage in online learning activities in Google Classroom.

Special content area opportunities will be provided through meaningful activities created by the librarians, physical education, art and music teachers. Learning will take place asynchronously and each teacher will be accessible for questions and clarification for two hours per day in an "Office Hours" format.

All students in grades seven through twelve will utilize their district-issued Chromebooks to engage in online learning and activities in Google Classroom. The District will continue to utilize the six-day cycle with an expectation of 30 minutes of instruction per course, per day. This does not include assignments. Learning will take place asynchronously and each teacher will be accessible for questions and clarification for 30 minutes per day in an "Office Hours" format.

Learning and engagement will be offered asynchronously. This means that the time and place of the instruction will not limit the opportunity to access content. Videos that can be watched at varying times, discussion boards that offer flexibility, and submissions that are open for 24 hours or more are all examples of things that our students can complete when time allows.

If synchronous opportunities are available to students (meaning they login and engage with a teacher at a particular time), students will also have the opportunity to access the educational material provided at another time. Synchronous learning will not occur between 11 a.m. and 1 p.m. on Mondays and Thursdays when free meal pickups are available to families.

Attendance / Accountability

Teachers will take attendance each day in Infinite Campus, the student information system. When students are not logging in and completing tasks, parents will be contacted by email and by phone. When parent contact is not achieved, administration and the home and school visitors will become involved in the situation. Given that learning will be done asynchronously, attendance will be based upon task completion. When students complete the assigned tasks for the day, they will be considered “present” and marked accordingly.

Good Faith Efforts for Access and Equity for All Students

(Portions of this segment are also included in the “Access” area.)

Access to Devices and Internet

With the transition to electronic distance learning, the District realizes the need to provide equitable access to technology and the internet for all students. Each student in the District is already assigned his or her own device. All Kindergarten students have iPads. Students in grades 1-12 have Chromebooks. Three opportunities were provided for families to pick-up devices and, in extreme cases, devices were delivered to the home. A process was also established for any students experiencing technical difficulties to exchange the device. A connectivity survey was distributed to elementary families and those in need were provided with the resource to apply for free internet through Comcast (www.internetessentials.com).

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While all students were assigned devices, the District acknowledged that not all students may have reliable internet access at home. To that end, approximately 65 Kajeets, or internet hotspot devices, were distributed to families. When the District distributed all of its Kajeets in possession, we began working with T-Mobile to provide internet to qualifying families through a third party agreement. An additional 100 families will received internet in this manner. The Kajeets and T-Moble hot spots were funded through a partnership with the NPSD Educational Foundation.

Access to Meals

Providing nutritious meals to families during the school closure is of utmost importance to the North Penn School District. The District is offering a drive-through meal service on Mondays and Thursdays between 11:00 am and 1:00 pm. Families who live very close to any meal site may walk to pick up their meals but are asked to not congregate at the pick-up site. Multiple days worth of meals will be distributed twice weekly to limit the amount of contact. Social distancing protocols are in place.

Pick up locations are located at the student drop off lane of the five elementary schools: Hatfield Elementary, Knapp Elementary, Oak Park Elementary, Inglewood Elementary, and Kulp Elementary.

The District is adhering to the regulations specified by the United States Department of Agriculture regulations.

Access to Materials and Resources for Non-English Speaking Families

The District's English as a Second Language (ESL) staff has been actively working with families to ensure they receive timely information in an accessible format. This includes outreach in the families' native languages either through a District member speaking the language or through the Transperfect (phone translating) system. A number of materials and resources have also been posted on the District website in the most frequently spoken languages in the District.

Access to Curriculum and Supports for Students with Disabilities

Access to the general education curriculum and the provision of a Free Appropriate Public Education (FAPE) remains a priority of the District for our students with disabilities. Please see the "Special Education Supports" section for more information.

Special Education Supports

The United States Department of Education has issued guidance on implementing IEPs during this unprecedented time. The Department writes, "In this unique and ever-changing environment, [we] recognize that these exceptional circumstances may affect how all educational and related services and supports are provided, and the Department will offer flexibility where possible." The Department further recognizes that "during this national emergency, schools may not be able to provide all services in the same manner they are typically provided."

The special education staff in the District has been working with their general education colleagues to ensure that modifications and accommodations are available to students participating in general education. Those supports will be available in the virtual learning platform, the "new" general education environment. Teachers of students with the most significant disabilities have been creating resources aligned to Pennsylvania alternate eligible content, as well as developing individualized IEP goal work for students. Our related service providers (speech therapists, occupational therapists, vision and hearing teachers, counselors, and physical therapists) have been developing at-home activities as well and are setting up Google classrooms with those activities and supports. Students with the most significant disabilities who require supports above and beyond the accommodations and modifications offered in general education Google classrooms, have been provided with individualized Google classrooms with work, materials, and resources specific to their needs.

Families are being provided with notice as to how a Free Appropriate Public Education will be delivered in an online environment as required by recent legislation. Individualized distance learning plans have been developed and documented as required by Pennsylvania regulations. IEP teams continue to meet virtually during the closure.

For student reevaluations due during the closure, the District will continue to conduct the reevaluation with a review of records only. If in-person assessments are necessary, additional permissions once in-person testing is able to occur.

For students in the special education referral phase and initial evaluation, school psychologists will use their judgment in determining if the evaluation can be completed. Some testing for initial evaluations may have begun prior to the closure, whereas other assessments have not yet begun. Similarly to reevaluations, if in-person assessments have not yet been conducted and are necessary, this will occur once in-person testing is able to occur.

IEP progress reports continue to be issued. If data on goals is unavailable or only partially available due to the closure, families have received notice indicating such and that additional data will be provided when schools reopen.

Office hours are provided where special educators and related service providers are available to offer support.

EL Supports

ESL teachers have been working with their general education colleagues to ensure that modifications and accommodations are available to students participating in general education. ESL assistants will be made available to work with general education teachers to provide these supports in their online learning classrooms.

Office hours are provided where ESL teachers are available to help students and provide guidance to regular education teachers.

Elementary ESL teachers will be providing ELA instruction to ELs with daily/weekly assignments who are being pulled out of the general education classrooms. Secondary ESL teachers will be providing instruction in English and Reading to English Learners. ESL teachers and assistants will hold daily office hours to assist students with content-area help. ESL teachers and assistants will work with content-area teachers to provide accommodations to ELs.

ESL teachers have been contacting home to ensure students have access to the proper technology needed for online learning such as Chromebooks and internet access. Transperfect translation services are offered to any district personnel who needs it so they can properly communicate with families.

Gifted Education

Gifted teachers have been collaborating virtually alongside their general education colleagues in order to meet the needs of the gifted learners. GIEP meetings continue to be held online to stay in compliance, along with receiving input from all team members.

Elementary-

Gifted teachers created enrichment activities for all grade levels and are posting those to the student's google classrooms. These activities range across all subject areas and will be updated bi-weekly. Students will continue to utilize their gifted support google classroom where Gifted teachers will require a certain number of enrichment activities per week based on their individual needs. In addition, Gifted teachers are supporting classroom teachers with

ideas and resources if they have enrichment needs. Elementary Gifted teachers will also hold daily office hours for student and family support.

Secondary-

Gifted teachers are continuing to teach Gifted Seminar classes through Google Classroom and Google Meets. Secondary Gifted teachers will hold office hours and those have been communicated to Gifted students and families.

Building/Grade Level Contacts

Elementary: Elizabeth Santoro, Ed.D., Director of Elementary Education,
santorea@npenn.org, (215)853-1045

Secondary: Todd M. Bauer, Ed.D, Assistant Superintendent, bauertm@npenn.org,
(215)853-1230

Special Education/Student Services: Jenna Mancini Rufo, Ed.D., Assistant Superintendent,
rufojm@npenn.org, 215-853-1060

Resource Links

North Penn School District COVID Resource Page:
<https://resources.npenn.org/cms/One.aspx?portalId=19369887&pageId=21952942>