

Continuity of Education Plan

School District	Northern Tioga School District
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Goal of Plan

In response to the COVID-19 school closure of 2020, Northern Tioga School District will provide planned instruction in kindergarten through twelfth grade. NTSD seeks an educational partnership with our student's families to provide access to school personnel, resources and services that are appropriate and reasonable while the schools are closed. The health and safety of our students, their families and the community is paramount. The NTSD continuity of education plan will continue to be a working document as there may need to be revisions due to this evolving situation.

Overview of Plan

Northern Tioga School District's mission is to equip all students with a foundation of critical thinking and problem solving tools essential for lifelong learning within local and global communities. Due to the mandated school closure, in response to the pandemic NTSD seeks to partner with our school families and the community to maintain a sense of normalcy and connection while schools are physically closed. The initial continuity of education plan provided a week and half period of enrichment and review activities. The district will transition on April 14, 2020 to planned instruction for kindergarten through twelfth grade. The administration anticipates that transitioning to planned instruction may take a week in order to distribute laptops, flash drives and educational materials. There are many challenges in offering remote instruction in NTSD as we are a vast district serving 336 square miles and the internet is not available to all students and each student does not have a device. Due to this a technology survey was completed to provide specific information to proceed in meeting the needs of all of our students.

Teachers will plan lessons on new concepts and skills that aligned to grade level standards using their curriculum maps. Essential standards needed for subsequent grades will be given a greater priority. In grades 9-12, there will be a greater focus on core courses that are required for graduation. In addition, mathematics and English Language Arts will predominantly be the focus in kindergarten through sixth grade.

Teachers will provide and grade assignments. Assignments will be used as a formative assessments to determine students learning needs. In addition, parents or/guardians and students can provide feedback using email, DoJo, etc. Special education teachers will work with the regular education teacher to meet the needs of students with Individual Education Plans. Guidance counselors, teachers and/or principals will reach out to students who do not seem engaged in course work in order to help support the student and family.

School Level:

WAES: All teachers have virtual classrooms set up through Google Classroom. Students with internet access will log into their classroom to access instruction and activities daily. Students that do not have internet or a device will be given assignments and instruction on a flash drive to open the flash drive.

CVHS: Assignments and lessons will be accessed through Google Classroom when possible and/or flash drives with assignments. Grades will be given on assignments, tests and quizzes. Teachers will be touching base with students daily to check in on needs and issues.

RBW: Parents will have the choice of receiving instruction in an electronic format or through a paper-pencil packet. Paper "packets" will be picked up and dropped off every two weeks through a school curb-side pickup and drop off. Electronic work will be submitted online using DoJo.

CW: CW teachers will deliver instruction, practice, and assessment in a variety of methods. We are prioritizing the use of Google Classrooms and Classroom Dojo as the first option. We are also going to use other methods which may include computers with flash drives, Facebook, teacher emails, and teacher support through phone conversations or "Zoom" type meetings. If needed we will provide instructional packets to students. Teachers are required to make personal contact with students each week to aid in connection and support. Support teachers will also provide individual contact, support, and adaption as needed. Some support teachers will provide alternate lessons as are fitting students IEP goals. Assessments will occur regularly with teachers actively grading what is possible or providing participation grades. Students are expected to participate. Attendance will be taken via participation in class and activities.

WHS: Lessons and assignments will be accessed on Google Classrooms.

Expectations for Teaching and Learning

On April 1, 2020 the NTSD faculty provided enrichment and review activities for students. These activities were offered to all student either online or as a printed packet. Enrichment and review activities will not be graded, assessed or used for bonus points.

April 6 - 10, 2020 the NTSD faculty began the preparation for planned instruction. This included a survey of sufficient internet access and availability of a laptop/device for remote learning. The transition to planned instruction will begin on April 14, 2020. It is necessary to acknowledge that it is a process to transition from enrichment and review to planned instruction. Time will be needed to establish new procedures for instruction, receiving assignments, communicating and attaining equipment and educational materials.

All teachers' kindergarten through twelfth grade will provide planned instruction for their students. Teachers will distribute work to their students online or in paper/pencil mode based on the family's needs. Guidance, social workers, deans, Title 1, instructional aides, etc. may assist in educational needs as well as offer remote support to families. When a student does not seem engaged in their

work classroom teachers will communicate with the family. The guidance counselor, dean, administration, or other faculty will also follow up if the classroom teacher has not been able to reach the parent/guardian.

Communication Tools and Strategies

General information regarding the COVID-19 closure can be found on the district's website as well as the NTSD Facebook page. The district will utilize parent link, Face Book, DoJo, Remind Me, email, etc. to communicate with families. Teachers will also be maintaining daily virtual "office hours" to connect with families and support educational goals. If students and/or parents are in need of assistance they should contact their classroom teacher, counselor or principal.

Students that do not have the internet or devices available will be provided a device and flash drive or activities as a printed packet. Parents/guardians may call their school to request a printed packet. As we distribute materials we will follow social distancing and seek to offer convenient times for pick up.

The administration and faculty will be mindful of the fact that these times can be uncertain and troubling to our students as well as the community. We must be flexible and understanding while seeking to move forward in our curriculum. We understand that many parents are working at home and will be managing work and assisting their children in learning and practicing concepts and skills.
School Level:

WAES parents, students and community members can contact the school by phone. All teachers will have office hours daily where parents and students can contact them to ask questions, get clarification, etc. WAES uses parent link and DoJo. We may also zoom for review sessions and class interaction. Planned instruction will take place using Google Classroom, with flash drives and laptops for those who need them.

CVHS use parent link, Facebook, phone and google classroom. The first period teacher will check in with first period students daily and report to the administration students that do not respond.

RBW will primarily use DoJo as a standard communication tool. If a parent/guardian does not use DoJo the teacher will call home when needed. Communications will take place at 8AM daily via DoJo. Paper packets will have detailed instructions for each day.

CW teachers can contact students/parents via email, Google Classrooms, phone, or Facebook.

Teacher also may Zoom or other similar interactive technology with students. Administration may use Zoom etc. phone, email, or in person communications. Teachers will email all information specified to building administrator.

WHS will utilize parent link, Facebook, email, phone and Google Classrooms.

Access (Devices, Platforms, Handouts)

Planned instruction will take place using a variety of online tools such as, but not limited to: Google Classrooms, DoJo, and Zoom. Packets and other educational materials will be provided when online instructional materials are not accessible or fitting to the student's needs. Parent or guardians that are in need of a printed packet may contact their classroom teacher or the school secretary. Handouts will be provided in food distribution or during curbside pick-up.

In grades 7-12 flash drives and laptops can be provided when a student has unreliable internet. Chrome books can be provided if a student has internet and needs a device for Google Classrooms.

Staff General Expectations

Teachers will provide weekly instruction, activities and assignments. Teachers will log their time and provide virtual “office hours” to parents/guardians. If the “office hours” are not convenient for the parents schedule a time can be scheduled. Teachers will be available via email. Regular parent/guardian communication is expected. In addition, each teacher will provide their teacher schedule to the principal. Hours outside of providing instruction and “office hours” will be used for planning lessons and collaborating for the next week. Teachers will also participate in weekly faculty meetings.

Teachers will provide attendance information to each point of contact designated to record attendance.

Guidance counselors will review the status of seniors in order to ensure they are on-track for graduation and to work on developing a plan for any student that may not graduate due to the COVID-19 school closure. Students/parents will be contacted. Students enrolled in dual enrollment courses will be notified of options available for continuing their courses through ESP or ACE.

It should also be noted that we have some teachers without sufficient internet or no internet due to lack of access in our rural area, as well as areas without cell service. Principals will work with faculty needing laptops and internet.

Student Expectations

To prepare NTSD students to reach our vision of “Empowering students to become productive citizens with a rural advantage,” we will expect our students to engage in their “classwork” daily. Students are expected to respond in a timely manner to their course teachers’ questions, discussions, assignments and activities. In an online format this will be using Google Classrooms, DoJo, Zoom or other online tools. If students do not have internet access teachers can contact parents by phone. Students and/or parents will submit assignments and provide the school attendance information.

Students are also expected to maintain NTSD equipment and instructional materials. If there is an issue with the equipment or it is damaged in the home it is the responsibility of the student and parent/guardian to notify the classroom teacher or school principal as soon as possible. All students will adhere to the NTSD Code of Conduct.

Dual enrollment students should contact their teacher and/or guidance counselor as soon as possible to ensure they are fully aware of their options.

Attendance / Accountability

All schools will designate a point of contact for reporting attendance. Elementary attendance will be based on reviewing the completion of work (online or as paper/pencil packets) and direct communication with the classroom teacher by phone, DoJo, etc. to record weekly attendance.

Attendance in grades 7-12 will be monitored and determined weekly. A student's attendance will be based on accessing course materials and turning in weekly assignments. The teacher of the will be the first contact. The course teacher is assigned the responsibility to attempt an initial contact for the student. If the student fails to respond to the teacher's attempt, the teacher will notify the principal or principal's designee will attempt to make a contact by phone. Students will access planned instructional materials and assignment through a Google Classroom platform as established by each teacher. For students who do not have access to technology, students will be provided with a laptop and a work will be provided through a flash drive that will be provided to the student. Chrome books may be provided in homes that do not have enough devices and have the internet.

Good Faith Efforts for Access and Equity for All Students

NTSD has made an extensive effort to contact every student to personally survey for the following: 1. Adequate internet service, 2. Laptop/device in the home, 3. Are there enough laptops/devices for the NYSD students served in the home. This information provided the teachers and the administration with an ability to prioritize device needs and distribution. In homes without the internet flash drives and a laptop will be provided. In addition, if necessary paper/pencil packets will be provided. Parents/guardians may call their child's school if they are in need of assistance.

CVHS: A team of teachers, support staff, counselors and administrators will contact and work with any struggling students.

RBW: All students will be provided with instruction of essential concepts. Parents will have the choice of electronic or a physical packet that aligns with the online assigned work.

CW: Students are receiving personal contacts from teachers, staff, and administration to assess and support access to technology. We are also communicating alternative methods to support education. Students IEP's are being considered by teachers and specific instruction and supports are being identified and supported as possible. Teachers will maintain contact to support students who struggle. Administration, school counselors, school staff and teachers will be assigned mentorship for struggling students.

Special Education Supports

Special education teachers and related service providers will collaborate (virtually) regularly with the general education teachers and review all instructional materials to ensure that appropriate adaptations and supports are provided to exceptional students as indicated in each student's IEP.

Special education teachers and related service providers will also maintain regular (at least weekly) contact with each student on their caseload to provide individual assistance. They will maintain daily

virtual “office hours” and will also be available to students and their parents at other times, by appointment, if their established office hours are not conducive to the students’ or parents’ schedule.

Parents who have questions or concerns have been directed to contact their child’s general education teacher, their child’s support teacher or related service provider, the building principal, or the Coordinator of Student Services. Phone and email contact information for each has been provided to all.

EL Supports

ELL support would be provided through collaborating virtually with classroom teachers of the student and ensuring the ELL needs of the student are met to be able to access the curriculum. The ELL teacher would also be available during “office hours” for parents who have questions or concerns. If meetings are needed for ELL services virtual zoom meetings will be held.

Gifted Education

The Gifted Support Teachers will continue to collaborate (virtually) regularly with the general education teachers and review all instructional materials to ensure that appropriate enrichment activities are provided to identified gifted students as indicated in each student’s GIEP. The Gifted Support Teacher will also maintain regular (at least weekly) contact with each student on her caseload to provide individual assistance and additional enrichment activities. She will maintain daily virtual “office hours” and will also be available to students and their parents at other times, by appointment, if her established office hours are not conducive to the students’ or parents’ schedule.

Building/Grade Level Contacts

Building Opportunities

Williamson High School: Kristopher.kaufman@ntiogasd.org

33 Jct. Cross Road, Tioga, PA 16946

570-827-2191, 570-827-2192

Cowanesque Valley High School: Matthew.sottolano@ntiogasd.org

51 North Fork Road, Westfield, PA 16950

814-367-2233

R.B. Walter Elementary School: Christina.fry@ntiogasd.org

65 Jct. Cross Road, Tioga, PA 16946

570-827-2171, 570-827-2175

Clark Wood Elementary School: Jess.millard@ntiogasd.org

110A Ellison Road, Elkland, PA 16920

814-258-5131, 814-258-5132

Westfield Area Elementary School: Cheryl.sottolano@ntiogasd.org
1355 Route 49, Westfield, PA 16950
814-367-2712

Director of Student Services: Daniel.fie@ntiogasd.org
110 Ellison Road, Elkland, PA 16920
814-258-5646 Ext. 1027

Principal of Academic Affairs: Amy.coots@ntiogasd.org
110 Ellison Road, Elkland, PA 16920
814-258-5646 Ext. 1036

Director of Technology: Todd.terpstra@ntiogasd.org
110 Ellison Road, Elkland, PA 16920
814-258-5646 Ext. 1029

Resource Links

Resources for planned instruction:

Website devoted to remote learning instruction for COVID 19 Closure:
<https://www.ntiogasd.org/ntsd-remote-enrichment-resources/>

Ntiogasd.org	Google Classroom	Accelerated Reader
Class Dojo	Remind Me	Moby Max
Ready Rosie	Reflex Math	Xtra Math
Study Island	Learning Farm	Education City
Reading Eggs	Tumble Books	Parent Link
McGraw Hill Wonders/My Math	Exact Path	Khan Academy
Online Textbook Subscriptions	Newsela	Scholastic