

## Continuity of Education Plan

School District	Upper St. Clair School District
Superintendent	Dr. John T. Rozzo
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### Goal of Plan

To enable Upper St. Clair students to receive instruction through remote learning that is engaging, meaningful, and essential during a period of extended school closure.

### Overview of Plan

Planned instruction will be provided to students in grades K-12. Canvas, the district learning management system, will be the platform to house instructional videos and materials for students. Teachers will communicate with students and families through email, phone, and Google Hangouts via a calendar invite from the teacher. Students will be expected to participate in online instruction and activities daily while also having access to teachers through Office Hours. Assessments will be conducted for teachers to make instructional decisions for student learning.

### Expectations for Teaching and Learning

- \*The implementation of synchronous distance learning or live streaming of classes or services
- \*The implementation of asynchronous distance learning, including pre-recorded lessons delivered and recorded by employees
- \*Use of existing online learning tools, cyber courses, and curriculum supported programs
- \*Teachers in grades K-12 will identify the “essential learnings” for the time of the extended closure
- \*The Upper St. Clair School District recognizes that remote teaching and learning requires a balance of instruction, assignments, assessments, and supports for students to be successful during this unprecedented school closure

### Communication Tools and Strategies

Communication is key to the success of the district’s remote learning program.

- \*All teachers will have designated Office Hours when students and families can connect with teachers to have questions answered or assignments clarified.
- \*Office Hours will be provided by each teacher for two hours a day where immediate, responsive, and direct feedback will be provided to students.

\*Beyond designated Office Hours, families can expect to hear back from teachers within 24 hours of an inquiry.

\*Communication will continue to be provided through email, phone calls, and the district website.

\*Access the [staff directory](#) for contact information

#### Access (Devices, Platforms, Handouts)

\* Prior to the closure, the District had 1:1 devices for students in grades 5-12. Following the closure, any family in grades K-4 that needed a device was provided with one by the District. The District also provided families with resources for accessing free internet service if needed.

\*In grades K-12, students will access instructional materials through the district approved learning management system, Canvas.

\*Students will have access to a variety of instructional materials that include, but are not limited to, district approved curricular sites, availability to print copies of materials at home, teacher developed videos for asynchronous learning, educational resources.

\*Students will be able to access teachers for synchronous learning opportunities through Google Hangouts.

#### Staff General Expectations

\*The District and the Education Association entered into a Memorandum of Understanding outlining terms and conditions for professional employees working in a remote learning environment.

\*Teachers will work collaboratively with administration and curriculum leaders.

\*Teachers will meet collaboratively for up to an hour on a daily basis.

\*Teachers will identify the essentials of learning for instruction.

\*Teachers will provide approximately 30-40 minutes of instruction and assignments on each course per day to students daily.

\*Teachers will have daily scheduled Office Hours.

\*Teachers will provide instruction either through videos, Google Hangouts, and or instructional materials.

\*Teachers are required to respond to student and/or parent emails within a 24 hour window.

\*Staff is expected to follow Administrative Regulations 3027 R-Virtual Instruction Guidelines

#### Student Expectations

\*Students should expect to spend 30-40 minutes on each of their courses per day.

\*Many courses will have assignments due throughout the week.

\*Students can access teachers through Office Hours.

\*Students are expected to follow the school code of conduct and updated Administrative Regulations 3027 R-Virtual Instruction Guidelines.

#### Attendance / Accountability

\*Daily attendance will be completed through Canvas and reported through the student management system, MMS.

\*Students will participate with teachers through synchronous and asynchronous opportunities and work completion will provide additional attendance information and accountability.

\*Students will be assessed as appropriate by teachers. Assessment results will be used to guide student learning and used as another indicator of student participation.

### Good Faith Efforts for Access and Equity for All Students

District administrators along with members of the Student Support Services continue to work collaboratively to identify good faith efforts to provide access and equity for all students.

As mentioned under access and devices above, students in grades 5-12 have a district-issued iPad or Chromebook. Our technology staff has developed a system to enable elementary families who do not already have a district supplied device in the household and who needed a device to borrow an iPad for the duration of the closure. The COVID-19 District-Loaner iPad Request Form is available here: [uscscd.org/devicerequest](https://uscscd.org/devicerequest).

For families who do not currently have Internet access in their homes, they were provided with information for companies that are currently offering free or low-cost Internet service for qualifying families. [Click here to learn more from Comcast](#) or [click here to learn more from Verizon](#).

Access to [School District Policy](#) including [Policy 3027 Use of the District's Internet and Computer Networks](#) and [Administrative Regulation 3027R - Virtual Instruction Guidelines](#)

## **School Counselors**

### **Virtual Office Hours**

#### ***Availability***

School Counselors will maintain their availability for parents, students, and staff to schedule appointments to address questions or concerns about students' academic progress and behavioral health. School Counselors will be available for two identified hours per day. Counselors are expected to respond to parent/student inquiries within 24 hours and also schedule times to talk with parents/students at a time that works for the family. School counselors will also participate in a building level student support services meeting weekly.

### **Classroom Lessons**

Initial work will focus on the immediate assessment and triage of students' wellbeing. However, Counselors who regularly deliver core curriculum to students via classroom lessons will create/modify lessons to address the most essential components of the curriculum aligned to the following ASCA Mindsets and Behaviors:

- M 1. Belief in development of whole self, including a healthy balance of mental, social/emotional and physical well-being
- M 2. Self-confidence in ability to succeed
- B-SMS 7. Demonstrate effective coping skills when faced with a problem

- B-SMS 9. Demonstrate personal safety skills
- B-SMS 10. Demonstrate ability to manage transitions and ability to adapt to changing situations and responsibilities
- B-SS 9. Demonstrate social maturity and behaviors appropriate to the situation and environment

### **Individual and Group Counseling Sessions**

Any Counselor who currently provides standing individual counseling sessions or “check-ins” will continue to make this service available using the Google Hangouts function if appropriate and notify families to provide the option to participate. These sessions will be scheduled outside of the scheduled Office Hours at a time that is mutually convenient for the school counselor and the student(s), to the extent possible.

Any standing small group topics will be thoughtfully considered for whether they are necessary and appropriate to continue. Counselors will communicate to families when these will occur and give families the option to participate or not. If a current group is not appropriate for virtual sessions, families will be notified and an individual check-in will be offered as an alternative and/or additional resources will be provided to the family.

### **School Psychologists**

#### **Availability**

School Psychologists will have scheduled Office Hours, at least 1 hour per day, to maintain their availability via email or Google Hangouts for administrators, teachers, and parents who have questions or concerns about their students’ academic progress, social/emotional needs, or status of evaluation. A school psychologist will also participate in weekly student support services meetings at each of the buildings.

Office Hours will be shared with student support services central office staff, administrators and special education staff in your building. Psychologists will check and respond to email outside of their regular office hours.

#### **Individual and Group Lessons**

Students who currently receive standing individual learning sessions or “check-ins” should continue to receive this support using the Google Hangouts function, if appropriate. These sessions will be scheduled outside of the scheduled Office Hours at a time that is mutually convenient for you and the student(s), to the extent possible.

### **School Nursing**

#### **Virtual Office Hours**

#### **Availability**

Certified School Nurses will maintain availability for parents, students, and staff to schedule appointments to address questions or concerns related to physical health. School Nurses will be available for two identified hours per day. In addition to scheduled office hours, nurses are expected to respond to parent/student inquiries within 24 hours and also schedule times to talk with parents/students at a time that works for the family. At each building, the school nurse will participate in weekly student support services meetings.

### **Student/Family Communication**

School Nurses will communicate weekly with high risk medical children (including but not limited to students with IHPs) at least weekly via email/phone to parents. School Nurses will offer to check in more frequently with any student who the Nurse would typically see daily. Documentation in HOA is required.

### **Student/Family/Staff Health Resources**

Together, School Nurses will offer Resources for students, families, and staff members. Some examples may include:

- Posting reminders about hygiene habits (washing hands, sneeze/cough etiquette, etc.)
- Create a staff wellness activity for anyone interested to participate
- Recording a message / reading a book for students to view
- Organizing similar resources from other organizations
- Creating/Posting activities related to student health and wellness (nutrition, sleep, etc.)

### **Free and Reduced Lunch**

Students who qualify for free and reduced lunch have the availability to access curbside pick-up.

Additional Information can be found [here](#)

### **Special Education Supports**

Director of Student Support Services-Cassandra Doggrell, ext. 2064, [cdoggrell@uscsd.k12.pa.us](mailto:cdoggrell@uscsd.k12.pa.us)

Special Education Curriculum Leader-Colleen Czekaj, ext. 2221, [cczekaj@uscsd.k12.pa.us](mailto:cczekaj@uscsd.k12.pa.us)

Department Chair, grades K-6-Jodi Mosler, ext. 5049, [jmosler@uscsd.k12.pa.us](mailto:jmosler@uscsd.k12.pa.us)

Curriculum Leader for Transition Services, Michelle Zirngibl, ext. 2309, [mzirngibl@uscsd.k12.pa.us](mailto:mzirngibl@uscsd.k12.pa.us)

Special Education Teachers will have scheduled Office Hours to maintain their availability via email or Google Meet for parents, students, and staff who have questions or a need for further collaboration about their students' academic progress and/or IEP implementation. Teachers are expected to respond to parent/student inquiries within 24 hours and also schedule times to talk with parents/students at a time that works for the family.

### **Access/Confidentiality**

Special Education Staff will use the Google Hangouts function to conduct audio calls to either student's school email accounts OR to a parental phone number.

### **Instructional Planning and Delivery**

#### ***Individual and Group Lessons***

Students who currently receive scheduled sessions or "check-ins" should continue to receive this support using the Google Hangouts function, if appropriate. The sessions will be scheduled outside of the scheduled Office Hours at a time that is mutually convenient for the teacher and the student(s), to the extent possible.

Case managers will communicate to families when these sessions will occur and give families the option to participate or not. If a family does not want their child to participate in a live (synchronous) session, alternative options for providing support will be offered. If a current group or individual session topic is not appropriate for virtual sessions, families will be notified to provide this support in a different manner.

### **Related Services**

- ***Occupational Therapy and Physical Therapy (Steelcity)***
- ***Speech/Language Pathology Services (Crossroads and AIU)***
- ***Hearing, Vision, and Orientation and Mobility (AIU)***
- ***Social Worker and Behavior Consultant (Watson)***

Related services will be provided by contracted providers and therapists using telepractice. Service providers and therapists will schedule service time individually with families.

### **Communication with Families**

Families will be contacted to know how their child will receive special education services, how to have access to instructional materials, and how to be provided alternate access to curriculum and services. Case managers will email families on their roster to make personal contact and include the Letter to Special Ed Families (written by Director and Assistant Director) summarizing some of the changes. This letter will also be added to all student files held in the Student Support Services Office.

### **EL Supports**

Assistant Director of Student Support Services-Lauren Madia, ext. 2113, [lmadia@uscscd.k12.pa.us](mailto:lmadia@uscscd.k12.pa.us)

### **Virtual Office Hours**

#### ***Availability***

ESL teachers will have scheduled Office Hours to maintain their availability via email or Google Hangouts for parents, students, and staff who have questions or a need for further collaboration

about their students' academic progress and/or support. Teachers are expected to respond to parent/student inquiries within 24 hours and also schedule times to talk with parents/students at a time that works for the family.

### ***Access/Confidentiality***

ESL teachers will use Google Hangouts, student's school email accounts, OR a parental phone number. It is suggested that ESL teachers should use headphones with microphones to protect confidential conversations.

### **Individual and Group Lessons**

Students who currently receive standing individual learning sessions or "check-ins" should continue to receive this support using the Google Meet function, if appropriate. These sessions should be scheduled outside of your scheduled Office Hours at a time that is mutually convenient for you and the student(s), to the extent possible.

ESL teachers should communicate to families when these sessions will occur and give families the option to participate or not. If a family does not want their child to participate in a live (synchronous) session, alternative options for providing support will be available. If a current group or individual session topic is not appropriate for virtual sessions, families will be notified and this support will be provided in a different manner. Please review confidentiality / privacy limits with students.

### **Communication with Families**

#### ***Initial Communication with Families***

It is critical that ESL teachers communicate with parents as soon as possible about accessibility to the online platform. Google Meet allows users to phone multiple lines, including the TransPerfect system.

#### ***Ongoing Communication with Parents***

Talking Points:

[https://www.youtube.com/channel/UCuLIDQK\\_Wvc\\_3-NEBMkVX6g/videos](https://www.youtube.com/channel/UCuLIDQK_Wvc_3-NEBMkVX6g/videos)

## Gifted Education

Assistant Director of Student Support Services-Lauren Madia, ext. 2113, [lmadia@uscscd.k12.pa.us](mailto:lmadia@uscscd.k12.pa.us)

### **Virtual Office Hours**

#### ***Availability***

Gifted support teachers will have scheduled Office Hours to maintain their availability via email or Google Hangouts for parents, students, and staff who have questions or a need for further collaboration about their students' academic progress and/or GIEP implementation. Teachers are expected to respond to parent/student inquiries within 24 hours and also schedule times to talk with parents/students at a time that works for the family.

### **Individual and Group Lessons**

Students who currently receive standing individual learning sessions or “check-ins” should continue to receive this support using the Google Hangouts function, if appropriate. These sessions should be scheduled outside of scheduled Office Hours at a time that is mutually convenient for the teacher and the student(s), to the extent possible.

Case managers will communicate to families when the sessions will occur and give families the option to participate or not. If a family does not want their child to participate in a live (synchronous) session, alternative options for providing support will be offered. If a current group or individual session topic is not appropriate for virtual sessions, families will be notified and provided with options of how this support will be implemented in a different manner.

### **Building/Grade Level Contacts**

District Number: 412-833-1600

Teacher information: <https://www.uscsd.k12.pa.us/directory>

**Baker Elementary School**-Dr. Patrick McClintock-Comeaux, ext. 4001, [pmcclintockcomeaux@uscsd.k12.pa.us](mailto:pmcclintockcomeaux@uscsd.k12.pa.us)

**Eisenhower Elementary School**-Mr. Mark Miller, ext. 8001, [mmiller@uscsd.k12.pa.us](mailto:mmiller@uscsd.k12.pa.us)

**Streams Elementary**-Dr. Claire Miller, ext. 6001, [cmiller@uscsd.k12.pa.us](mailto:cmiller@uscsd.k12.pa.us)

**Boyce Middle School**-Mr. Dan O'Rourke, ext. 5001, [dorourke@uscsd.k12.pa.us](mailto:dorourke@uscsd.k12.pa.us)

**Fort Couch Middle School**-Mr. Joe Demar, ext. 3001, [jdemar@uscsd.k12.pa.us](mailto:jdemar@uscsd.k12.pa.us)

**Upper St. Clair High School**-Dr. Timothy Wagner, ext. 2530, [twagner@uscsd.k12.pa.us](mailto:twagner@uscsd.k12.pa.us)

### **Resource Links**

<https://canvas.uscsd.k12.pa.us/>

<https://www.uscsd.k12.pa.us/>

[Free and Reduced Lunch](#)

[Student Support Services](#)