



INTERBORO SCHOOL DISTRICT CONTINUITY OF EDUCATION APRIL 17, 2020

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Goal of Plan

Interboro School District's Continuity of Education Plan aims to provide all students with educational opportunities to engage in planned instruction that is designed to support the academic, social, and emotional needs of students. The educational opportunities will be delivered in a common learning platform accessible to all families.

Overview of Plan

Aligned to Interboro's mission and vision, we have set goals and priorities to:

- Provide structured and reliable learning experiences for students
- Continue learning and ISD curriculum at a pace that is reasonable given the circumstances
- Support educators as they learn about and utilize new technology tools and distance learning strategies
- Support students and families as they navigate technology tools and distance learning
- Remain mindful of the social, emotional, and learning needs of all involved

Throughout the closure, we will continue to elicit feedback from educators, parents, and students to make appropriate adjustments.

Expectations for Teaching and Learning

PreK	Daily: 15 Minutes ELA; 15 Minutes Math, Story Time
Kindergarten	Daily: 30 Minutes ELA, 30 Minutes Math
1	Daily: 30 Minutes ELA, 30 Minutes Math Weekly: Optional Science and Social Studies (suggested 30 minutes)
2	Daily: 30 Minutes ELA, 30 Minutes Math Weekly: Up to 30 Min of Science, Up to 30 Min of Social Studies
3-5	Daily: 30 Minutes ELA, 30 Minutes Math Weekly: 30 Minutes Science; 30 Minutes Social Studies
PreK-5 Specialists	Maintain Rotational Schedule (15-20 minute lessons according to weekly rotational schedule)
6-8 Specials	Maintain Rotational Schedule (30 minute lessons according to weekly rotational schedule)
6-12 Core Content (Math, ELA, Social Studies, Science)	Daily: 30 Minutes
9-12 Electives	Daily: 30 Minutes

Communication Tools and Strategies

The Interboro School District is using a variety of communication tools to provide our families, community and staff with the latest District information regarding the education of our students during the COVID- 19 shutdown. Such tools include:

- School District website, including dedicated web pages to all information associated with COVID-19 (Coronavirus) including communication from the Office of the Superintendent
 - www.interborosd.org
- ISD Community Distance Learning Guide for Parents
- ISD Distance Learning Guidelines for Educators
- Video Conferencing (Zoom)
- Mass Notification Systems (Blackboard, Smore)
- Google Classroom for students
- Google Forms
 - Attendance tracking
 - Technology Device sign - ups for parents
 - Grab and Go meal sign- up for parents
 - Surveys (to garner feedback from parents/students/staff)
- Social Media (Twitter, Community Facebook Pages)
- Emails, phone calls
- For classes that occur daily, teachers email parents/guardians (and students at the secondary level) a “Week at a Glance” by 3:00 p.m. on Sunday. The “Week at a Glance” will be a clear and detailed chart/message listing the upcoming week’s assignments and a suggested schedule for the week.
- All assignments for the given week will be posted to the Google classroom by 8:00 a.m. on Monday. For any course that meets daily, the teacher will post a daily morning message/announcement for their students by 8:00 a.m.

Technology Access

Device Distribution: Families in need of a District device were identified through an on- line survey. Interboro has provided Chromebooks to more than 1,100 families. The Chromebook pack includes a charger, user agreement and an FAQ sheet. Pickups were scheduled daily at the community buildings closest to the family.

Single Sign In: The District utilizes Classlink for student login. Classlink gives the student a single sign-on experience that allows them to have one place to access all of their resources.

Common Platform: Google Classroom will function as our Learning Management System (LMS) “lite.” By using a common platform, we are able to create a common instructional access point for families and educators in order to efficiently organize and implement distance learning.

Educator Expectations

Elementary Teachers (Grades PreK-5)

- Collaborate with grade-level peers to plan and implement various activities and assignments connected to grade-level learning experiences
- Post weekly lessons and activities in Week at a Glance document and Google Classrooms for student to access and interact with
- Provide students with feedback on completed activities in a timely manner
- Establish and maintain set office hours for students and families to ask questions or seek assistance with classroom assignments if/when needed (*if necessary, demonstrate flexibility with supporting and responding to parent questions or concerns prior to or post office hours)
- Participate in IEP, GIEP, and 504 meetings when necessary

Secondary Teachers (Grades 6-12)

- Collaborate with content area peers to plan and implement various activities and assignments connected to content specific learning experiences
- Post weekly lessons and activities in Week at a Glance document and Google Classrooms for student to access and interact with
- Provide students with feedback on completed activities in a timely manner
- Establish and maintain set office hours for students and families to ask questions or seek assistance with classroom assignments if/when needed (*if necessary, demonstrate flexibility with supporting and responding to parent questions or concerns prior to or post office hours)
- Participate in IEP, GIEP, and 504 meetings when necessary

Special Education Teachers / Related Service Providers

- Special Education/Speech/Gifted Teachers will be reaching out to each student on their caseload at least on a bi-weekly basis. They will be providing each parent with a COVID-19 Interim Individualized Emergency Special Education Plan Notice regarding the academic and related services they will be receiving virtually.
- Special Education teachers and related service providers have created Google Classrooms for their students to learn virtually.
 - a. If students attended a regular education classroom normally, they will continue to be educated by that teacher.
- Special Education teachers will be working with the regular education teachers to modify and accommodate lessons. Lessons, plans and accommodations may look different under the distance learning platform.
- Special education students will need to have applicable SDIs addressed virtually.
- Teachers are creating lessons to accommodate and modify, to the best of their ability, in this capacity at this time.

- Students will have access to all specialist lessons and will be included in their regular education homeroom.
- 504 plans will be followed, to the extent possible, through distance learning. Lessons will be modified and accommodated, according to the child's 504 plan.

Interventionists (K-4)

- Administer and support established Title 1 and math interventions at the elementary level
- Assist regular and special education teachers with identifying appropriate resources to support their instruction

Elective Area Teachers (PreK-5)

- Plan with peers to develop and maintain weekly lessons to be placed within a regular education (homeroom) teacher's Google Classroom, where students can access content
- Provide students with course content related to their specialty area, which will follow a weekly, rotational schedule
- Provide students with feedback on completed activities in a timely manner
- Establish and maintain set office hours for students and families to ask questions or seek assistance with classroom assignments if/when needed (*if necessary, demonstrate flexibility with supporting and responding to parent questions or concerns prior to or post office hours)

Elective Area Teachers (6-8)

- Plan with peers to create weekly lessons and content for their specific specialty area for students to access
- Develop and maintain a Google Classroom to house weekly lessons and content for their particular specialty area
- Provide students with course content related to their specialty area, which will follow a weekly, rotational schedule
- Provide students with feedback on completed activities in a timely manner
- Establish and maintain set office hours for students and families to ask questions or seek assistance with classroom assignments if/when needed (*if necessary, demonstrate flexibility with supporting and responding to parent questions or concerns prior to or post office hours)

Student Expectations

All students are expected to complete classwork as assigned by their teachers, as completion of assignments indicates student participation and student engagement.

Specific guidelines for assignment completion include:

- For classes that occur daily, teachers will be emailing parents/guardians (and students at the secondary level) a “Week at a Glance” by 3:00 p.m. on Sunday. The “Week at a Glance” will be a clear and detailed chart/message listing the upcoming week’s assignments and a suggested schedule for the week.
- All assignments for the given week will be posted to the Google classroom by 8:00 a.m. on Monday.
- For any course that meets daily, the teacher will post a daily morning message/announcement for their students by 8:00 a.m.
- Assignments will be grouped by week from Monday through Friday. All assignments for a given week will be due by Friday by 9:00 p.m. Teachers will provide more detailed information to students by providing “Week at a Glance” documents containing assignments and due dates.
- Students can work on assignments at whatever time works best for their individual learning. When audio/video conferencing begins, some teachers may provide a specific time when they are available to support students with questions or conduct live lessons, however, students will not be required to attend these designated sessions.

Guidelines for students are not completing assignments:

- If, at any point during the closure, a student does not complete the assignments for a given week by Friday at 9:00 p.m. the educator will reach out to the family on the following Monday. The teacher will also communicate the concern to the student’s counselor and administrator.
- If, during the following week, the student does not exhibit increased participation and assignment completion the student’s administrator and/or counselor will reach out to the family.
- If assignments are not completed on a weekly basis, student attendance will be impacted accordingly.

Attendance and Accountability

- Attendance officially began April 13th and will continue to the end of the school year.
- Beginning April 17th, and continuing every Friday, between 3:00 - 5:00 p.m., parents will receive an electronic link to their building specific form, from their building principal with attendance to complete for that week. The building specific forms will also be available on the website.
- By 5:00 p.m. on the following Wednesday, the parent/guardian will need to complete the form for each child indicating the child signed in and actively participated in completing the assignments and instruction each day.

- If the parent does not submit the form by the appropriate date, the child will be marked absent and be contacted by the school office to determine why the form was not completed.
- ***Student attendance is subject to change, if student has not completed the work as required by the teacher.***

Good Faith Efforts for Access and Equity for All Students

Technology Access

Families in need of a District device were identified through an on- line survey. Interboro has provided Chromebooks to more than 1100 families. The Chromebook pack includes a charger, user agreement and an FAQ sheet. Pickups were scheduled daily at the community buildings closest to the family. The link to the form will remain on the website for the duration of the shutdown if a family is in need of a device.

If a parent or student encounters a technology issue, they can direct their question/concern to techhelp@interborosd.org. The District has two tech assistants who are managing parents and student issues. The District website has information for parents who may need internet access.

Meal Distribution

The Interboro School District is offering "Grab and Go" breakfast and lunches available for pick up for our PreK - 12th grade students between 11:00 a.m. - 1:00 p.m. on Monday and Thursday at each local community school. Through the two pick ups, families receive a total of 5 breakfasts and 5 lunches per child. At any point during the closure, families can complete this survey to begin receiving meals. Currently, over 575 students are receiving meals.

Professional Development

Professional Development is being provided to teachers on an on- going basis. Many sessions are focused on technology integration and distance learning practices, with teachers preparing and facilitating the sessions.

Additionally, educators are engaging in common planning throughout the closure. For all grade levels/courses, the first two weeks of Distance Learning will focused on maintenance/reinforcement of skills. From there, through common planning, grade levels and departments can decide when it is time to begin moving into new skills and content. The goal for the length of the shutdown is to establish common learning for students across grades/courses. This will be particularly helpful in understanding the content/skills that were addressed as students move into the 20-21 school year.

Students Joining Google Classroom

If, by April 9th, a teacher noted that a student had not yet joined their Google classroom, they were to call that family to check in and document this concern with the child's counselor and building administrators. If, during the following week, the student had not yet joined the Google classroom, the teacher completed a Student Assistance Program (SAP) form. The form then routed to the building administrator, counselor, and social worker who collaborate to determine an intervention plan.

Assignment Completion and Communication

If, at any point during the closure, a student does not attempt assignments for a given week by Friday at 9:00 p.m. the teacher will contact the parent/guardian on the following Monday. The teacher will use multiple methods of communication. Teachers will continue to be flexible with deadlines – this is new to everyone. Teachers will maintain communication/contact logs to document all contacts with parents/students. The teacher will also email the students' counselor and administrator to document this concern. If the student has an IEP or 504, the teacher will also email the student's case manager or psychologist (504). If, during the following week, the student does not exhibit increased participation and assignment completion, the teachers will complete a SAP form for the student. The form will then route to the building administrator, counselor, and social worker who will determine an intervention plan.

Special Education Supports

Starting on March 16, 2020, students were provided resources that consisted of review and enrichment opportunities. Beginning on April 6, 2020, Interboro School District began planned instruction utilizing Google Classroom. Teachers continued to review skills and slowly integrated new concepts. Communication on how to access and learn through this format is ongoing.

Special education teachers and general education teachers will accommodate according to your child's IEP and 504 plan to the best of their ability. Teachers will continue to collaborate to ensure access to the content for students with disabilities. Staff, including special education teachers and related service providers, are expected to check email and will be available for families that have questions or concerns. Special education case managers will be in touch directly with the students and families on their caseload on at least a bi-weekly basis. During this time, all related services will be provided via virtual methods.

Each family will receive a COVID-19 Interim Individualized Emergency Special Education Plan Notice, highlighting the specific area's case-managers and related service personnel who will be providing academic and therapeutic support.

If IEP/GIEP/504/RR meetings are due during the closure, families will be contacted by a child's case-manager and/or a psychologist to discuss the plan moving forward. In the meantime, we will continue to maintain your child's educational plan under these unique circumstances to the best of our ability.

The District is also working with Approved Private Schools and other out of district placements to ensure the continuity of education will be delivered by the serving schools. Representatives from those placements will be in direct contact with the appropriate families during this time.

EL Supports

Interboro School District participates in the DCIU consortium for EL services. The DCIU educates our students in grades 1-12. Kindergarten students are educated from Interboro certified EL staff. All other EL students will receive education by DCIU EL staff through Google Classroom. In addition, each student will also receive their regular classroom instruction from their homeroom or core content area teachers. Student work will be modified or adapted based on their WIDA scores and Can Do Descriptors.

Parents have been communicated with through Google Classroom, Talking Points, Google Translate and via telephone. Teachers have ensured that all students have technology to complete their lessons and communicate with their teachers. In addition, teachers will continue to do check-ins to make sure the students and families are doing well with their distance learning.

Gifted Services

Using Google Classroom, weekly lessons and resources are provided to gifted students for the purpose of enrichment and extension of the curriculum. The comprehensive lessons, tailored to student GIEP goals, will be provided through distance learning platform. Communication with parents will include email, Google Classroom, and phone calls/conferences.

Students receiving services for single subject or whole grade level continue to receive these through the regular education teacher assignments.

Parents and students in high school were provided with several emails outlining how Gifted Modules would be provided through distance learning. Students were invited to join the Google Classroom for Gifted Modules. A long-term assignment was provided for each grade level to complete, with gifted teachers checking progress. All lessons and assignments for Grades 1-12 were purposefully designed to provide flexibility to meet the remaining GIEP goals for individual students.

Through email and phone calls, parents are communicating with teachers of Gifted regarding any questions and/or concerns. Gifted teachers are available daily to work with students on questions they may have about assignments, provide direct instruction via phone calls/emails, and phone conferences are being held with parents when necessary.

District Contacts

The central administrative team continues to coordinate with our teacher Grade Level Liaisons and departmental Curriculum Coordinators to develop and modify the District's Distance Learning Plan.

Central Administrative Team include:

- Superintendent of Schools- Bernadette Reiley (Bernadette.Reiley@interborosd.org)
- Director of Special Education- Paul Korinth (Paul.Korinth@interborosd.org)
- Supervisor of Special Education- Rachel Lambert (Rachel.Lambert@interborosd.org)
- Director of Technology- Rob Sonet (Robert.Sonet@interborosd.org)
- Director of Curriculum & Instruction- Valerie Eckman (Valerie.Eckman@interborosd.org)
- Director of STEM/Professional Develop.- Mark Avitabile (Mark.Avitabile@interborosd.org)
- Supervisor of Literacy- Eric Paterson (Eric.Paterson@interborosd.org)
- Director of Human Resources- David Criscuolo (David.Criscuolo@interborosd.org)
- Director of Finance- Marty Heiskell (Martin.Heiskell@interborosd.org)
- Director of Facilities- Bill Galloway (William.Galloway@interborosd.org)

Building Principals include:

- Kindergarten Academy- Brad Kohlhepp (brad.kohlhepp@interborosd.org)
- Glenolden School- Ryan Snyder (ryan.snyder@interborosd.org)
- Norwood School- Dan Mills (daniel.mills@interborosd.org)
- Prospect Park School- Bob Kelly (robert.kelly@interborosd.org)
- Tinicum School- Tim Fanning (timothy.fanning@interborosd.org)
- Interboro High School- Ryan Johnston (ryan.johnston@interborosd.org)

Resource Links

All resources are located on the District's website for easy access at www.interborosd.org