

## Continuity of Education Plan

Private Academic School	Adelphoi Education
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### Goal of Plan

The goal of Adelphoi Education's Continuity of Education Plan is to provide planned instruction that offers authentic opportunities to help students stay engaged and connected to instructors and learning. Our focus is on the continuity of learning and creating learning environments that are inclusive of all students' individual levels and need. This plan will provide all students with a Free and Appropriate Public Education during this pandemic.

### Overview of Plan

Due to the overwhelming amount of students who do not have access to a device or internet, Adelphoi Education will utilize paper/pencil delivery of instruction. Students will receive packets weekly that are inclusive of their individual schedules prior to the school closure. Consistent communication with students and families will be a top priority to provide continuous support for learning. Our goal for remote learning is to allow for continued instruction while acknowledging the additional challenges that come during this difficult time.

### Expectations for Teaching and Learning

The conclusion of the third quarter marking period will be March 13, 2020. Students will not be penalized for any missing assignments, but will be assessed on completion of classwork prior to the closure. The fourth quarter marking period will begin on March 30, 2020 which students will have already received the instructional packets prior. Each packet will contain materials for each daily scheduled class in weekly increments. In addition to teaching and learning, our school-based therapist and caseworker will be available to provide individualized therapeutic and behavioral supports for students and families.

Teachers and support staff are expected to prepare instructional material weekly and stay in constant communication with their students. All staff, excluding administrators, will have 5 hours daily of open office hours. Administrators will be available Monday – Friday (7am-3:30pm). As we all continue to learn more about this new instructional design, teachers are expected to make reasonable accommodations and follow students Individualized Education Program (IEP) and 504 plans to the

best of their ability. Our special education teachers will work with our special needs students in collaboration with the regular education teachers in order promote growth and learning.

Provide weekly assignments meeting the needs of all learners in their classroom

- Conduct office hours daily for students needing help/assistance
- Provide support and assistance to students and their families
- Individualized therapeutic and behaviors supports for students and families in need
- Planned instruction should follow core content curriculums
- Track communications with students and families weekly

#### Communication Tools and Strategies

Zoom  
Skype  
Google  
Phone  
E-mail  
District Website  
Letters  
GroupCast

- We plan on meeting students and families where they are and provide the best communication for them and their needs.
- We plan on communicating regularly with students and families and are committed to staying connected to those students and families we serve.
- We plan on ensuring all students have the information to connect with their teachers, administrators, therapists, and student services personnel.

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

Adelphoi Education plans on using handouts which will be distributed to students weekly. In addition, the use of ZOOM, Skype, conference calls and individual calls will be made consistently.

#### Staff General Expectations

- All staff are expected to work their contractual hours
- Conduct office hours daily for students needing help/assistance: Monday – Friday 9-11 am and 12-3 pm
- All staff, excluding administrators, will have prep time (Monday-Friday 7-9) and lunch (Monday-Friday 11-12)
- All staff, excluding administrators, will adhere to the schedule listed above unless directed by the Chief Executive Officer or designee.
- All staff are expected to provide support and assistance to students and their families. Emails and/or phone calls must be responded to within 24 hours.

-All staff are expected to complete an encounter log daily that identifies contacts made, date, time and a brief description. Encounter logs will be submitted to the administrative team upon the conclusion of the academic week by 3pm.

-Special Education Coordinators, School-based Therapist and Caseworker are expected to check in with students, provide therapy, counseling and related services as needed/warranted in their IEP's and 504 plans.

-Teachers are expected to make reasonable accommodations in educational material for students with IEP's and 504 plans.

-Special Education Coordinators are expected to document interactions and adaptations/modifications for students with IEP's and 504 plans.

-Teachers are expected to assess student work as directed by Adelphoi Education administration

#### Student Expectations

-Complete work that is sent on a weekly basis

-Connect with teachers and staff as needed/necessary each week

- Students are expected to send completed work to Adelphoi Education weekly

#### Attendance / Accountability

Teachers will monitor student attendance by their means of communication daily. If a teacher does not have any communication with a student after 24 hours, the teacher will make every attempt to connect with the student and family. If after 48 hours the teacher has not had success in connecting with the student or family, they will notify the administrative team who will remedy the communication breakdown. Administrators will be responsible for tracking student attendance in our student information software.

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

- Teachers, Administrators, guidance, and secretarial staff will work diligently to identify students that are not engaging with our planned instruction program and work to support those students and remove obstacles to success.

#### Special Education Supports

Each Adelphoi Education Site employs at least one full-time special education teacher, a school-based therapist, and content area teachers for core subject areas. All of these positions will be in constant communication with our students with IEP's, 504 and treatment plans to make sure we are meeting their needs to the best of our abilities during this time. These supports are also available to all families during these difficult times for consultation and support. Adelphoi Education will also utilize the Westmoreland Intermediate Unit for services that we are unable to provide with our current staff. This may include but limited to audiology and speech services. These supports will be delivered via informational packets, individualized calling, Skype and/or ZOOM.

### EL Supports

-Adelphoi Education will utilize the Intermediate Unit in the county where a student is identified for EL supports. Adelphoi Education will support the referring school district in any family or IU communication of needed supports

### Gifted Education

### Contacts

#### Adelphoi Education Contacts

#### **Administration**

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### Resource Links

<https://www.health.pa.gov/topics/disease/coronavirus/Pages/Coronavirus.aspx>

<https://www.cdc.gov/coronavirus/2019-ncov/>

<https://sites.google.com/wiu7.org/wiu7continuityofeducation>

<https://www.youtube.com/watch?v=d914EnpU4Fo&feature=youtu.be>

<https://www.health.pa.gov/topics/Documents/Diseases%20and%20Conditions/Coronavirus.pdf>