

Continuity of Education Plan

School District	Canton Area School District
Superintendent	Dr. Eric Briggs
Address	509 East Main Street
Email/Phone	ebriggs@canton.k12.pa.us 570-673-3191
Website	www.canton.k12.pa.us

Goal of Plan
<ul style="list-style-type: none"> • Check in with students to attain a greater understanding of student social, emotional, and mental health needs through various forms of communication. • To engage students in learning opportunities that assist in remediating and enriching skills of content that was already taught to each student. • Maintaining flexibility with our students and staff to ensure all students have equitable access to the content we are remediating and enriching. • Providing planned instruction to all students K-12th grades through the use of technology tools and paper and pencil tasks.

Overview of Plan
<p>The Canton Area School District will provide remediation and enrichment opportunities for all students within the Canton Area School District. Due to limited resources in a rural, remote area of Pennsylvania, we believe that by providing remediation and enrichment opportunities and planned instruction for all students, we can achieve our vision of being Focused on Learning, Every Child, Every Day, the Warrior Way! The Canton Area School District will attempt to reach a level of planned instruction despite numerous barriers in technology accessibility, internet connectivity, and strategic professional development of our staff. The district will use multiple platforms to overcome the barriers that rural, remote schools are faced with to provide planned instruction. The two common platforms will be through various technology tools and paper and pencil tasks.</p>

Expectations for Teaching and Learning
<p>All students in grades K-12 will be provided with enrichment and remediation opportunities effective March 26, 2020. The district will transition into a planned instruction model by May 4th, 2020, and will continue through the end of the school year. Our teachers will be required to create a Google Site page, use various applications provided on different technology devices and provide informal activities to reinforce or extend prior learning during the remediation phase. During the planned instruction phase of the plan, teachers will be provided professional learning opportunities for 2-3 days in order to receive formal training in Google for Education Platform. For teachers who will not</p>

be using technology as a basis for their planned instruction, these teachers will set up instructional-sequenced activities through various applications they may use. Teachers who will be creating instruction through paper and pencil tasks will use this time to create lesson plans to share with students. Instruction with the paper and pencil tasks will consist of phone calls made by teachers. Teachers will hold office hours for approximately 6 hours every day where they can be doing informal “check-in” with all students in their classes. Students who do not have access to the internet or do not have technology devices will be receiving their enrichment and remediation through paper based packets that will be created by grade level and content area by teachers. Because of inability to provide access to all students to the current grade level skills that they have not learned, we will be unable to ever reach option 3, which provides students with remote instructional opportunities.

Communication Tools and Strategies

Where can parents find information about our school during this time?

Parents receive “all calls” sent out by administrative teams. They can visit teacher Google sites through visiting our webpage, under the “Schools” tab, and then find the appropriate school building staff directory. Staff will be communicating through phone calls and online applications that mirror tools they use when students are physically at school (Class Dojo, etc.). Parents will also be able to email their teachers during this time should they have any questions or concerns about their child. We will also be updating the Coronavirus section of our website as new updates are provided by the state to our district.

What tools and resources will be used to provide enrichment and remediation?

The district will continue to use the online educational platforms that we have been using through the entire school year. You can contact your teacher if you have any questions about our online platforms. Teachers will be able to use the Zoom applications to virtually meet with students. Some teachers may choose to use Google Voice as a way to communicate with parents. Also, some of our staff will be using their personal cell phones to communicate. Please understand that during this time, you may be receiving calls that show up on Caller ID as “No Caller ID.” These calls may be coming from the personal cell phone of your teacher and are an attempt to do a social “check-in” on your child.

What tools and resources will be used to provide planned instruction?

The district will continue to use the same resources they have used during the enrichment and remediation portion of this program. The district will provide professional learning opportunities for teachers during the transition from remediation and enrichment to planned instruction. This training will involve teachers completing courses in the Google for Education.

Are there planned times when teachers will be available?

Each teacher will have planned office hours that go from 8 AM – 2 PM. Teachers will do their best to get back to your needs in a timely fashion. Please be patient with them as they work through this new type of educational environment. Please understand that if you have questions or concerns about content your child is working through, still communicate those concerns (even if they are outside office hours) and the teacher will be sure to get back to you at their earliest convenience to address those needs.

Where can parents find updates from teachers and administration?

The teachers will be providing updates on their Google Sites page through emails, through applications, and through phone calls. The administration will continue to use the “all call” system, email, social media (Twitter and Facebook), and the website to post any major announcements.

Access (Devices, Platforms, Handouts)

Where can enrichment and remediation opportunities, parent communications, work time availability be found?

All enrichment and remediation and planned instruction opportunities, parent communications, and work time availability for teachers can be found on individual teacher Google Slides pages which are found on the district website. If you do not have internet access, your enrichment and remediation and planned instruction opportunities can be found through paper packets that will be mailed to your home address. Students without internet access will receive support through landline and cell phone calls from faculty and administration.

Staff General Expectations

High School Teacher Expectations:

Communication

Communication

- Utilize various forms of communication to connect with students and parent/guardian where necessary daily (email, social media, Zoom, phone, etc.). Encourage responses from students within that daily communication.
- Refer to the shared document CHS Student List (Without Internet Access) to identify students who do not have internet access and that you have on your rosters (and those that haven't answered the survey as of yet)
**Continue to update the CHS students without internet access file shared with you by turning those red names to white when you confirm an online communication or not. Make frequent phone calls to communicate with students who do not have internet access (*67 to block your number).
- Paraprofessionals under guidance from the Learning Support teacher conducts a daily check in-check out via phone and documents the communication using a log
- Refer to the shared document titled CHS Student List (Communication). On Thursday (4/2) of next week, please go through the list and "turn" the student name green for all students that you feel are connected and engaged in your communication with them and/OR learning activities. If the student name is already green, simply leave it green and go on to the others. This will then create a list of students who we aren't "reaching" and we can use our other resources like Guidance, FNH counseling, myself and Special Education department to reach them
- Utilize Zoom as your communication platform to interact with colleagues and team members (and staff meetings upon request)
- Setup a google site for your class and send the link to Deanna. This will be placed on our district homepage for all students to visit. The expectation is for this website to be updated frequently with activities. Be sure to share it with the public so sign in is not required. (Please edit your google site so that the access is public. The default when you create it only allows those within our cantonwarriors.org group (staff and students) to access but not parents outside of it. The directions are in the online tutorial. *How to create a google site:
<https://www.iwla.org/docs/default-source/chapter-docs/google-sites/how-to-create-a-google-sites-website.pdf?sfvrsn=0>

Instruction & Assessment

- Planned instruction for all students will begin on 5/4/20 and end on 6/3/20
- Student attendance will be monitored by each teacher on a weekly basis (Friday). Attendance is "defined" as any communication from the student ie. completion of any single assessment or any single communication from the student
- Provide new course content, as well as review and enrichment, as necessary. Assignments will be assessed with a grade but the grade will be for student feedback only.
- Grading will occur as a means of providing student feedback. However, grades will not be entered in the gradebook for the fourth nine weeks and not display on student transcripts

- Grades for the third marking period will be a reflection of what was completed and submitted as of 3/13/20 at 3:30pm. Third marking period grades will be due in csiu on 4/3/20 at 3:30pm. This will need some flexibility and zeros in the grade book should be exempt. No 4th marking grades until/if we return
- Develop and complete learning packets for students that do not have online access (see CHS Student List (Without Internet Access), send the material necessary for copying to Dani. She will make copies, create the packet and mail from the district office. Packets will begin to be assembled and sent on 4/6/20.
- Utilize what you have been using to provide the online learning programs for students. This may be google classroom, google hangout or anything else that you are familiar with. The PAIU will be providing online tools for you to also use.
- Our SLL team has created a list of low prep time, high engagement activities that you could use if you are looking for some "out of the box" methods of communication with students, as well as, engagement in learning activities. Please try something new, innovative and "come out of your comfort zone" to engage our students. This document has been shared with you and titled Quick and Awesome Learning Ideas from CHS. Feel free to add your activities to this list, as well
- Learning support teachers will be monitoring their caseloads and providing support for the various activities

Staff Related Items

- Teacher "work" days to develop your flexible education programs begin today (3/26) while student distance learning days begin at 8am on Tuesday (3/31). It is expected that you are available for students on the scheduled school days from the hours of 8am-2pm.
- Staff meetings (7-8, 9-10, 11-12) each Tues/Thur for 30 minutes
- All professional staff will receive three full days of professional development on 4/29-5/1/20 to prepare for the transition. During those three days, you will be required to successfully complete the 13 hour Level I Google Training program and Certification process
- Professional staff members will provide a copy of your daily schedule that describes the general workday
- Sick days-if unable to communicate with students due to sickness, etc., be sure to portal your day (or half day) as a sick day. Same with personal days, etc.
- The flexible instruction days do not count as student days but do fulfill your teacher contractual obligations. The work day calendar will be updated and sent via email from the district office
- Technical support issues should be emailed to Jkarpinski@canton.k12.pa.us. (Please include mjannone@canton.k12.pa.us and djacopetti@canton.k12.pa.us and the email correspondence)

Support each other, stay positive and go Warriors!

WARRIOR PRIDE!

Elementary School Teacher Expectations:

- Create a Google Site to communicate work with students. This Site will be on the district website for students to access. Teachers will set up a google site for your class and send the link to Deanna. This will be placed on our district homepage for all students to visit. The expectation is for this website to be updated frequently with activities. Be sure to share it with the public so sign in is not required. (Please edit your google site so that the access is public. The default when you create it only allows those within our cantonwarriors.org group (staff and students) to access but not parents outside of it. The directions are in the online tutorial. *How to create a google site:
<https://www.iwla.org/docs/default-source/chapter-docs/google-sites/how-to-create-a-google-sites-website.pdf?sfvrsn=0>
- Any student without internet/device accessibility will be sent packets of work from teachers. All K students will be sent packets to aid in the educational enrichment process. Teachers will identify students without internet/device and give this list of students to the principal. They will contact all parents/students to determine if packets need to be mailed home.
- Each grade level team of teachers will create a packet of activities that will be mailed to students without internet/device access.
- All teachers will complete the Google Level 1 training (15 hours). Grades 5-6 will be expected to deliver assignments through Google Classroom. This will take place 4/29-5/1 with no students working on these days. These are PD days for teachers. (can still use other platforms along with Google Classroom)
- K-4 teachers will also do 3 hours of See Saw training on these days. This may be split up into hour sessions on each day. K-4 will be expected to deliver assignments through See Saw but may use other platforms along with this.
- Planned Instruction will run from 5/4-6/3 with 5/25 off for Memorial Day. Enrichment and Remediation will continue to take place during this time period as well.
- Attendance is taken weekly. Any contact or assignment submitted is considered attending for the week. If nothing has been done by Wednesday each week, the teacher will call the student.
- Weekly pass/fail grades will be given based on attendance. The teacher will report to the principal any student who was not present for the week on Friday pm. There will not be 4 MP grades on report cards but weekly grades will be recorded.
- IEPs and 504s will be followed as much as they can be with the resources that the teachers are using. Learning Support teachers can ZOOM with their students (WIN) if they wish to. They can also co-teach with their students.
- Teachers will teach some lessons with new material each week. Enrichment and Remediation will also continue.
- Packets will be mailed out one more time the week of 5/4. Pictures of assignments in packets can be collected by teachers.
- Specials teachers will ZOOM live lessons a few times each week (can be ZOOMs for all grade levels at one time)
- Teachers will provide principals with a daily schedule after 5/4.
- Teachers will utilize various forms of communication to connect with students and parents/guardians where necessary daily (email, social media, Zoom, phone, etc.).
- Learning support teachers will be monitoring their caseloads and providing support for the various activities. This can be through co-teaching and WIN classes.

- Learning support teachers and Title I teachers will be monitoring their caseloads and providing support for the various activities. This can be through ZOOMed WIN classes.
 - The supplemental learning support teacher will create packets for all of her students to be mailed home.
 - Teachers will utilize Zoom as your communication platform to interact with colleagues and team members (and staff meetings upon request)
 - Teachers will utilize what you have been using to provide the online learning programs for students. This may be google classroom, google hangout or anything else that you are familiar with. The PAIU will be providing online tools for you to also use.
 - Grades for the third marking period will be a reflection of what was completed and submitted as of 3/13/20 at 3:30pm. Third marking period grades will be due in csiu on 4/3/20 at 3:30pm. This will need some flexibility and zeros in the grade book should be exempt. No 4th marking grades until/if we return
 - Teacher “work” days to develop your flexible education programs begin today (3/26) while student distance learning days begin at 8am on Tuesday (3/31). It is expected that you are available for students on the scheduled school days from the hours of 8am-2pm.
 - Sick days-if unable to communicate with students due to sickness, etc., be sure to portal your day (or half day) as a sick day. Same with personal days, etc.
 - The flexible instructional days do not count as student days but do fulfill your teacher contractual obligations. The work day calendar will be updated and sent via email from the district office
 - Student Learning Leaders will provide support for staff members as they work through this process.
 - Technical support issues should be emailed to Jkarpinski@canton.k12.pa.us. (Please include mjannone@canton.k12.pa.us and mwells@canton.k12.pa.us and the email correspondence)
- We are Warriors and will get through this together. Supporting each other we will make it through!**

Student Expectations

- Connect on-line with your teachers/complete work sent home via mail.
- If you do not have internet access, work through remediation and enrichment and planned instruction activities provided by your teacher via “paper and pencil tasks.”
- All content will be found on the individual teachers Google Site page which can be found on our CASD district webpage.
- Teachers will be available for office hours daily. If students have questions about work, they can call, email, or set up virtual options to communicate with teachers during this time.

Attendance / Accountability

Canton Area School District will use an asynchronous approach to providing virtual education to our students. Students will be allowed to enter the Google Site of their teacher 24 hours a day. We will not be officially tracking attendance of our students during the enrichment and remediation portion of our plan; however, we will create a way locally to track student attendance and participation

during planned instruction. As teachers check in with their students and speak with them about their progress through specific activities, they will be able to determine a level of engagement of each student within the content they have shared. Meaningful participation will be determined through packet completion of students who do not have internet and through informal conversations and communications between the teacher, students, and their parents. The Canton Area School District, as long as they are in Option #2, will not be grading any content for its students. During the planned instruction phase of this plan, the district will develop a plan locally on how accountability and grading will occur and how it will impact student performance for the end of the 2019-2020 school year.

Good Faith Efforts for Access and Equity for All Students

The Canton Area School District has surveyed all students and staff about the internet and technology. After attaining the results of these surveys, the district allocated resources to teachers to ensure they were able to engage in this process. We have created paper packets for students without internet access. We have re-allocated our special education and Title services so they are strategically aligned with the students who need the greatest support. They will also be moving forward with all compliance issues around special education procedures and processes. Because we will never be able to deploy the technology resources to all students, we will struggle as a district to be able to enter option three for any of our students. The district did apply for an Equity Grant (and we have not received word as of yet if we received it) to purchase 90 more chromebooks to address some of the technology inequities that exist in our school district.

Special Education Supports

Special education teachers and their supervisor are currently and will be planning annual review meetings for each IEP Team. The parents of all students with disabilities will be receiving communication from the special education department. This communication will talk about how the district will attempt to meet as many of the needs and supports as outlined by each child's IEP. We have re-allocated our resources and the deployment of these resources. If parents have questions or concerns, they will have the email address/phone numbers of their teachers and the supervisor of the department.

EL Supports

Currently, the Canton Area School District has one K EL student. That student/parent will be contacted by the student's teacher and a packet will also be mailed home. The EL teachers will also contact the student/parent and provide support.

Gifted Education

The Gifted students will continue to receive enrichment opportunities through our contracted gifted support teacher through our local Intermediate Unit. The gifted support teacher will have a Google site to provide her contact information on, and the students and parents can communicate with her through those means. As the district transitions into planned instruction, the gifted support teacher will provide lessons to students through the use of Google Slides.

Building/Grade Level Contacts

Should there be any issues or concerns at the building level, please contact your building principal. You can reach Mr. Wells at mwells@canton.k12.pa.us and Mr. Jacopetti can be reached at djacopetti@canton.k12.pa.us.

Resource Links

All resources used throughout this plan to implement enrichment and remediation and planned instruction opportunities can be found on each individual teacher and guidance counselors Google Site page.