



Spring-Ford School District

COVID-19

Instructional Continuation Plan

Family Presentation

March 26, 2020

We will get started momentarily.

If time permits, we will take questions at the end of the presentation.

Participants are asked to “raise their hand” if you would like to ask a question. Questions will be held until the end of the presentation and your audio will be unmuted one at a time.



Welcome and Introductions

- **Dr. David Goodin**; Superintendent of Schools
- **Robert Rizzo**; Assistant Superintendent
- **Dr. Kelly Murray**; Director of Curriculum and Instruction
- **Bob Catalano**; Director of Technology
- **Catie Gardy**; Supervisor of Curriculum
- **Heidi Rochlin**; Supervisor of Curriculum
- **Amy Hiller**; Supervisor of Special Education
- **Katie Davis**; Supervisor of Special Education
- **Dr. Percell Whittaker**; Supervisor of Special Education
- **David Krakower**; Supervisor of Special Education



Facebook Live

- Erin Crew, Director of Communications
- Monitoring Facebook for Questions at the end.

Access to Details Regarding the Plan

A recording of this presentation will be posted on the Spring-Ford home page

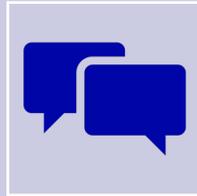
Detailed document:
Instructional Continuation Plan

Presentation Agenda

Presentation is being recorded and a document containing the following information will be posted following this meeting



Details regarding the
Instructional Continuation
Plan



Discuss Supports Available



If time permits, Questions
and Answers

Online Learning Implementation Schedule



Pre-Extended Closure Plans
(March 16- March 27)



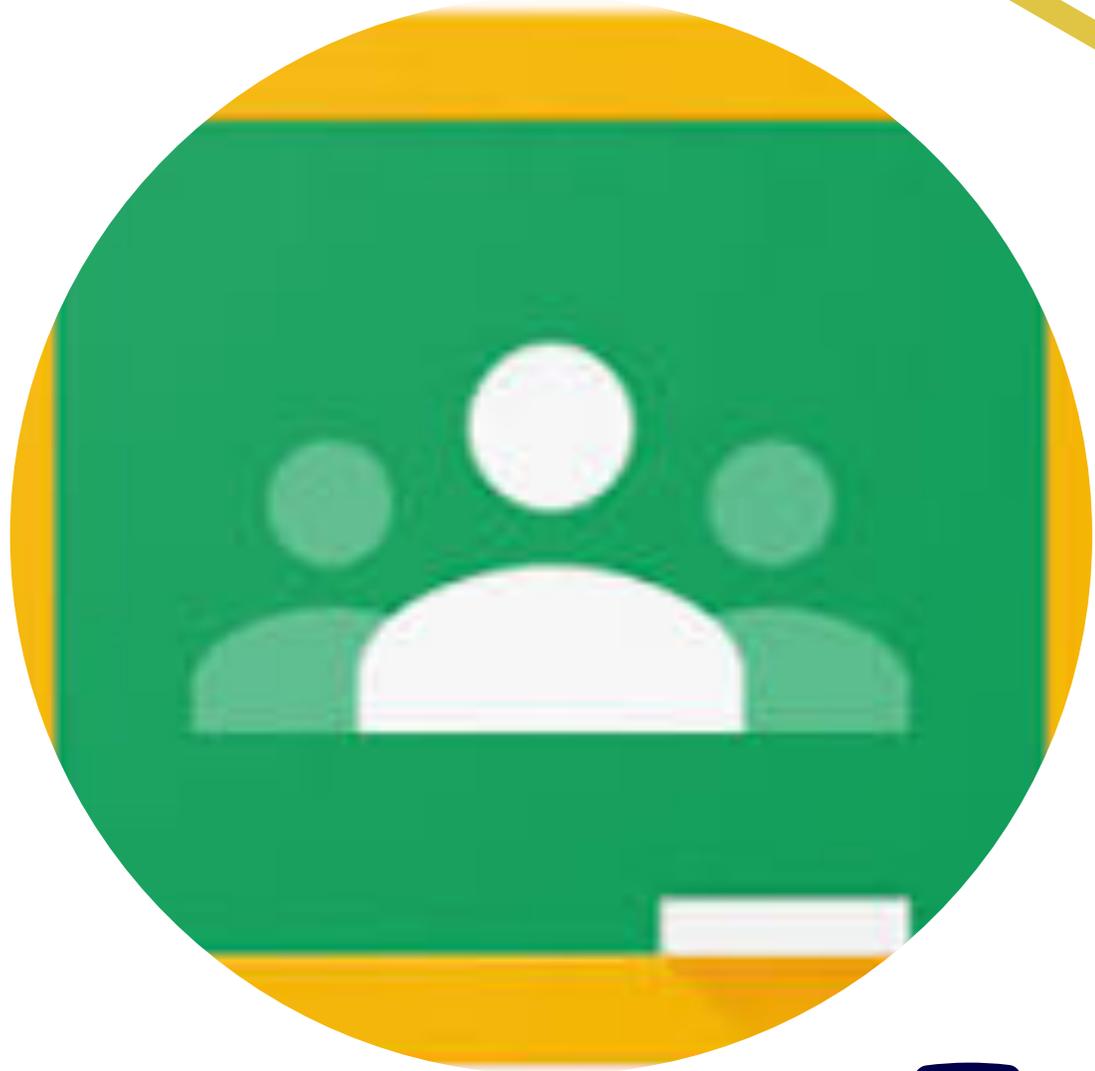
Professional Development



Plan for Instruction



Live Online Learning For Students
(March 30th- Return to School)



Online Learning What to Expect

Online Learning Platform
Google Classroom

What will
this look like
for students

K-4: One “Google Classroom”
per grade level per school

5th and 6th Grade: One “Google
Classroom” per “switch group”
(team teaching)

7th-12th Grade: One “Google
Classroom” for each class

Student Access to Google Classroom

- Teachers will begin enrolling students in their Google classes starting on Friday March 27th.
- The first assignment/activity will not take place until Monday March 30th.
- If your student does not receive an invitation to join the Google Classroom by Monday March 30th, please reach out to your child's teacher via email.



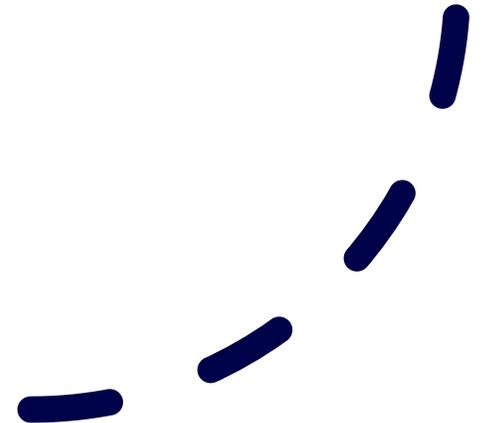
Where will
students
receive the
“invite” to
their
Google
Classroom?

All students have district email accounts.

Notification will come to your child's email address

Student email is accessible through Google

<https://mail.google.com>



How to find your child's email address

1) You can look up the student's email address in skyward:

- Email is listed in skyward
- Click on Student Information

2) Contact your child's teacher

3) Attend IT open office hours

(Monday-Friday 7am- 5pm)

IT ZOOM Room Address:

<https://zoom.us/j/790380856>

4) Email: supportcenter@spring-ford.net





How to
find your
child's
email
address

Student Information

Home

2019-20 First
Day Verification

Ethnicity/Race

Gradebook

Attendance

Student Info

Busing

Food Service

Schedule

Test Scores

Student Services

Report Cards

Skylert

Health Info

Login History



School: **RAMSFROW00** @rams.spring-ford.net

Call:

Royersford, PA 19468

Phone:

Grade:

Homeroom:

Discipline Officer:

Gender: Male

Age (Birthday): 15

Language: English

Graduation Year:

Other ID:

Home:

Emergency Contacts

Primary Phone

Second Phone

Third Phone

(Aunt)

(Aunt)

Password

Password used to log onto school computers

Need Password Help?

Attend IT open office hours

(Monday-Friday 7am- 5pm)

IT ZOOM Room Address: <https://zoom.us/j/790380856>

Email: supportcenter@spring-ford.net

What device will my child need?

- We are designing instruction so that it should be functional on any device.
- Having a keyboard may make the process easier for students, however it is not required to have a separate keyboard (ipads have keyboards on the screen that would suffice)
- A printer is not required. We have encouraged teachers to keep in mind that not all families have access to a printer. This may look like a variety of options such as (but not limited to): digital responses, uploaded pictures/screenshots, digital voice recordings etc.
- Lessons will be designed so that families in K-6 can share devices.

Device Deployment

Phase 1 Deployment:

- Starting tomorrow, our technology department will be deploying devices to families who have reported that they do not currently have devices.
- We will be providing information on how to access free Wi-Fi at home.
- Our first priority is to make sure that all families have a device.

Phase 2 Deployment:

- We are planning for phase 2 deployment for families that either do not have enough devices or who for families who have reported that their home devices do not function they way the need to.
- As needs arise, we will continue to monitor this and work with our families.

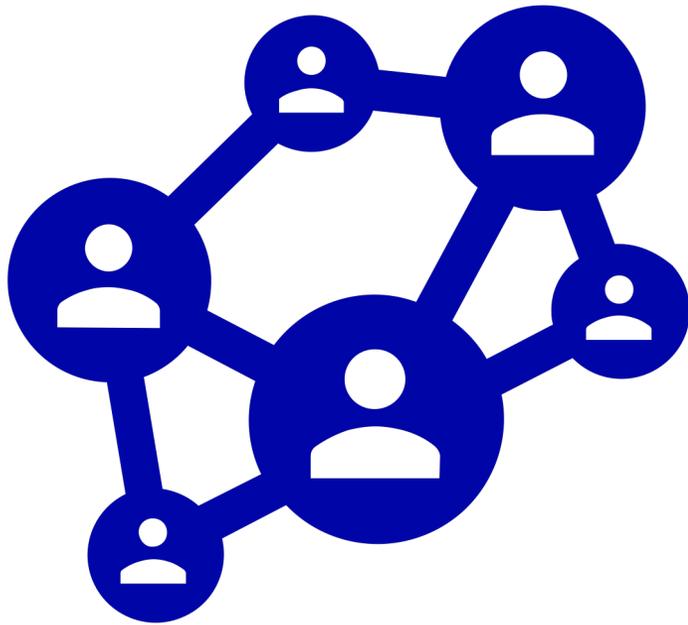
If device access is a concern for your family, please submit a request using the following:

<https://forms.gle/5FvoZLDKN9dBGCFWA>

Email Question to: supportcenter@spring-ford.net

What will instruction look like?

- Asynchronous
- Students will not be required to complete an assignment or participate in something at a specific time in the day.
- The expectations are DAILY expectations.
- Students will be expected to complete the posted assignment at some time during the day.



Can students work ahead?

Yes!

(If they feel comfortable
doing so!)

Daily attendance
needs to be
reported each day
(more to come in
a minute on this!)

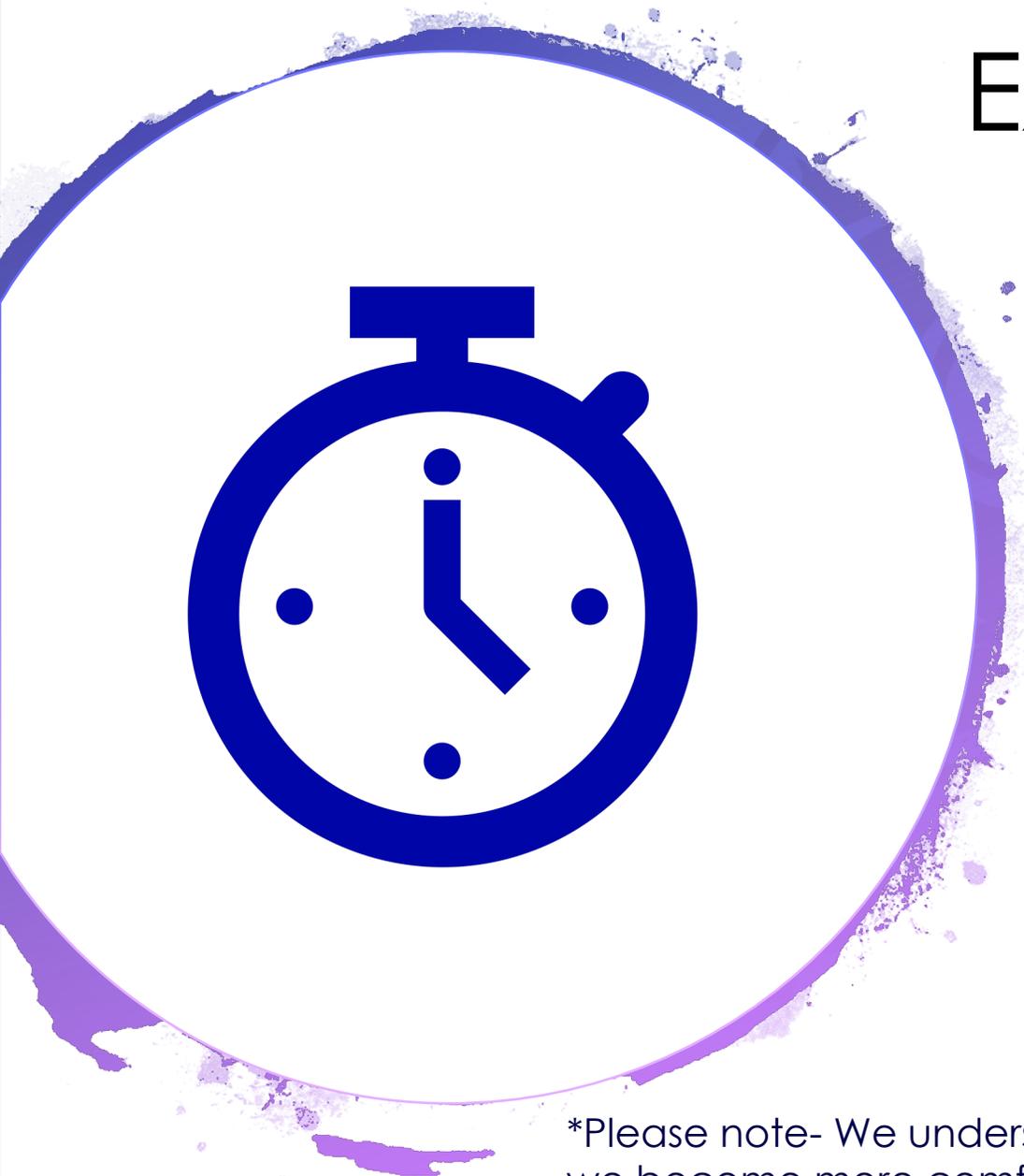
What if you miss an assignment/due date?

Please contact your teacher directly.

We understand that this is a process we all need to work through together.

Expected Daily Workload

- We understand that each of our families are in a variety of different situations.
- We are trying to keep the academic momentum going for students, while keeping in mind the high degree of variability that each family will have during the upcoming weeks.



Expected Daily Workload

The following guidelines are being used by our teachers to develop instruction.

- **K-2:** 2-3 hours of instruction (including specials)
- **3-6:** 3-4 hours of instruction (including specials)
- **7-12:** Core Classes(Majors): Approximately 45 minutes/course; Encore Classes (Minors) Approximately 30 minutes/course (every other day)

*Please note- We understand that there is a learning curve for both teachers and families. As we become more comfortable with this form of instructional delivery, this may be revisited, if needed.

How will students be assessed?

- Students should not be receiving major assessment during the first week of instruction.
- Expect check-ins, check-for-understanding etc.
- As we better understand the duration of the school closures, we will better understand the need for built in assessments.
- Individual students may work with their teacher to “make up” missing work from the 3rd marking period from before the school closures began.

Assessments Continued...

- Teachers may be assigning graded assessments (quizzes, tests) and/or projects.
- Each grade assignment will clearly indicate how the assignment will be graded.
- In some instances, quizzes/tests may be auto graded.
- In other instances, students may be assigned open ended questions, essays, and projects.
- We will be designing these types of assignments with the understanding that students have open access to their resources.
- It is not possible to ensure a “closed book” policy for assessments.

- We are continuing to emphasize flexibility for our families, as well as transparent and open communication.
- Our teachers are ready to work around the obstacles that we may all face during this process.
- Our teachers are planning to take it slow into this process, so we do not anticipate any large, high stakes assessments right off the bat.
- Our focus is LEARNING; Not “Grades” right now.

Flexibility

Academic Calendar

- At this point, we still do not know the impact on the academic calendar.
- We are trying not to make these types of decisions until there is more conclusive information from the state level.
- We want to be fair and transparent to our families, we have many questions where we are still seeking answers.

Marking Period Extensions and Finals

- The 3rd marking period is going to be extended, however we don't have precise dates at this time. We are trying not to make these types of decisions until there is more conclusive information from the state level.
- Final Exams are cancelled, even if students return to the building in the near future.

Keystone Exams and PSSAs

The Pennsylvania Department of Education (PDE) announced on March 19th the cancellation of all PSSA testing and Keystone exams for the 2019-20 school year as a result of COVID-19. This includes the Pennsylvania Alternate System of Assessment (PASA).

At this point, we do not yet know the long-term impact of this decision from the Department of Education, and we suspect that we will not have clarity until classes resume and discussions are finalized.

School Events

All school events will remain suspended during the school closure. We understand how important these experiences are to students, families and the community.

We will be doing as much as we can to keep events such as Prom and Graduation, but please know that some of these decisions are not within our control.

Instructional Resources

- Although *MANY* publishers have provided free access to many resources, we have found that there are limitations to many of them.
- We have several resources that our teachers will be using to deliver instruction and will be working to primarily use or core instructional resources as much as possible.
- This will vary based on grade and content area.

Supports for Special Education

Our Special Education Department has been in close collaboration with administration throughout the entire planning process

Special education staff have been included in all aspects of this preparation to plan for providing instruction and assignments virtually.

General Education and Special Education teachers are expected to provide accommodations, to the extent possible/appropriate, based on individual student plans (IEP/GIEP/504).

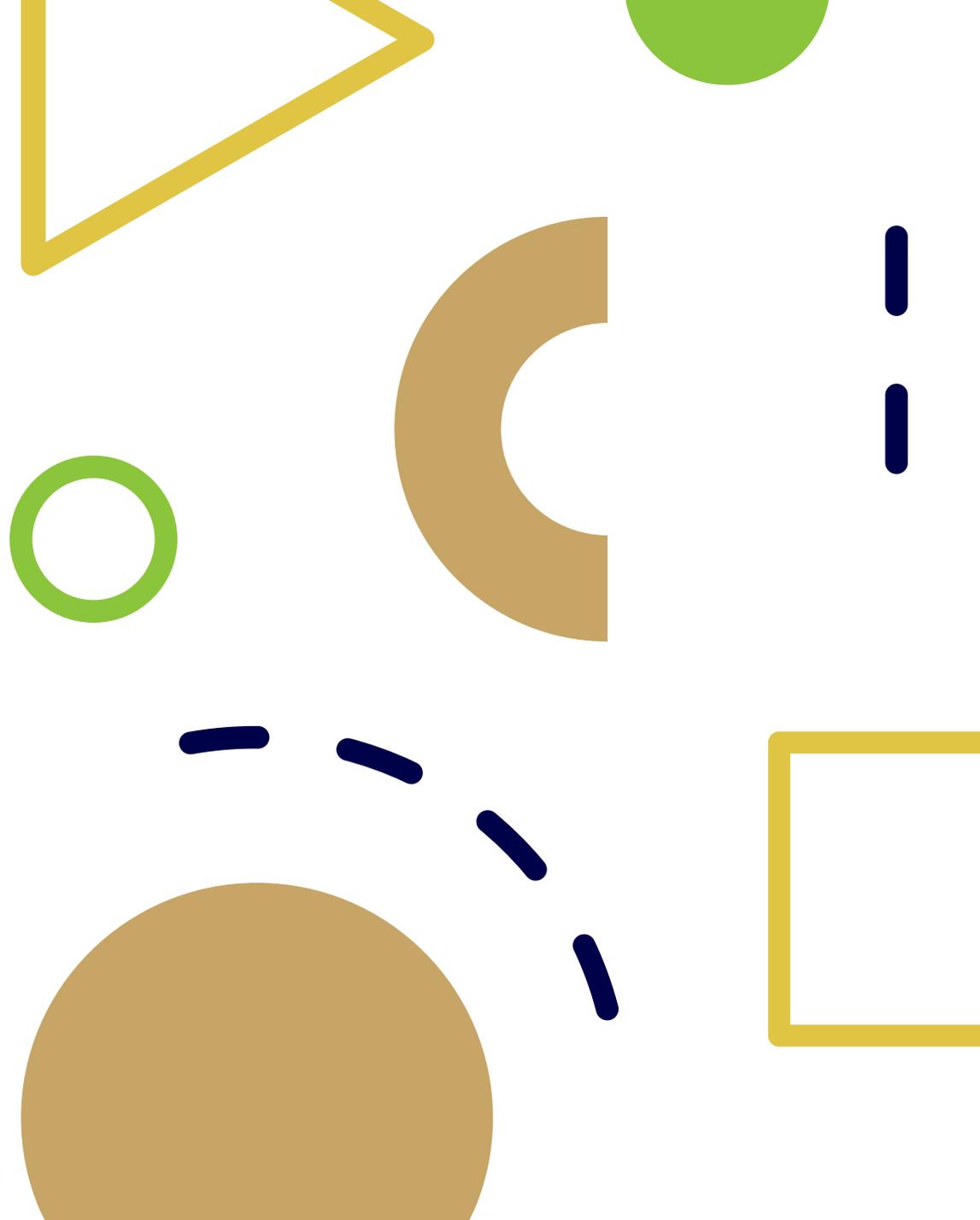
Special education teachers and general education teachers are expected to collaborate to ensure access to the content for students with disabilities.

Supports for Special Education Continued...

Special Education staff, including special education teachers, gifted teachers, and 504 case managers, will be available to provide direct support to students and their families.

Special education case managers will be in touch directly with the students on their caseloads and their families.

During this time, related services will be provided via virtual methods and families of those students will be contacted regarding those procedures.



IEP/GIEP/504 Meetings

IEP/GIEP/504 meetings will be held virtually, via Zoom or by phone.

Case managers will reach out to you directly to review this process and to schedule meetings if necessary.

We encourage you to continue to review all communication sent via Skyward and/or emails from teachers and IEP case managers.

Please reach out to them with any questions you have during this time.



What about specials?

K-6

- Lessons designed by our specialists will be embedded within the student's Google Classroom.

7-12:

- Students will have individual Google Classrooms



Student Attendance

Each day, attendance will be recorded with a posted “Attendance Question of the Day.”

Attendance can be logged anytime during the day, up until 11:59pm. Teachers will record the attendance in Skyward the following school day.

Even if students have completed their work ahead of time, they must complete the Attendance Question EACH DAY!

Attendance: Question of the Day



3/30 Question of the Day How are you? Giv...

Due Mar 30, 11:59 PM

Virtual Classrooms

- We are still working to establish district “Zoom” accounts.
- We have asked all teachers NOT to hold Zoom Meetings until district accounts can be created.
- Information will be shared with families as soon as this is available.



Virtual Spaces

Virtual
Office
Hours

Teacher-
Led
Instruction

Virtual Office Hours



Teachers will be encouraged to host regular office hours so that students can stop into a virtual space and ask questions and connect with your child's teacher.



Office Hours will not start until district Zoom Accounts have been established.



If you are not comfortable with your child being on video but would like them to participate in the virtual classroom space, the camera can be turned off. Students will not be required to be on video.

Teacher Led- Instruction in Virtual Space

- We understand that families need flexibility, therefore these will be recommended, but not required.
- Teachers will be asked to record their sessions and post the recordings so that students may view it if they are unable to attend.
- If you are not comfortable with your child being on video but would like them to participate in the virtual classroom space, the camera can be turned off.
- Students will not be required to be on video.
- Students can also participate by watching the recorded sessions.

Important Notice about Virtual Spaces

- **All virtual rooms will be password protected to enter.**
 - The teacher will provide students with the password to access the “Zoom Room.”
 - DO NOT post links to virtual rooms.
- **Parental Consent must be obtained for your child to participate in a Virtual Classroom Space such as Zoom Room. You will receive information from your classroom teacher when we are ready to use this resource.**

Parental Consent

Key Understandings

- 1) Audio/video communication may involve two-way camera and audio usage (meaning that the instructor will likely see and hear what is occurring in your home, including what everyone is wearing).
 - 2) You are not permitted to audio/video record lessons.
 - 3) Teachers will be recording all sessions.
 - 4) Maintain the confidentiality of other students, if your child is participating in a group lesson. (Remember that all individuals participating will likely see and hear what is occurring in your home, including what everyone is wearing, just as you may see and hear what is occurring in their home).
 - 5) Please email your child's teacher after the lesson is complete, if you have any questions or concerns. Do not interrupt the activity with questions, either through the audio or through emails. Allow the professional to focus on the activity.
- 

Virtual Room Etiquette

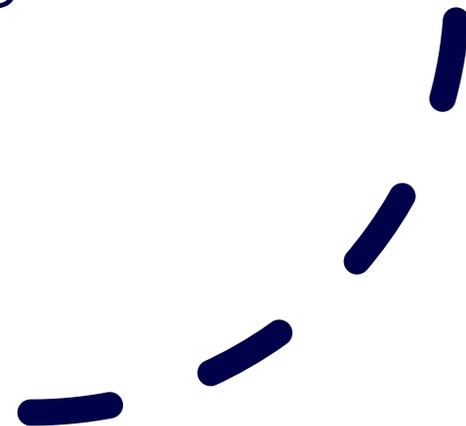
- We are asking families to work with students and remind them of virtual classroom etiquette.
- Please discuss the following:
 - When entering a virtual space, please mute your microphone and only turn it on when you need to speak.
 - Please be sure that students are appropriately dressed. We are trying to use virtual spaces to recreate a classroom environment as best as possible.
 - Virtual spaces will be recorded.
 - Please be sure that students are adhering to the district dress code when participating in virtual instructional spaces.
 - Students will still be held to the district student code of conduct.

Supports for Our Families

What are we going to do to support students who don't have devices?

Using the Family Home Device Survey, our Technology Department has worked directly with families to ensure that families have device access.

If device access is a concern, you can email: supportcenter@spring-ford.net



Don't Have Internet? There are Free Options!

- Xfinity Internet essentials, 2 months free and then \$9.95 a month:
<https://www.internetessentials.com/covid19>
- Fios is offering the Lifeline program, which is also 2 months of internet for free and then a reduced rate based on what you qualify for:
<https://www.verizon.com/support/consumer/account/manage-account/lifeline-discount>

If this is a concern for your family, please email: supportcenter@springford.net

Technical Support

Technical Support will be available
Monday- Friday 7:00 am-5:00pm via
Zoom Room

ZOOM Room Address:
<https://zoom.us/j/790380856>

Email: supportcenter@spring-ford.net





Classroom

Stream **Classwork** People

2 View your work

3 Google Calendar Class Drive folder

4

5 All topics

6 Welcome and Schedules

Welcome to Grade 4 Classroom! Edited 10:16 AM

7 Creating a Schedule Edited Mar 20

It is important that you try to come up with a schedule where you have time carved out to do academics. Talk to your parents about this and make a schedule together. I think it is good idea to keep track of assignments in some kind of notebook. Here is a sample schedule that you can copy and edit.

Daily-Schedule Google Docs 9

View material 10

Note to Parents Edited Mar 24

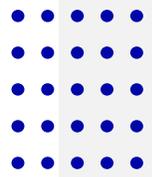
11 Attendance: Question of the Day

3/30 Question of the Day How are you? Giv... Due Mar 30, 11:59 PM

Google Assistance

Google Quick Start Guide

Link will be posted in the presentation material posted after this presentation



Mental Health Supports

We understand that this can be a stressful time for students and families.

We are trying to create an environment where we can continue academic progress for students, bring back a sense of community for students, and support student's overall social emotional wellness.

Listed below, are several options for families to receive support during this time.

Mental Health Resources

Links will be posted in the presentation material posted after this presentation

Parent/Guardian Resources

- [COVID-19 Resources](#)
- [Suicide Prevention and Mental Health](#)
- [Enrichment Activities](#)

Student Resources

- [Suicide Prevention and Mental Health](#)
- [SAP \(Student Assistant Program\)](#)
- [Enrichment Activities](#)
- [Safe 2 Say Something](#)





RAMful Learning

Don't forget to subscribe to
RCTV on YouTube!

Over 50 Videos of Staff
Welcoming you to their homes!

you matter.



Questions?

Participants are asked to “raise their hand” if you would like to ask a question. Questions will be held until the end of the presentation and your audio will be unmuted one at a time

We will also be taking Facebook Comments as best we can.

If your questions isn't answered here, where can you submit your questions?

Technology Questions can be sent to:

supportcenter@spring-ford.net

All other questions: news@spring-ford.net

Thank you!

A recording of this presentation will be posted on the Spring-Ford home page along with a detailed document outlining everything discussed.

Still have questions?

Technology Questions can be sent to:

supportcenter@spring-ford.net

All other questions: news@spring-ford.net