

Continuity of Education Plan

| | |
|-----------------|--|
| School District | Central York School District |
| Superintendent | Dr. Michael Snell |
| Address | Educational Service Center, 775 Marion Road, York, PA, 17406 |
| Email/Phone | msnell@cysd.k12.pa.us Work – (717) 846-6789 x 1208 |
| Website | www.cysd.k12.pa.us |

Goal of Plan

The Central York School District is dedicated to achieving Continuity of Education for Grades Kindergarten through 12 as specified by the Pennsylvania Department of Education. All K-12 regular, special education, and English Language Learners will receive planned instruction and the opportunity to maintain and develop targeted academic skills. In addition to providing routine planned instruction, additional efforts will be made to provide students with opportunities to learn and practice self-care.

Overview of Plan

The Central York School District has developed a K-12 online program that uses the Student Information System (Skyward – Attendance/Grading), and the Learning Management System (Schoology – Curriculum, Instruction, and Assessment) to deliver planned instruction. Teachers work collaboratively to plan, deliver, and assess student learning on a daily basis. Central York School District is 1:1 (Grades K-8 iPads, Grades 9-12 Laptops). All student devices are issued in accordance with the District’s Acceptable Use Policy.

Expectations for Teaching and Learning

Teachers will:

1. Provide learning experiences and activities for students in classes that they instruct. Attention will be placed upon units and standards that are a priority, and have not been taught this school year.
2. Communicate and engage with students through the use of varied instructional platforms.
3. Deliver instruction through Schoology (Learning Management System).
4. Provide students with timely and meaningful feedback.
5. Conduct office hours Monday through Friday, from 9:00 AM until 12:00 PM, and from 1:00 PM until 3:00 PM.

Communication Tools and Strategies

At the district level, we will communicate our plans for continued education and instruction through a variety of channels directly to parents and guardians including email, automated phone call, social

media channels and our website. Our administration and faculty/staff will also use our Student Information System (Skyward), Learning Management System (Schoology), phone and/or email to communicate with students and families regularly throughout this period.

Access (Devices, Platforms, Handouts)

The Central York School District operates a 1:1 program, providing a device to ALL learners K-12. K-8 students use an iPad and the high school students are provided with a MacBook Air. We use Skyward (Student Information System) and Schoology (Learning Management System) everyday as part of the normal learning experience. These platforms provide a seamless integration of online learning and ensure continuity of education. All curricular materials, assignments, assessments, and grades are accessed by our students, staff, and parents in Schoology. Skyward is the information system of record and we have full access to report cards, transcripts, and student and family emergency information. In addition, we house all IEP/504/GIEP documents in Skyward for full access by staff and parents. Skyward and Schoology integrate with a powerful API allowing Central York to stay fully connected to our school community through these platforms. 96% of our families report access to the internet. Central York works with families without the internet, providing hotspots and other access options to maintain connection and access to our learning platforms. In the event internet access is not feasible, we provide paper copies of required assignments. Our Technology Support Team created a Tech Support phone hotline and a Tech Support ticketing system online to assist students and families with device issues during our online learning. In most cases, the team is able to respond and troubleshoot technology issues remotely. The District offers device drop off and exchange should a family need hardware assistance or a replacement. Any questions or clarifications may be directed to Mr. Ryan Billet, Assistant to the Superintendent, rbillet@cysd.k12.pa.us

Staff General Expectations

The Central York School district collaborated with its Central York Education Association to complete a Flexible Instruction Day Memorandum of Understanding. It is expected that all staff will provide for a continuity of education each week until a return to brick-and-mortar status is approved by the Pennsylvania Department of Education. All staff will be available Monday through Friday for the hours of 9:00 AM – 12:00 PM, and 1:00 PM – 3:00 PM. Staff will be routinely asked to participate in staff development up to an hour per day between 9:00 AM – 3:00 PM.

Student Expectations

Students will be asked to do the following:

1. Establish a daily learning schedule that includes academics and time for self-care.
2. Establish a place for learning that is free from distractions.
3. Interact on a daily basis via Schoology (Learning Management System), and seek assistance when appropriate.
4. Complete all activities and assignments within expected timelines.

Attendance / Accountability

As of Monday, March 30, 2020 the Central York School District began online learning K-12. Student attendance is addressed by:

Elementary (Grades K-6) – AM Daily Student Discussions and Work Completion
Secondary (Grades 7-12) – Student Work Completion

All attendance data is retained in Skyward (Student Information System), and Schoology (Learning Management System).

Student attendance will be reviewed on a daily basis. Truancy issues will be addressed by a team of professionals including teachers, guidance counselors, social workers, principals, and Assistant Superintendent while working collaboratively with students and parents/guardians.

Good Faith Efforts for Access and Equity for All Students

The Central York School District has communicated the educational expectations for online learning in varied languages with district parents/guardians. Central York School District is a 1:1 district, and daily parents/guardians' information is being gathered specific to those who are not able to connect to the internet, and/or experiencing device issues. Educational programming will be delivered through Schoology (Learning Management System). Regular and Special Education teachers will work together to address the online learning needs of students with IEPs, GIEPs, or 504s. Regular Education and certified English as a Second Language teachers will collaborate to address the online learning needs of English Language Learners.

Any questions or clarifications may be directed to Mr. Robert Grove, Assistant Superintendent, rgrove@cysd.k12.pa.us

Special Education Supports

Central York School District remains committed to addressing the needs of K-12 Learners with IEPs through frequent communication with families and teachers / service providers. Prior Written Notice was provided to all families along with a cover letter outlining the reality that, during this mandated school closure, the District may not be able to replicate the programming that is currently outlined in their child's most recent Individualized Education Program (IEP) in the home setting. As stated in the document, upon the child's return to school, the District will immediately begin providing all services as outlined in the child's IEP.

It was made clear that the District is not proposing changes to learners' IEPs but will, to the greatest extent possible, connect the proposed flexible instruction to the services and supports in learners' current IEPs. During this temporary mandatory school closure, our staff is dedicated to using best practices and individualizing instruction according to student needs.

In order to provide continuing education, teachers and service providers were provided with information regarding best practices for distance learning instructional delivery, which include:

- Direct and frequent communication with parents and students
- Being mindful of social emotional and family / caregiver needs
- Presenting organized and sequential instructions
- Focusing on what is essential and prioritizing what students are being asked to do
- Meeting the needs of diverse learners by considering accessibility to materials and content

Services for students with special needs will be individualized based on:

- The student’s current IEP
- Consideration of plans for flexible instruction as indicated in their Specially Designed Instruction
- Potential barriers that students and families may face, including
 - internet access
 - access and familiarity with technological equipment and programs
 - supports and resources available to students at home
 - the unique needs of the student
 - availability of mail service
 - the health of the student and family
 - other barriers as revealed

Any questions or clarifications may be directed to Dr. Jennifer Leese, Director of Special Education, jleese@cysd.k12.pa.us

EL Supports

Central York School District remains committed to addressing the needs of K-12 English Language Learners through:

1. Students and parents receiving routine translated messages through Skyward (Student Information System).
2. Students and parents receiving routine communications from certified English as a Second Language and classroom teachers.
3. Students being provided instruction through Schoology (Learning Management System) by their certified English as a Second Language teacher in the four domains of listening, speaking, reading, and writing.
4. Students receiving common grade span (K-3, 4-6, 7-8, 9-12) ELL materials between buildings. All learning materials will be differentiated and modified based upon student proficiency levels.
5. Student learning modifications will be addressed in the areas of assignments, materials, lesson presentations, and demonstration of understanding.
6. Students will be provided access to ESL learning applications.

Any questions or clarifications may be directed to Mr. Robert Grove, Assistant Superintendent, rgrove@cysd.k12.pa.us

Central York School District remains committed to addressing the needs of K12 Learners with G-IEPs through frequent communication with families and teachers / service providers. Prior Written Notice was provided to all families along with a cover letter outlining the reality that, during this mandated school closure, the District may not be able to replicate the programming that is currently outlined in their child's most recent Gifted Individualized Education Program (G-IEP) in the home setting. As stated in the document, upon the child's return to school, the District will immediately begin providing all services as outlined in the child's IEP.

It was made clear that the District is not proposing changes to learners' G-IEPs but will, to the greatest extent possible, connect the proposed flexible instruction to the services and supports in learners' current G-IEPs. During this temporary mandatory school closure, our staff is dedicated to using best practices and individualizing instruction according to student needs.

In order to provide continuing education, teachers and service providers were provided with information regarding best practices for distance learning instructional delivery, which include:

- Direct and frequent communication with parents and students
- Being mindful of social emotional and family / caregiver needs
- Presenting organized and sequential instructions
- Focusing on what is essential and prioritizing what students are being asked to do
- Meeting the needs of diverse learners by considering accessibility to materials and content

Services for students with special needs will be individualized based on:

- The student's current G-IEP
- Consideration of plans for flexible instruction as indicated in their Specially Designed Instruction
- Potential barriers that students and families may face, including
 - internet access
 - access and familiarity with technological equipment and programs
 - supports and resources available to students at home
 - the unique needs of the student
 - availability of mail service
 - the health of the student and family
 - other barriers as revealed

Any questions or clarifications may be directed to Dr. Jennifer Leese, Director of Special Education, jleese@cysd.k12.pa.us

Building/Grade Level Contacts

Dr. Michael Snell – Superintendent / Educational Service Center / msnell@cysd.k12.pa.us

Mr. Robert Grove – Assistant Superintendent / Educational Service Center / rgrove@cysd.k12.pa.us

Mr. Ryan Billet – Assistant to the Superintendent / Educational Service Center / rbillet@cysd.k12.pa.us

Mr. Ryan Cauffman – Principal / High School / rcauffman@cysd.k12.pa.us

Dr. Kelly Harper – Principal / Middle School / kharper@cysd.k12.pa.us

Mr. Kevin Youcheff – Principal / North Hills Elementary School / kyoucheff@cysd.k12.pa.us

Ms. Heather Dick – Principal / Sinking Springs Elementary School / hdick@cysd.k12.pa.us
Dr. Matthew Miller – Principal / Roundtown Elementary School / mmiller@cysd.k12.pa.us
Ms. Diane Grondin – Principal / Stony Brook Elementary School / dgrondin@cysd.k12.pa.us
Ms. Babara Snare – Principal / Hayshire Elementary School / bsnare@cysd.k12.pa.us
Dr. Jennifer Leese – Director of Special Education / jleese@cysd.k12.pa.us

Resource Links

- **Technology Support** - If you need support for a device that is not working, please visit <https://www.cypanthers.org> and complete the form requesting assistance OR call the dedicated hotline (717) 814-4180.
- **Homeless Support** - If you are need of assistance please email or call Mr. Robert Grove, Assistant Superintendent. Cell (717) 324-8955 or email rgrove@cysd.k12.pa.us
- **Foster Care** - If you are need of assistance please email or call Mr. Robert Grove, Assistant Superintendent. Cell (717) 324-8955 or email rgrove@cysd.k12.pa.us
- **English as a Second Language** - If you are need of assistance please email or call Mr. Robert Grove, Assistant Superintendent. Cell (717) 324-8955 or email rgrove@cysd.k12.pa.us
- **Academics** – Please contact your teacher, principal, and if you are still in need of assistance please email or call Mr. Robert Grove, Assistant Superintendent. Cell (717) 324-8955 or email rgrove@cysd.k12.pa.us
- **Special Education** – Please contact your teacher, principal, and if you are still in need of assistance please email Dr. Jennifer Leese, Director of Special Education. Email jleese@cysd.k12.pa.us
- **Communications** – If you are in need of assistance receiving District updates or phone notifications in English or another language, please contact Ms. Julie Randall Romig, Director of Communications, at jromig@cysd.k12.pa.us or by phone at (717) 846-6789, ext. 1292.