

CONTINUITY OF EDUCATION PLAN

Educational Plan Professional and Support Staff

Our goal is to provide educational and service opportunities that reinforce and continue instruction in the event of school closure due to COVID-19. As of Monday, March 30, 2020, Governor Wolf put an order that all Pennsylvania schools will remain closed indefinitely. Colonial IU 20 will provide access to educational opportunities online through a variety of platforms depending on CIU 20 and student populations that are being served. Some of those platforms are Zoom, Schoology, Google Classrooms, and Seesaw that align with the information provided in this plan. Please keep in mind, this plan is developed with alignment to the Pennsylvania Department of Education's guidelines and our thirteen school districts' plans for continuity of education.

The purpose of this document is to provide guidance on how to keep students engaged in learning during a period of extended closure from March 30, 2020 and until schools reopen. This plan currently provides various levels of choice and flexibility in an effort to partner with families during these unique circumstances, understanding that different students may have different home education situations.

CIU20 will continue to provide staff and school districts with an updated continuity of education plan.

Below are guiding parameters for staff as we gradually move into providing instruction online and other platforms to meet student and family needs. Please keep in mind this will be a significant change for students, families, and educators and we need to provide everyone with the opportunity to assimilate into the new learning environment. This plan provides a general overview of the continuity of the education plan. As you encounter questions unique to your instructional situation, please reach out to your CIU 20 Supervisor, Coordinator, or Program Specialist for guidance. They will be available to support you.

CIU 20 School Aged Student Services Classroom Programs:

Students in CIU 20 Programs grades K - age 21 will receive their instruction virtually and other modes of instruction (paper resources, phone conferences). Teachers will

provide instruction in a variety of ways within the virtual environment. It is important to take into account the different home education settings and student ability among our student population that may not permit them to participate in synchronous (live) educational opportunities. Our instruction is designed in a manner that allows for greater flexibility for students and families (on their own time and in their own space).

CIU 20 Colonial Academy Alternative Education Program:

Students in the Colonial Academy alternative education program will receive their instruction virtually, as with the other students at Colonial Academy. Teachers will provide direct and indirect teaching as well as utilize a variety of global resources as enhancement to the academic online classroom. Teachers will work with the students to provide for their individual academic and social emotional needs. Utilizing the Schoology platform for delivery of services is one way to ensure individualization is occurring. Students will continue to receive elective course programming, credit recovery and 2.5 hours of counseling per week through Schoology conferencing. For students receiving English language services, Colonial Academy will work with the student's home school district to provide the services as required in the individual English Language plan. In addition, Colonial Academy will continue to work with the school districts to ensure equitable education for students receiving Special Education services.

CIU 20 is working towards identifying and distributing devices and the internet to families in need. However, we ask that teachers communicate with their CIU20 Supervisor if they encounter families still in need of a device and/or internet access as you work with your students.

Classroom Teacher Expectations: These expectations are for all professional staff who provide direct instruction to students (core subject areas, special areas, and special education)

Professional staff is required to work the contractually established 7.5 hour workday, which includes:

- 1-hour of planning/teaming from 8:00am - 9:00am
- 1-hour duty-free lunch
- 3-hours of instruction whole group, small group, and/or individual, IEP Goal work
- 2.5-hours Teacher Virtual Office Hours for:
 - a. available for student and parent questions.
 - b. planning instruction & gathering resources

- c. providing feedback or grading, and other instructional related activities like communication with students, parents, and administrators.
- d. Family Phone Call Check-In -one time per week
 1. With your Google account, use Hangouts to make phone calls. Go to <https://hangouts.google.com/>, select “Phone Call”, then “ + Conversation”, and type the phone number and a phone call will begin via your web browser.
 2. If calling from a home phone number you can restrict your number by dialing *67 first.
- e. Schedule IEP/RR Meetings
- f. Other essential items that are CIU20 Program specific
 - Please note: Teachers will receive at least 24-hour notice of any meetings with administrators.

Weekly plans should be prepared for each day of the week per guidance provided by CIU 20 Supervisor and shared with paraprofessionals and related service providers assigned to your classrooms.

Student Attendance Procedures:

- CIU 20 Classroom Programs located in School District Buildings, CIU 20 Main Office, & CELC
 - a. Parents and Students are required to check-in with the teacher by 2:30 pm for the day to count as present. Teachers can take attendance throughout the day. As long as there is some form of communication between the teacher and student/parent the student is counted as present.
 - b. Students who need to be marked absent: Log into IEPwriter and document absence is ‘**excused**’ in the note section state “**COVID-19 Continuity of Education**” You may also add any other knowledge you have for student absence.
- Colonial Academy
 - a. Students are required to check-in with the teacher by 3:00 pm or Schoology by 11:00 pm for the day to count as present. Teachers can take attendance throughout the day and the following morning for the late arrivals. As long as there is some form of communication between the teacher and student/parent or completion of the daily assignment the student will be counted as present.
 - b. Student attendance will be documented in PowerSchool.

- Within the first two days of instruction, please reach out to parents of any students who have not engaged with the material to determine if there are any concerns that are prohibiting the student from accessing the instructional material.

Grades/Progress Monitoring: Follow guidance from CIU 20 Supervisor. Continue to attempt to follow normal routines for grading assessments/assignments and progress monitoring.

Please communicate attendance concerns and progress concerns once per week to your CIU 20 Supervisor and the student's LEA Rep. Teachers can view resources for online learning and online lesson design on the CIU 20 Website and CIU 20 Intranet site

Special Education Case Manager Expectations:

1. Schedule times to communicate directly with students and/or parents including those supported by paraprofessionals (email, Schoology, phone, Zoom, etc.) to help support in the online environment.
2. Collaborate with mainstream teachers to provide IEP modifications and accommodations as needed.
3. When needed provide alternative materials/assignments based on the needs of the student and IEP.
4. Ensure that the IEP accommodations are met.
5. Hold IEP meetings as scheduled through video conferencing options like Zoom. Case managers must provide 24 hours notice to meeting participants for any IEP meetings.
6. Administer progress monitoring assessments if appropriate and track progress monitoring.
7. Guidance for procedures and guidelines are available on the CIU20 Intranet site under [CIU20 Student Services Staff Guidance & Procedures](#)

Paraprofessional Staff Expectations: These expectations are for all paraprofessional staff (Associate Teachers, Interpreters, 1:1). All paraprofessionals will take their daily responsibilities from the direction of the Special Education teacher of the classroom they are assigned to. The first priority for all classroom assistants/paraprofessionals is to support special education students on the Special Education teacher's caseload in virtual learning situations/mode to assist in providing continuity of education and implement students' IEP meaningfully, appropriately, and reasonably.

1. Paraprofessional staff is required to work the contractually established 7.5 hour workday, which includes:

- 1-hour of planning/teaming from 8:00am - 9:00am
- 1-hour duty-free lunch
- Be available for student(s) who may need more instruction in review activities.
- Participate in professional development opportunities
- Work with a special education teacher on modifications, accommodations, and check-ins. Review all learning modules and be comfortable with implementing all learning modules.
- Provide daily check-ins with specific students at the discretion of the special education teacher.
- Check-in with general education with whom you are pushing into their content area for the direction of how to support students with IEPs in their classroom. (if applicable)
- Participate in assigned planned instruction to provide enrichment and review activities and iep goals with students.
- Document all service/instruction provided on the Instructional Tracking Log
- Responsibilities may vary in each CIU 20 Classroom Program and week to week according to the needs of the teacher, students, and families.

Related Service Providers Expectations: These expectations are for OT, PT, Adap PE, SLP, Vision, O&M, Audiologists

1. Professional staff is required to work the contractually established 7.5 hour workday, which includes:
 - a. 1-hour of planning per workday
 - b. 1-hour duty-free lunch
 - c. 5.5-hours provide direct & consult services, STaR notes, report/special ed. paperwork, prep for activities, makeup sessions, contact with teachers & families
 - d. Document all service and family phone contacts on STaR

Program Specialist, School Psychologist, School Nurses, and Community Liaison:

Program Specialists, school nurses, school psychologists, and community liaisons are responsible for monitoring progress for students, supporting staff and families

This includes:

- Check-in with families, to determine if food, childcare, shelter, and other needs are in place for families.
- Refer any families in need to appropriate county offices as needed.
- Keep a communication log of all contacts made.

- Utilize Zoom when necessary to virtually meet with students and parents, and Teams.

School Nurses

- Participate in IEP and 504 Team meetings for students who have health needs and/or health care plans/accommodations in their plans
- Respond to families who submit needs/concerns/questions during CIU 20 Virtual Health Room hours Monday - Friday, 8:00 - 3:00

School Psychologists

- Write ERs, RRs to the extent possible with the available data.
- Support CIU 20 staff, students, and families with consultation and resources

Program Specialists

- Provide guidance and instruction for teachers, paraprofessionals, and families.
- Provide training resources and videos for staff and families that will cover topics that will assist student's ability to engage and benefit from online learning and assist in behavioral techniques in the home environment. Topics include; pairing, use of reinforcement, visual support, understanding the VB-MAPP, and instructional control.
- Provide 1:1 guidance and support, via email, phone conversation, and/or Zoom sessions for staff, families, and caregivers

Community Liaison

- Support parents with coordinating community services and services needed in the home
- Provide 1:1 guidance and support, via email, phone conversation, and/or Zoom sessions for staff, families, and caregivers

Mental Health Providers Expectations: Students will continue to receive access to their mental health/social and emotional supports during this closure. A combination of virtual zoom sessions and telephonic reviews will be used for our students and their families to access this care.

- a. All psychiatric consultation will take place telephonically, weekly per client/student in the Partial Hospitalization Program. Our psychiatrists, administrative team, and therapists will coordinate all care with clients and their families for this service.

- b. All clients/students and their families receiving counseling supports and Social Emotional Instruction in all program will continue to receive these services virtually through the use of Zoom sessions
- c. All services rendered during this time will be documented via an Electronic Medical Record system or internal tracking mechanism. This will be done per student as well per the intervention provided.

Mental Health Treatment Specialist and Mental Health Worker Expectations:

- a. 1 hour of planning daily
- b. 1 hour duty free lunch daily
- c. Offering Individual, Group, Family Counseling and Social Emotional Learning (SEL) to clients/students daily
- d. Maintaining open communication with families and documenting supports given daily.
- e. Will coordinate services with outside agencies that support our families and clients/students daily.
- f. Will coordinate psychiatric consultation where appropriate.
- g. Will support the delivery of classroom educational supports daily.
- h. Will document in accordance with program expectations daily.
- i. Will provide crisis response support when necessary.

CIU 20 Early Intervention Services:

Students in CIU 20 Early Intervention Preschool Program students will receive their instruction virtually and other modes of instruction (paper resources, phone conferences). Teachers will provide instruction in a variety of ways within the virtual environment. It is important to take into account the different home education settings and student ability among our student population that may not permit them to participate in synchronous (live) educational opportunities. Instruction will be designed in a manner that allows for greater flexibility for students and families (on their own time and in their own space).

Classroom Teacher Expectations: These expectations are for all professional staff who provide direct instruction to students (core subject areas, special areas, and special education)

Professional staff is required to work the contractually established 7.5 hour workday, which includes:

- 1-hour of planning/teaming from 8:00am - 9:00am
- 1-hour duty-free lunch

- 3-hours of instruction whole group, small group, and/or individual, IEP Goal work
- 2.5-hours Teacher Virtual Office Hours for:
 - a. available for student and parent questions.
 - b. planning instruction & gathering resources
 - c. providing feedback or grading, and other instructional related activities like communication with students, parents, and administrators.
 - d. Family Phone Call Check-In -one time per week
 1. With your Google account, use Hangouts to make phone calls. Go to <https://hangouts.google.com/>, select “Phone Call”, then “ + Conversation”, and type the phone number and a phone call will begin via your web browser.
 2. If calling from a home phone number you can restrict your number by dialing *67 first.
 - e. Schedule IEP/RR Meetings
 - f. Other essential items that are CIU20 Program specific
- Please note: Teachers will receive at least 24-hour notice of any meetings with administrators.

Weekly plans should be prepared for each day of the week per guidance provided by CIU20 Supervisor and shared with paraprofessionals and related service providers assigned to your classrooms.

Student Attendance Procedures:

- CIU20 Early Intervention Preschool Programs located in School District Buildings, CIU20 Main Office, The Mountain Center, Polk & CELC
 - a. Parents and Students are required to check-in with the teacher/therapist during the scheduled session to count as present. As long as there is some form of communication between the teacher and student/parent during the week, the student is counted as present.
 - b. Students who need to be marked absent: Log into IEPwriter and document absence is ‘**excused**’ in the note section state “**COVID-19 Continuity of Education**” You may also add any other knowledge you have for student absence.

Paraprofessional Staff Expectations: These expectations are for all paraprofessional staff (Associate Teachers and 1:1 Aides). All paraprofessionals will take their daily responsibilities from the direction of the Special Education teacher of the classroom or itinerant teacher they are assigned to. The first priority for all classroom assistants/paraprofessionals is to support special education students on the Special Education teacher's caseload in virtual learning situations/mode to assist in providing continuity of education and implement students' IEP meaningfully, appropriately, and reasonably.

Paraprofessional staff is required to work the contractually established 7.5 hour workday, which includes:

- 1-hour of planning/teaming from 8:00am - 9:00am
- 1-hour duty-free lunch
- Be available for student(s) who may need more instruction in review activities.
- Participate in professional development opportunities
- Work with a special education teacher on modifications, accommodations, and check-ins. Review all learning modules and be comfortable with implementing all learning modules.
- Provide daily check-ins with specific students at the discretion of the special education teacher.
- Participate in assigned planned instruction to provide enrichment and review activities and iep goals with students
- Responsibilities may vary in each CIU20 Classroom Program and week to week according to the needs of the teacher, students, and families.

Related Service Providers Expectations: These expectations are for OT, PT, SLP, Vision, O&M, Audiologists

Professional staff is required to work the contractually established 7.5 hour workday, which includes:

- e. 1-hour of planning per workday
- b. 1-hour duty-free lunch
- c. 5.5-hours provide direct & consult services, STaR notes, report/special ed. paperwork, prep for activities, makeup sessions, contact with teachers & families
- h. Document all service and family phone contacts on STaR.

CIU20 Communication Tools & Resources:

Colonial IU 20 will be providing communication to parents, students, and the community on a regular basis by utilizing the following methods: One Call school notification system (phone calls and emails), CIU 20 Social Media accounts (Facebook: www.facebook.com/ciu20, Instagram: www.instagram.com/colonialiu20, and Twitter: www.twitter.com/colonialiu20), and the Colonial IU 20 website: www.ciu20.org. A new subpage was created that is dedicated solely to update stakeholders during this time: www.ciu20.org/cvr.

CIU20 Resource Links:

Parents and the community can access the newly created website for COVID-19 resources via the link on the homepage, or by navigating to: www.ciu20.org/cvr. The information is updated on a regular basis and includes the following resources:

- Official communications from IU leadership
- Resources to talk to children about COVID-19 and other social-emotional needs
- Learning resources to assist families with academic retention in their children
- Technology resources like assistance with obtaining internet in the home
- Healthcare / wellness / nutrition resources like a virtual health room that will be staffed by IU nurses, how to obtain free meals during this time, mental health needs, substance abuse needs, and the most recent updates from the Pennsylvania Department of Health and the Center for Disease Control and Prevention.

CIU20 Student and Family Access to Continuity of Education: Planned Instruction, Enrichment and Review Activities:

Colonial Academy

Platform: Schoology is the primary platform for education; Edgenuity, and Colonial Virtual Programming will continue for those students already enrolled in those programs. General instruction, four academic core classes in the AM hours. In the PM elective and pull out reading program. Students will be online for academic courses. If they are unable to be on time for the live program they will have access to the course work through Schoology

Textbooks/Packet Material:

CIU 20 has created a process that will be in effect starting Monday, March 30, 2020, where CIU 20 staff will be able to submit a request for copies from our copy center. Copies will then be delivered to families utilizing CIU 20 Transportation for families who have technology barriers.

Grades:

Due to the continuity of our Schoology platform and individualized learning initiative, Colonial Academy will continue with the grading policy. That being said, teachers are taking into account the learning curve that is needed for our students with online learning. Colonial Academy will respond appropriately to any new grading directive that may be developed during this closure.

Assignments that are not completed:

Students will be given an opportunity to make up missed assignments. Phone calls will be made on a weekly basis to parents/guardians of all students with additional calls being made when students fail to log onto Schoology or complete assignments. These calls will be made by the mental health worker and/or teachers

Staff Contact/Communication with Families & Students:

Teachers will reach out to parents at least weekly to identify any academic or IEP concerns with the parent and child. Teachers will reach out after the student has missed three assignments or three days of online instruction. Mental health workers will work with the students daily with group and individual counseling. They will reach out to the parents on a weekly basis to provide weekly updates. Mental health treatment specialist will continue to reach out to students and parents on a regular basis and as needed to provide support for the students and families that are struggling with motivation to participate, student crisis and to offer parent support for student behavior in the home

Devices for Colonial Academy Students:

Students who attend Colonial Academy are utilizing their own devices. If CA students do not have access to a personal device, CA has provided an opportunity through a variety of ways to disperse CA devices to students.

Counseling Services:

Counseling at Colonial Academy will be conducted through conferencing on Schoology, by phone or by Zoom. Students will continue to receive their group counseling daily and individual counseling weekly. Alternative education students will be provided the opportunity for 2.5 hours of counseling per week as stated in the AEDY regulations.

CIU 20 Classroom Programs located in School District School Programs, CIU20 Main Office, Colonial Early Learning Center, Project SEARCH Kalahari Resorts:

CIU20 Classroom Programs and Related Services will follow the school district calendar where the CIU20 classrooms are located.

The following Continuity of Education and Related Services will start on Monday, March 30, 2020 in the following school districts due to their school districts starting continuity of education:

- Bangor
- Bethlehem
- Easton
- East Stroudsburg
- Colonial Academy
- Delaware Valley
- Nazareth
- Northampton
- PenArgyl
- Saucon Valley
- Stroudsburg
- Wilson

The following Continuity of Education and Related Services will start on Monday, April 6, 2020 in the following school districts due to their school districts starting continuity of education:

- Pleasant Valley
- Pocono Mountain

Platforms of planned instruction, enrichment, and review activities:

- Colonial Academy: Schoology
- Therapeutic Emotional Support & Partial Hospitalization: Schoology, Seesaw, Zoom
- Life Skills Support, Multi-Disabilities Support / Physical Support, Autistic Support, Hearing support: Zoom, Google Classrooms
- All CIU 20 Classroom Programs will work to meet family needs who do not have access to internet/wifi by conducting phone conferences and providing paper resources.

Instructional Plan/Schedule:

- Providing 3 hours of instruction daily (academics, IEP goal work, etc.) whole group, small group, 1:1, and/or independent assignments, plus virtual teacher hours for parent and student consult/followup.
- Adapted Physical Education / Physical Education - 15 minute daily activities and/or videos will be provided.

Related Services:

Related services providers will be contacting/working with teachers and families to schedule related services today and next week. Related services will be provided via Zoom platform. If families do not have access to the internet we will work to provide consultation via phone and share paper materials with families.

CIU 20 Program Contacts:

Listed are points of contact for each Colonial Intermediate Unit 20 Department that are available to provide answers to specific inquiries from students and families.

CIU 20 Executive Office Contacts:

Christopher S. Wolfel, Executive Director, 610-515-6402, cwolfel@ciu20.org

CIU 20 Business Affairs Contacts:

Hans E. Baltzersen, Assistant to the Executive Director for Management Services, 610-515-6415, hbaltzersen@ciu20.org

Jon Wallitsch, Director of Fiscal Affairs, 610-515-6413, jwallitsch@ciu20.org

Cindy Nicholas, Medical Billing Management Assistant, 610-515-6439, cnicholas@ciu20.org

CIU 20 Student Services: Special, Resolve, and Early Intervention Contacts:

Early Intervention:

Becky Eller, Supervisor of Early Intervention, 610-515-6553, beller@ciu20.org

Special Education:

Jacquelyn Bartek, Director of Special Education, 610-515-6451, jbartek@ciu20.org

Daniel Cullen, Supervisor of Special Education, Life Skills Support, Transition, Project Search, 610-515-6539, dcullen@ciu20.org

Jennifer Curtis, Supervisor of Pupil Personnel Services and Brain Steps, 610-515-6565, jcurtis@ciu20.org

Josef Franzo, Supervisor of Special Education, Secondary Autistic Support Programs, 610-515-6595, jfranzo@ciu20.org

Donna Hopstetter, Supervisor of Special Education, Speech & Hearing Itinerants, Vision Teachers and Educational Audiologists, 610-515-6455, dhopstetter@ciu20.org

Kasey Kinney, Supervisor of Special Education, Elementary Autistic Support Programs, 610-515-6461, kinney@ciu20.org

Stephen Rupp, Supervisor of Special Education, Learning Support (CIT), Multidisabilities Support, Physical Support and Hearing Classrooms, 610-515-6514, srupp@ciu20.org

Resolve Behavioral Health Services

Jim McDonald, LSW, Director of Resolve Behavioral Health Services
610-515-6527, 484-201-1136 jmcdonald@ciu20.org

Lee Van Fleet, Supervisor of Special Education, Therapeutic Emotional Support
610-515-6458, 484-268-7942 ivanfleet@ciu20.org

Kory Kutzler, Supervisor of Special Education, Partial Hospitalization Program
610-6544, 610-573-8549 kkutzler@ciu20.org

Dr. Carolyn Krotowski, Principal of Colonial Academy
610-881-1701, 484-546-6998 ckrotowski@ciu20.org

Nicole Baker, Supervisor of Clinical Support, Partial Hospitalization Program and Outpatient Program, 610-515-6554, 610-703-5937 nbaker@ciu20.org

Dr. Ron Prator, Supervisor of Clinical Services, Quality Assurance
610-515-6473, 610-739-4394 rprator@ciu20.org

Ken Smith, Supervisor of Clinical Support, IBHS, ABA
610-515-6469, 484-695-7671 ksmith@ciu20.org

CIU 20 Human Resources & Employee Management Contacts:

Dr. Frank J. DeFelice, Assistant Executive Director, 610-515-6529/610-739-1236,
fdefelice@ciu20.org

Francesca Phalen, Supervisor of Human Resources, 610-515-6407/484-867-7514,
fphalen@ciu20.org

Christina Williams, Supervisor of Health and Nursing Services, 610-515-6548/
484-591-8139, cwilliams1@ciu20.org

CIU20 Technology & Building Operations Department Contacts:

Tom Kalinoski, Director of Technology and Operations, 610-515-6433/484-809-0460,
tkalinoski@ciu20.org

Brian Dravec, Supervisor of Technology Services, 610-515-6519/484-714-5684,
bdravec@ciu20.org

Skip Flowers, Coordinator of Buildings & Grounds, 610-515-6423/484-239-2466,
sflowers@ciu20.org

CIU20 Professional Learning & Curriculum Contacts:

Dr. Michelle Bozzini, Director of Professional Learning and Curriculum, 610-515-6546,
mbozzini@ciu20.org

Denise Kaminski, Assistant Director of Professional Learning and Curriculum,
610-515-6525. dkaminski@ciu20.org

Renee Harris, Supervisor of Online Teaching and Learning, 610-515-6566,
rharris@ciu20.org

Dr. Heather Heimer, Assistant Director of Professional Learning and Curriculum,
610-515-6537, hheimer@ciu20.org

Dr. Susan Kandianis, Supervisor of Educational Technology, 610-515-6561,
skandianis@ciu20.org

Todd VanNortwick, Supervisor of Professional Learning and Auxiliary Services,
610-515-6503, tvannortwick@ciu20.org

CIU 20 Transportation Contacts:

Bob Sutjak, Supervisor of Transportation, 610-861-1800, bsutjak@ciu20.org

Thomas E Hendel, Coordinator Of Transportation, 610-881-1800, thendel@ciu20.org