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# CONTINUITY OF EDUCATION PLAN

## Phase 2 – May 4, 2020

# Phase 1

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Review and Enrichment

# Phase 1- Enrichment/Review Plan

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March 25, 2020 –

- Online resource lists posted to district website for students in Early Intervention through 12th grade.

March 27, 2020 –

- Mental health resources added to the district website.
- Reinforcement and enrichment packets were available during meal distribution at Robert D. Wilson and EverGreen Elementary from 11:00 a.m. to 12:30 PM.
- Upon request, reinforcement and enrichment packets were mailed from the District Office to families who were unable to pick up work during meal distribution.

# Phase 1- Enrichment/Review Plan

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April 6, 2020-

- Teachers available via email to students, parents and guardians, Monday through Friday from 8 AM until 3:00 PM.
- Enrichment and review activities updated weekly.
- Activities are optional and will not be graded or assessed for the purposes of determining academic grades, G.P.A.'s, or for the earning of academic credits.
- Engagement is encouraged; however, formal attendance will not be taken.

# Transitory Period

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## Technology Updates

April 2, 2020-

- Technology surveys mailed to each household.
- Families completed online survey or left a message at District Office.
- Laptops prepared by the technology department.
- Details about technology distribution shared with the community.

April 14-15, 2020-

- Laptops distributed via 'curbside pick-up' at the District Office.
- Additional laptops were distributed by appointment.

# Transitory Period

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## Staff Professional Development- Google Suites

April 8-10, 2020-

- Google Suites trainings provided on 4/8, 4/9, and 4/10.
- Staff begin transition to Google Classroom.

April 20-24, 2020-

- Dedicated to connecting students with their teacher(s) in our online platform, Google Classroom.
- Ongoing professional development provided to staff.
- Students/parents encouraged to contact their teacher if they are unable to successfully log into Google Classroom.

# Phase 2

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New, planned instruction

# Phase 2 – New, Planned Instruction

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Phase 2 of the Continuity of Education Plans starts on Monday, May 4<sup>th</sup>.

In an effort to meet the academic rigor required for our students, the Western Wayne School District will transition from only providing *review and enrichment* activities to also include *new, planned instruction* for students.

In this phase of online learning, teachers will introduce new academic material in a variety of formats, including *real-time activities* (virtual face-to-face), *on-demand recordings* (prerecorded/accessible at any time), and *individual activities*.

Recognizing that access to technology will vary based on many different factors, the District will continue to work with families who are having difficulty accessing instructional activities.



## Phase 2 – Elementary

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Each week, students will receive *six core program lessons* (one remediation lesson of previously taught materials and one new standards based or skills based lesson for ELA, math, and social sciences).

Weekly	Remediation	New
ELA	1	1
Math	1	1
Social Sciences	1	1

Unified arts will contribute one lesson each week. These professionals will be asked to compliment or reinforce the core content lessons, either through review and enrichment lessons or co-teach type of exercises.

Students are expected to complete all six of the core program lessons.

## Phase 2 – Elementary

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Instruction may be *real-time activities* (virtual face-to-face), *on-demand recordings* (prerecorded/accessible at any time), and *individual activities*.

Completion and engagement will be monitored by classroom teachers.

For those students unable to participate in Google Classroom, paper copies of the work will be provided. Office staff will continue to communicate with families and arrange student access to hard copies of assignments/activities, as needed. Teachers will continue to provide two activities/assignments per week, per content area. This will include both enrichment and new material.

Completed work will be submitted via image attached to an email or submission of paper copy.

## Phase 2 – Elementary

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A daily schedule targeting specific content on identified days will be shared with parents. The schedule was developed to prevent any overlapping of virtual classroom instruction and to provide guidance when structuring a student's day.

Teachers will implement virtual positive behavior incentives to both encourage and reward student work.

Teacher data will be used to plan the following:

- assessments to identify learning gaps,
- interventions to remediate learning gaps, and
- grade-level instruction for the 2020-2021 school year.

## Phase 2 – Secondary

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Online learning will focus on the essential skills and concepts students would normally learn through the end of the school year. Teachers will continue to reinforce previously taught skills and content while introducing new learning.

Instruction should include the following per class, per week:

- *one real-time* (i.e. Google Meet) activity,
- *one on-demand* (pre-recorded ) activity, and
- *one independent* activity.

Teachers will utilize the virtual schedule when planning live meets with students. Live meets should only be scheduled during the assigned period. Teachers may use their office hours to further communicate with students. Activities should not exceed the period(s) scheduled each week.

## Phase 2 – Secondary

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Student participation in this phase of online learning is expected.

Teachers will monitor students' participation, engagement, and progress in the following ways:

- participation in real-time learning (Google Meet). To ensure student privacy, no recording during this time;
- student submission of assigned work (i.e. individual activities); and
- participation in on-demand activities (i.e. pre-recorded teacher videos).

If online participation is not an option, paper copies of two weekly learning activities reflecting the same spirit of the virtual lessons will be provided. Office staff will mail out assignments.

Students will return completed work via email, pictures, or drop box located in the front of the school during office hours from 8AM – 12PM, Monday, Wednesday, and Friday.

## Phase 2 – Secondary

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Students' participation, engagement, and progress will be monitored; therefore, students who are experiencing difficulty (i.e. limited devices, internet access, multiple family members sharing technology, limited parental support) should communicate circumstances to their teachers or counselor.

If a student does not engage in online learning, teachers, counselors, and/or administration will contact the family as a means to provide support.

Western Wayne School District will continue to work with families who are finding it difficult to participate by identifying the barriers that exist and working together to find solutions. For this to work, it must be a collaborative effort between students, parents, and the District.

# Phase 2 - Secondary

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A daily schedule was developed for the following reasons:

- to prevent any overlapping of virtual classroom instruction, and
- to provide guidance for students when organizing their school day.

While every period may not be a virtual lesson, students are encouraged to utilize the time to complete class activities.

Teacher will be available to answer questions via email during their office hours. Teachers will notify students and parents/guardians of their office hours, and times will be noted in Google Classroom.

# Meeting Students' Needs

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Our general education, special education, gifted education, and ESL teachers have collaborated in the development of their Google Classrooms and in selecting appropriate learning resources and adaptations for students. Learning support teachers are available to provide individualized support to students with IEPs through Google Classrooms.

Parents are encouraged to contact their child's teacher via email if they have any questions.



# Instructional Services

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Special Education questions related to your child's IEP, Section 504, or GIEP should be directed to Instructional Services at 1-800-321-9973 Option 6.

- Jennifer DeNike, Director - [jdenike@westernwayne.org](mailto:jdénike@westernwayne.org)
- Angela Geyer, Ed.D., Assistant Director - [ageyer@westernwayne.org](mailto:ageyer@westernwayne.org)

Early Intervention questions should be directed to Beth Gregory, EI Supervisor, at [egregory@westernwayne.org](mailto:egregory@westernwayne.org).

# English Language Development

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Support is available from Monday through Friday, 8:00 AM – 3:00 PM.

Elementary - Mary Lou Samson – [msamson@westernwayne.org](mailto:msamson@westernwayne.org)

Secondary - Brenda Kosciuk - [bkosciuk@westernwayne.org](mailto:bkosciuk@westernwayne.org)

# School Nurses

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## School Nurses

Nurses are still responsible for completion of mandated services, including follow up of failed vision, hearing, and scoliosis. Monitoring the completion of immunization plans, physical examinations and dental examinations. The annual SHARRS report must be completed by individual nurses. Incomplete mandated services decreases reimbursement. All work can be completed by accessing ESchool, contacting parents via email provided to school at registration and the Blackboard Call system if necessary.

Denise Johnson - High School - [djohnson@westernwayne.org](mailto:djohnson@westernwayne.org)

Lori Krol - Middle School – [lkrol@westernwayne.org](mailto:lkrol@westernwayne.org)

Maria Shelp – Robert D. Wilson – [mshelp@westernwayne.org](mailto:mshelp@westernwayne.org)

Christy Davis – EverGreen Elementary – [cdavis@westernwayne.org](mailto:cdavis@westernwayne.org)

# School Counselors

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## **School Counselors**

The Guidance department plays an integral role in the success of our school counseling program. The tasks completed in the final two months of the school year are imperative for students' success and impact the whole school.

From home, counselors will continue to monitor graduating seniors progress by staying in touch with them, their teachers, and parents. Counselors will also continue to work on students' schedules for next school year.

Counselors will continue to offer virtual sessions for students to speak with professionals in various careers, post topics/resources regularly for students related to academic, career, personal and social components of their lives.

Counselors will provide parents with resources on how to navigate personal and social challenges that their student might be faced with during trying times.

# School Counselors' Contact Information

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## EverGreen Elementary

Anna Culkin – [aculkin@westernwayne.org](mailto:aculkin@westernwayne.org)

Tara Morcom – [tmorcom@westernwayne.org](mailto:tmorcom@westernwayne.org)

## Robert D. Wilson

Erica Germani –  
[egermani@westernwayne.org](mailto:egermani@westernwayne.org)

## Middle School

Lisa Jacques – [ljacques@westernwayne.org](mailto:ljacques@westernwayne.org)

Joe Totsky – [jtotsky@westernwayne.org](mailto:jtotsky@westernwayne.org)

## High School

Matt Fitzsimmons –  
[mfitzsimmons@westernwayne.org](mailto:mfitzsimmons@westernwayne.org)

Kasey Gribble – [kgribble@westernwayne.org](mailto:kgribble@westernwayne.org)

Renee Chernin – [rchernin@westernwayne.org](mailto:rchernin@westernwayne.org)

Rachael Palko – [rpalko@westernwayne.org](mailto:rpalko@westernwayne.org)

# Food Distribution

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March 18, 2020

The District began offering free breakfast and lunch via curbside pick-up to all children in the community under the age of 18 years old. Meals were available at Robert D. Wilson and EverGreen Elementary, Monday through Friday, from 11:00 AM – 12:30 PM.

April 6, 2020- Update

Meal distribution is available to students via curbside pick-up at Robert D. Wilson and EverGreen Elementary on Monday, Tuesday, and Thursday from 11:00 AM - 12:30 PM.