RADNOR TOWNSHIP SCHOOL DISTRICT
CONTINUITY OF EDUCATION PLAN

GOAL

Whether in-person or online, a goal of RTSD is to provide an outstanding academic experience for students.

Significant steps have been taken to ensure a seamless transition from traditional schooling to online learning since Pennsylvania schools were closed by order of Gov. Wolf beginning March 16, 2020. Teachers have received and will continue to receive professional development to help enhance their instructional practices. Teachers are providing short, high-quality instructional activities and lessons that address the most critical aspects of core curriculum for students.

OVERVIEW

Beginning March 13, 2020 and through the end of the school closure, RTSD is operating as follows:

March 13 and 16-18: K-12 teachers provided with training on Schoology, RTSD's online Learning Management System (LMS).
March 19 and Throughout Closure: Teachers provide assignments to students using Schoology. Planned instruction includes content from course curriculum. Planned instruction is differentiated by grade and course. Students are expected to engage with teachers to complete assignments.
April 6-10 (Spring Break): Students and teachers did not participate in planned instruction.

FOUR PHASES OF ONLINE LEARNING

1 Preparation & Implementation

• Teacher professional development (PD)
• Creation of K-5 online content
• Supply of district technology to families most in need
• Release of K-12 extended closure online content
• Order placed for new devices for K-4 students
• Order placed for new devices for K-8 teachers
• Attendance protocol planning
• Chromebooks for grades 5-8 planning

2 Expansion & Development

• Daily online attendance collection began
• Deployment of Chromebooks for grades 5-8
• Investigation and Planning: Synchronous and asynchronous instruction; internal communication protocols/best practices; "Collaboration and Catch-Up Day" details; 339 Plan information collection; Teacher Action Research, Student Learning Objectives (SLOs) and observation options; options for Career and Technology Center (CTC) students; testing for Advanced Placement (AP) and Project Lead the Way (PLTW); additional supports for students; online assessment options for teachers

3 Enhancement & Adaptation

• Additional extended closure planning in the event PA schools do not return the 2019-2020 school year
• Continued teacher and administrative online learning professional development through Schoology
• "Collaboration and Catch-Up Day" plan put in place
• Live streaming synchronous and asynchronous instructional models and options for teachers and students instituted
• Exploration of K-12 software/online curricular enhancements
• K-4 student and K-8 teacher device deployment planning
• Completion of PDE-required Continuity of Education Plan
• Technology Plan for Paraeducator Supports

4 Refinement

• Refinement of K-12 instruction/content delivery via Schoology
• K-4 student and K-8 teacher devices deployed
• Online professional development for students and teachers on how to use and care for new devices
• Targeted teacher and administrative online learning professional development based on emergent needs
• Continued communication with local municipalities, health officials, and the Radnor community
• Resume work on School Board goals and priority projects, such as Homework, PE for Athletes and Student Wellness Study

COMMUNICATION TOOLS & STRATEGIES

Alerts, Website, Newsletter

SchoolMessenger
The RTSD Phone, Email and Text Notification System is used regularly to communicate urgent information to parents and staff

RTSD.org
RTSD maintains webpages dedicated to providing information on the coronavirus pandemic and extended school closure

Radnor Reader
RTSD's official e-newsletter is emailed weekly to more than 3,200 staff and community members

Schoology

The Schoology Learning Management System (LMS) is the primary vehicle for delivering instruction and academic materials to K-12 students in RTSD

Big Blue Button (Schoology Conferences) is an option for RTSD teachers and students to teach and learn live online through a safe and secure platform

Asynchronous/Synchronous

Asynchronous
Asynchronous learning involves teachers uploading course materials/videos to Schoology for student download, review, and completion at another time

Synchronous
Synchronous learning involves teachers and students interacting together online at the same time for delivery and receipt of instruction

EXPECTATIONS and TECHNOLOGY ACCESS

FACULTY & STAFF

Teachers provide remote instruction for each student day their class would normally meet.

Teachers can provide instruction to students synchronously and asynchronously and will check assignments and provide feedback to students. All students will receive instruction/materials by classroom teachers, special-area teachers, Special Education teachers, pupil services staff members, and school counselors (as appropriate). Teachers will be accessible on regular workdays. Planned instruction will follow current RTSD course curriculum and expectations.

STUDENTS

Students are expected to establish a routine to support learning.

Students should identify a quiet space to work effectively and check online communication daily. Assignments should be completed with integrity that demonstrates learning. Regular communication with teachers is imperative, as is taking breaks, going outside, and being active. Students should read, spend time with their families, and keep a journal to document this historical time. As always, students should reach out to an adult if they need help or support.

PARENTS

Remember that any direct instruction may involve a camera broadcasting home audio/video.

Lessons should not be recorded and the confidentiality of other students should be maintained. A parent/guardian can email a teacher after the lesson is complete with any questions or concerns and is asked not to interrupt the activity with questions to allow the educator to focus on the activity. As RTSD proceeds and circumstances evolve, the district will remind parents/guardians of these guidelines and any potential new guidelines.

TECHNOLOGY Students in grades K-4 will utilize personal devices or a district iPad or Chromebook (if requested). Each student in grades 5-8 has been issued a district Chromebook. Each student in grades 9-12 has been issued a Surface Go or iPad. Families in need of a device were offered opportunities to receive an iPad or Chromebook from each elementary school. Families without Internet access were provided resources to receive free/reduced access and/or a virtual hotspot.

GOOD FAITH EQUITY EFFORTS & ATTENDANCE

Free and Reduced Lunch

RTSD has implemented a "Grab and Go" meals program since the week of March 23 for all free and reduced lunch families as well as families requesting assistance. Meals are available for pick up Mondays, Wednesdays and Fridays.

Collaboration and Catch Up Days

"Collaboration and Catch-Up Days" were instituted to help with student workload management, to provide dedicated time for office hours for students, and to afford teachers the time necessary to implement professional development tactics.

Attendance & Accountability

RTSD schools began to take attendance of students the week of March 23, 2020. This action was taken to ensure RTSD can demonstrate to the state that instruction continued online.

GIFTED, ENGLISH LEARNING & SPECIAL EDUCATION

Gifted Education teachers are working with both identified gifted learners as well as students who require acceleration and enrichment. Each week, Gifted teachers provide enrichment activities directly to parents working closely with the regular education teachers to align work that is provided. Gifted education teachers work closely with the regular education teachers to enrich the material accordingly and following the supports within the Gifted Individualized Education Plan (GIEP) to the best of their ability. Accelerated material is also provided to students, according to GIEPs, or each core content area via Schoology.

English Language Development (ELD) teachers work in conjunction with the content education teachers to accommodate and/or modify content curriculum material and assignments. ELD teachers designed ELD course work that addresses the forms and functions of academic language being taught in the content area courses at that grade level. This course work is included in the student's grade level course on Schoology. ELD teachers regularly communicate with EL students and families. RTSD is also working on a plan to use BBB with individual or small groups of EL students to provide additional support from ELD teachers or paraeducators.

The Special Education Department, with input from various stakeholders, has created and is implementing "COVID-19 Interim Individualized Emergency Plans (C-19IIEP)" for every special education student, K-12. Each student's present levels of academic and functional performance drove the creation of the individualized plans, which were created to help enable Special Education students access the online academic instruction currently underway. Special Education teachers are providing students with level-appropriate materials and synchronous and asynchronous lessons which focus on the area(s) of need determined in their interim plans.