



Uniontown Area School District Continuity of Education Plan

March 24, 2020

Overview

During this unprecedented time, school districts across the country have been tasked with continuing instruction of students while school buildings are closed. The Pennsylvania Department of Education is encouraging districts to creatively meet the needs of students through remote learning. While developing this plan UASD took the threat of Covid-19 very seriously and prioritizes the health and safety of students and staff. Below is an outline of how UASD will meet the needs of our students with the resources we have at hand, while maximizing social distancing as much as possible for its students and staff.

Following the guidelines laid out from the state's Intermediate Units' Covid-19 Toolkit (released on March 23rd), Uniontown Area School District will implement Option A: Planned Instruction. All students district wide will be expected to participate regularly, with the understanding that there will need to be a great deal of flexibility given to students.

Phase 1: March 23-24

On Monday, March 23rd a technology survey was posted to our district web page. A "one-call" went out to parents asking them to complete the survey. The results of the survey will allow the district to determine which students have access to a device and internet at home. Tuesday, March 24th an administrative meeting was held to discuss the district's plan with principals and central administration.

Phase 2: March 25-April 3

The following will occur during this timeframe with specific procedures forthcoming.

1. Principals will attempt to get as many parents to complete the technology survey as possible.
2. Teachers will be allowed into buildings to retrieve their materials and upload their “H” drive documents to One Drive for access at home. Times assigned by building principals.
3. Students were instructed to take home textbooks on Friday, March 13th. If a student was not in school that day, they will be allowed to pick up materials from the building. Procedures to be coordinated with custodian staff.
4. Teachers post weekly instruction/assignments to CSIU for students with internet access
 - a. Teachers will be virtually trained, by Mary Wallace, on a function within CSIU that allows them to post instruction/assignments to each of their classes.
 - b. Technology coach will provide virtual office hours to staff to help with the new procedure including how to embed attachments and videos.
 - c. Teachers will be provided with guidance and expectations as to what will need to be included in the weekly posted instruction/assignments (such as their email address)
 - d. General and special education teachers will work together to make accommodations to the instruction/assignments being made via email and phone calls.
 - e. Instruction/assignments for the week of April 6th will be posted by all general education teachers to CSIU by 3:00 p.m., April 1st and be emailed to principals and special education teachers.
 - f. Special education teachers will make accommodations and post to CSIU by Friday, April 3rd at 3 p.m. They will also email principals.
5. For students without internet access (based on survey) or who have not responded to the survey; guidance counselors, school nurses, school

- secretaries, central secretaries, and reading coaches will contact families via phone or mail to communicate their instruction/assignments.
6. Directions posted to the district website for parents/students to login into CSIU to retrieve assignments
 7. One-call will go out to parents explaining the process
 8. Senior Projects will be waived for the class of 2020
 9. Arrangements will be made for teachers that do not have internet or device at home
 10. Teachers will be given time to complete their 3rd nine weeks grades with the work that they had as of Friday, March 13th. Teachers will be given a date to export grades and report cards will be issued for the 3rd nine weeks with numerical grades.

Phase 3: April 6th – reopening of school buildings

1. Teachers will be available to students from 9:00-3:00 daily via school email (or the Remind App if they choose) Monday through Friday (If closures continue, the exception of Good Friday and Memorial Day).
2. If a parent/student does not have the capability to email, they will be directed to call the school and the secretary will email the teacher to call the parent.
3. Teachers will keep a log in One Note of who they contacted each day that will be used for teacher attendance.
4. If a teacher needs to use a sick/personal day, the teacher will contact their school secretary and put an away message on their email so parents will know. If the illness is prolonged, the district will need to provide a substitute for that teacher.
5. Every Wednesday and Friday the CSIU assignments will be posted by teachers as described above for the following week.
6. FAPE is being provided to the greatest extent possible as appropriate. Special education and related services shall be provided virtually, online, or telephonically. Many modifications may be effectively provided such as allowing extended time, presenting large assignments in smaller

increments, sharing videos to provide a multimodal approach, etc. Special Ed Related

Phase 4: Reopening of Schools

1. Grading for the 4th nine weeks
 - a. Upon the reopening of school students will return their completed work
 - b. Fourth nine weeks will be pass/fail for students
 - c. No finals will be given at the high school
2. Phase 4 would need revised if schools were not to open for the remainder of the school year.