

Continuity of Education Plan

School District	Lincoln Intermediate Unit 12
Superintendent	Dr. Jeffrey West, Executive Director Dr. Lynn Murphy, Director of Special Education
Address	65 Billerbeck Street, PO Box 70, New Oxford, PA 17350
Email/Phone	717- 624-4616
Website	www.iu12.org

Goal of Plan
<p>The following plan has been developed due to the Governor’s closing of schools due to COVID 19. In the current situation, PDE and BSE have stated that our focus is to be on offering appropriate and reasonable instruction to students given the resources available. The LIU12 is committed to offering “Good Faith” efforts of instruction given the availability and capability of students and/or their parents to access technology. Traveling to LIU12 buildings is not an option given the Governor’s urgency for social distancing and the closure of all non-life sustaining businesses. This will continue to be re-evaluated throughout the COVID19 situation. This plan will be in effect for all service delivery, including PreSchool public and nonpublic service provided to School Age students that is scheduled through August 1, 2020.</p>

Overview of Plan
<p>The LIU12 is committed to supporting districts by offering instruction to students in a compliant manner. In a remote instructional setting, The LIU12 will offer, to as many students as possible, opportunities to engage in planned instruction in accordance with their IEPs. A student’s instruction offered will be aligned to their individual progress.</p>

Expectations for Teaching and Learning

All LIU12 educators will complete a Planning Template for each of the students on their caseload. This may be adapted to meet the IEP determined time spent with students (ie. itinerants who meet with a student less than daily). Planning Templates are to be kept in a folder that is created on their LIU12 Google Drive. Communication (ie. Prior Written Notice, NOREP or letter) for service delivery in a remote situation are sent by the resident school district. The LIU12 has collaborated with the resident school district to outline the appropriate opportunities to offer goals and specially designed instruction to be delivered in a remote situation.

Nonpublic School Services Program

The LIU12 Nonpublic School Services program professional staff will provide distance learning opportunities for students in coordination with nonpublic schools and with consideration of the individualized needs of schools. Web-based, paper-based, and app-based modalities may be utilized. Phone or email will be used to contact parents and/or students to offer instruction.

Communication Tools and Strategies

Communication updates regarding the LIU12 organization are located on the LIU12 website. In addition, each program will share communication via email and “One Call Now” phone system regarding the media used for communication with students and parents during remote learning. This includes but is not limited to SeeSaw, Google Meets and Zoom. Instructions on how to connect to these program specific media will be communicated by the Program Supervisor to parents and students via email or phone.

Service delivery staff will follow guidelines listed in the following document [Communication & Secure File Sharing Protocol for Educators](#). Additionally, staff and students are directed to comply with the [Notice of Virtual Learning](#).

Access (Devices, Platforms, Handouts)

Professional educators will engage students in remote learning via post mailed materials and/or a virtually accepted platform. The particular platform will be dependent upon the school district in which the school age student receives services when attending in person instruction and the program that the student is in. If a student attends an LIU12 operated center for in person

services, remote service will be provided by post mailed materials and/or virtual connection using Google Meets or Zoom.

Every effort is made to provide each student with a device. The LIU12 works with the resident school district to secure a device as needed. If a device is needed, contact the student's service provider, Program Supervisor or LIU12 Special Education Director. If a device is not an appropriate tool for access for the student, materials will be post mailed to the student's home. The service provider will connect with the parent and student via phone or virtually to review materials and provide consultation as necessary.

Staff General Expectations

Professional staff will provide planned instructional opportunities for students as per their individual IEPs, student's access capabilities and as outlined in a Prior Written Notice for each student. All professional staff will document their time worked and the activities conducted via the "weekly log" or STaR (LIU12 data documentation system), as communicated to them by their Program Supervisor. It is important to include the district for whom the work was performed. At the guidance of PDE, this data will be shared with districts at the conclusion of the event as evidence that instructional and IDEA activities were offered and/or performed during the school closure event and what students had participated.

Professional staff are expected to engage students in a manner that is aligned with their individual needs, IEP, general education classes in the school district they attend. Every effort should be made to engage students synchronously at least 3 times per week as appropriate to student's needs.

Professional educators will engage in online professional development as determined by their Program Supervisor and includes, but is not limited to, accessing the resources on learnon.iu12.org. Resources for engaging students remotely can be found on this site.

Student Expectations

Students are expected to attend each session scheduled remotely and participate in activities offered. Progress will be monitored with input from the student, the parent and review of submitted completed assignments and in accordance with the student's IEP. The student or parent are expected to communicate with the educational professional with whom the student is working if any barriers to learning remotely are experienced.

Attendance / Accountability

Attendance for students is based upon their IEP and Prior Written Notice for a remote educational delivery situation. If a student does not attend a session, education professionals will make 3 attempts via phone, and/or to contact parent and/or student to offer instruction. Detailed records will be kept using the IEPwriter Call log ([directions](#)) of each attempt and the parent's response. Preschool staff will document contacts via Pelican Contact Log for EI. If 3 attempts have been made by each professional assigned to work with the student with either no response, or a response which does not allow any instruction to occur, an internal referral is made to the program supervisor. Professional educators will utilize a [Referral Form](#) to communicate and document attempts made.

If a referral is made to the Program Supervisor, the Program Supervisor will make an additional attempt to contact the parent. Additionally, the Program Supervisor will contact the student's LEA to inform them of the attempts and responses to provide instruction.

Student attendance and progress in session hosted by their classroom teacher will be documented via an elearning log. Student attendance and progress in session hosted by the related service provider will be documented in the StAR system.

Student participation will be documented via an elearning log and accountability measured as per the student's IEP. All progress reports will be sent to parents/guardians as typical.

Good Faith Efforts for Access and Equity for All Students

All students receiving services from the LIU12 will be provided with planned instruction opportunities that align with their IEP or education plan (Nonpub School students). LIU12 service providers collaborate with school district and nonpub school personnel to ensure appropriate access to learning and learning. The LIU12 works with each student/ family situation, in collaboration with the resident district to provide remote access devices and capabilities. Hot spots have been provided to families in need. Communication and resources are provided to students and families in periodic letters from the Special Education Director, the LIU12 website, learnon.iu12.org and communication from Program Supervisors and Professional Service provider.

Special Education Supports

The LIU12 service providers work collaboratively with the school district and nonpublic school personnel to ensure appropriate supports are provided in a remote learning situation. For students with IEPs, Prior Written Notices were provided from the resident district outlining the supports and services to be provided remotely. Consultation is offered to parents and families to support the student's remote learning situation. Consultation is provided in the form of videos, virtual meetings, phone conversations, text or email exchanges.

The LIU12 has provided and will continue to provide regularly used positioning equipment or educational materials to the home as needed.

All IDEA Mandated timelines will be held to the best extent possible. IEP meetings will be offered and conducted remotely. All OCDEL mandated timelines will be held to the best extent possible. All IEP meetings will be offered and conducted remotely.

Parents may contact the Program Supervisor or Special Education Director if there are any questions or concerns in regard to their student's access to remote learning.

EL Supports

The LIU12 English as a Second Language (ESL) teachers will deliver distance learning using web-based, paper-based, and app-based modalities, in accordance with the schedule of the facility where instruction traditionally occurs. The Language Instruction Educational Program will communicate with hard-to-reach families via Flyer Connect (a phone-based messaging system with translation in 103 languages).

Gifted Education

LIU12 will continue to work in collaboration with the resident school district to ensure that students receiving Gifted services are provided supports needed. This can include but is not limited to regular team meetings between the special education teacher, general education teacher and the gifted support teacher.

Building/Grade Level Contacts

Director of Special Education – Dr. Lynn Murphy lamurphy@iu12.org

Associate Director of Center Based Programs- Dr. Cindy Renehan clreneh@iu12.org

Associate Director of District Based Programs- Ms. Patti Wysocki pawysocki@iu12.org

Associate Director of Related Services- Ms. Danielle Messett ddmessett@iu12.org

Language Instruction Educational Program- Dr. Carrie Soliday casoliday@iu12.org

NonPub Schools- Ms. Lisa Menges ldmenges@iu12.org

Resource Links

Learnon.iu12.org