



Opportunity · Unity · Excellence

Upper Darby School District: Continuity of Education Plan

School District	Upper Darby School District
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Teachers Expectations and Overview for the Continuity of Education Plan:

Beginning on March 30, 2020 Upper Darby School District transitioned from non-mandatory instruction to mandatory new learning: curriculum-based lessons/activities. Please make sure to build in your own lunch and prep each day. We are not asking teachers and professional staff to work beyond the contracted school day. Please contact your building principal with any questions or concerns. We will take this process on a week by week basis. We encourage your feedback as we continue to work together to provide our students with the best educational opportunities we can during this challenging time.

Guide and tips to help you with your planning:

- Instructional Coaches, Supervisors, and Administrators are available for support!
- Teachers must contact parents via phone and/or email when work is not completed.
- Teachers must record a message and send it to their students each day of instruction as outlined in this document.
- Student work should be submitted by the end of each week: Friday at 3:00 p.m.
- Flexibility is key: Daily submission is not mandatory; late work is accepted without penalty
- Daily attendance will be recorded at week's end upon submission of work
- All work will be checked or graded depending on the grade level.
- **Please plan for a week at a time: Create a Week of March 30-April 3 folder & then put daily (Monday-Friday) assignment folders inside that weekly folder.**
 - Middle School: Create a weekly folder and put the days of your subject into the folder. Ex: ELA Week of March 30-April 3; Folder for Monday and a folder for Wednesday.
 - High School: Create a daily folder and put the work for each day and the week into the folder.

Resources and Professional Development for teachers:

- **Online Resources for planning:**
https://docs.google.com/spreadsheets/d/1L3loT_seNLzDN69rgIDv-_E_CbCChT5HmaR2Op16r3nA/edit#gid=0
- **Online Professional PD:**
https://docs.google.com/document/d/1kbR40keP6Gprj_9GViUKwmTE_xwrD_yQIfV_kOxwsbl/edit

Daily/Weekly Schedule

- Grades: The teacher will grade work once it is submitted by the student.
- Attendance: Students will be marked present upon submission of each week's assignment(s).
- All parent questions about content should be emailed directly to the classroom teacher.

Kindergarten Schedule

Day	Subject	Weekly	Assessment
Monday & Wednesday	ELA/Reading 90 mins/day	Participate w teacher and/or turn in work	Turn in work by the end of the week.
Tuesday & Thursday	MATH 90 mins/day	Participate w teacher and/or turn in work	Turn in work by the end of the week.
Friday	Reading Skills Practice 15-20 min.	Makeup work in ELA and MATH	Don't forget to turn in all work by 3:00 PM

Elementary Schedule

Day	Subject	Weekly	Assessment
Monday & Wednesday	ELA/Reading 90 mins/day	Participate with teacher and/or turn in work	Turn in work by the end of the week.
Tuesday & Thursday	Math 90 mins Math & 30 mins SS or Sci/day	Participate with teacher and/or turn in work	Turn in work by the end of the week.

Monday - Friday	Specials 20-30 mins each	Catch up on Makeup work.	Turn in work by the end of the week.
Friday	Independent Reading	Catch up on Makeup work.	Don't forget to turn in all work by 3:00 PM

Middle School Schedule

Day	Subject	Weekly	Assessment
Monday	ELA/SS 90 mins/day	Work independently to complete all work by Friday	Turn in work by the end of the week.
Tuesday	Math/Sci 90 mins/day	Work independently to complete all work by Friday	Turn in work by the end of the week.
Wednesday	ELA/SS 90 mins/day	Work independently to complete all work by Friday	Turn in work by the end of the week.
Thursday	Math/Sci 90 mins/day	Work independently to complete all work by Friday	Turn in work by the end of the week.
Monday-Friday	Reading and/or math intervention 15 mins/day	Work independently to complete all work by Friday	Turn in work by the end of the week
Monday-Friday	Unified/Related Arts 20-30 mins/day	Work independently to complete all work by Friday	Turn in work by the end of the week
Monday-Friday	Electives 20-30 mins/day	Work independently to complete all work by Friday	Turn in work by the end of the week Turn in work by the end of the week

High School Schedule

Subject	Daily	Weekly	Assessment
Core Courses (Math, English, Science, Social Studies)	45 min/day	Participate w teacher and/or turn in work by end of the week.	Complete assessments by unit/chapter as appropriate.
AP Courses	60 min/day	Participate w teacher and/or turn in work by the end of the week. Enrichment/Extension activities may be provided by teachers in the AP courses	Complete assessments by unit/chapter as appropriate.
Electives	60 min/week	Project-based	Turn in work by the end of the week.
Read 180/Sys 44	30 min/day	Participate w teacher, complete online assignments	Turn in work by the end of the week

Student Expectations and Overview for the Continuity of Education Plan

Beginning Monday, March 30 Upper Darby School District students shifted from non-Mandatory instruction to more structured **mandatory** learning activities/lessons. We realize this transition can be difficult for many as families are learning how to work and learn from home concurrently.

Below please find the educational expectations for students at each grade level. There are slight variations between grade levels. **All questions about assignments/content should be emailed directly to the classroom teacher once we start mandatory instruction on March 30.**

Additional information will be sent directly to parents regarding the continuity of Special Education and Related Services.

Educational Expectations by Grade Level

Kindergarten Expectations:

All questions about assignments should be emailed directly to the classroom teacher.

Grades: The teacher will check completed work once it is submitted by the student at the end of each week: Friday at 3:00 p.m.

Attendance: Recorded at the end of the week upon submission of work.

Day	Subject	Weekly	Assessment
Monday & Wednesday	ELA/READING	Participate w teacher and/or turn in work	Turn in work by the end of the week.
Tuesday & Thursday	MATH	Participate w teacher and/or turn in work	Turn in work by the end of the week.
Friday	Reading Skills Practice	Makeup work in ELA and MATH	Don't forget to turn in all work by 3:00 PM

Elementary Expectations (Grades 1-5)

All questions about assignments should be emailed directly to the classroom teacher.

Grades: The teacher will check completed work once it is submitted by the student at the end of each week: Friday at 3:00 p.m.

Attendance: Recorded at the end of the week upon submission of work.

Day	Subject	Weekly	Assessment
Monday & Wednesday	ELA/Reading	Participate with teacher and/or turn in work	Turn in work by the end of the week.
Tuesday & Thursday	Math/ SS or Sci	Participate with teacher and/or turn in work	Turn in work by the end of the week.
Monday - Friday	Specials	Catch up on Makeup work.	Turn in work by the end of the week.
Friday	Independent Reading	Catch up on Makeup work.	Don't forget to turn in all work by 3:00 PM

Middle School Expectations (Grades 6-8)

All questions about assignments should be emailed directly to the classroom teacher.

Grades: The teacher will grade work once it is submitted by the student at the end of each week: Friday at 3:00 p.m.

Attendance: Teachers will take attendance based on the completion of work at the end of the week.

Day	Subject	Weekly	Assessment
Monday	ELA/SS	Work independently to complete all work by Friday	Turn in work by the end of the week.
Tuesday	Math/Sci	Work independently to complete all work by Friday	Turn in work by the end of the week.
Wednesday	ELA/SS	Work independently to complete all work by Friday	Turn in work by the end of the week.
Thursday	Math/Sci	Work independently to complete all work by Friday	Turn in work by the end of the week.
Monday-Friday	Reading and/or math intervention	Work independently to complete all work by Friday	Turn in work by the end of the week
Monday-Friday	Unified/Related Arts	Work independently to complete all work by Friday	Turn in work by the end of the week
Monday-Friday	Electives	Work independently to complete all work by Friday	Turn in work by the end of the week. Turn in work by the end

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High School Expectations (Grades 9-12)

All questions about assignments should be emailed directly to the classroom teacher.

Grades: The teacher will grade work once it is submitted by the student at the end of each week: Friday at 3:00 p.m.

Attendance: Teachers will take attendance based on the completion of work at the end of the week.

Subject	Weekly	Assessment
Core Courses (Math, English, Science, Social Studies)	Participate w teacher and/or turn in work by the end of the week.	Complete assessments by unit/chapter as appropriate.
AP Courses	Participate w teacher and/or turn in work by the end of the week. Enrichment/Extension activities may be provided by teachers in the AP courses	Complete assessments by unit/chapter as appropriate.
Electives	Project-based	Turn in work by the end of the week.
Read 180/Sys 44	Participate w teacher, complete online assignments	Turn in work by the end of the week

Communication Tools and Strategies

- Each family has access to Schoology, a Learning Management System (LMS), which will allow educational opportunities to be shared with students and their parents.
- Schoology can be accessed on any mobile device, tablet, or computer. A link to Schoology can be found on our District website under the *Student* tab or by using the following link: <https://udsd.schoology.com/>.
- The District is also providing support to parents and students. Please email Familyschoolsupport@upperdarbysd.org
- Any family in need of a device can request one using the following link: [UDSD Device Request](#)
- **Free Internet Access:** Several organizations are providing free internet access and/or special provisions to support families as a response to the Coronavirus/COVID-19 school closings. These resources will be added to our website's Coronavirus/COVID-19 webpage under Resources.
 - Use this link to find more information: [Internet Access Informational Flyer](#)
- An informational PowerPoint can be found by clicking the following link: [Directions to Access Online Instructional Materials](#)
- We will continue to distribute food at the designated areas through the duration of the closure.
- PSSAs, PASA and Keystone Exams have been canceled for the 2019-2020 school year.
- Upper Darby Cyber Academy students will resume normal daily lessons with their teachers. Further communication will be coming directly from Mrs. Riccione.

Online Learning Guidelines for Staff and Participants

As a District we are using the Google for Education Suit and Schoology as platforms for online instruction. Building Principals have been provided an access code to a course in Schoology that will help guide you as you deliver instruction, communicate with parents and communicate with students. We have also provided important reminders in the bulleted list below.

- Reinforce Policy 815: Acceptable Use of Internet, Computers and Network Resources
- Assign learning tasks so students attend prepared.
- Schedule a specific start and end time for the Meet.
- Arrange for small groups as much as possible during each session.
- Verify all participants in the session.
- Provide for as much two (2) way conversation as possible.
- Target the specific goals for learning.
- Review Mandated Reporter Process and Policy 806: Child Abuse. You must still follow this policy during online instruction.
- **Following each online virtual instruction/work**
- Check that all students exit the virtual session before you do.
- Provide resources that address questions from lessons.
- Establish next meeting time and check in sessions.

Etiquette for Upper Darby staff and those participating in virtual learning

- Conferencing should be done in a public room of the home (home office; kitchen;dining room).
- Distractions and background noises should be kept to a minimum.
- Know how to mute and unmute your microphone.
- Be sure to discuss the use of camera and if you are recording the session for student makeup work.
- Please be aware of your surroundings and avoid a cluttered background if you are on camera.
- Wear appropriate clothing during video meetings.
- Use respectful behavior and language.
- Remind students to be honest and show academic integrity.
- Use appropriate pictures, emojis, and/or avatars.
- Reminder to act professional at all times and remind students of behavioral expectations.

In person or online: Be Professional. Give Your Best Effort. Work Together.

Special Education, Gifted Education and Section 504 Services



Opportunity · Unity · Excellence

March 29, 2020

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To the families of students receiving Special Education Services, Gifted Education services and Section 504 Service Agreements:

The Upper Darby School District has been reviewing information from the US Department of Education and Pennsylvania Department of Education in regards to how specialized services will be delivered during the mandatory school closures due to COVID-19. The District is aware of its obligation under federal and state laws to provide students support and a Free and Appropriate Public Education (FAPE) to the greatest extent possible during this unprecedented time.

Starting on March 30, 2020, special education, gifted education and Section 504 case managers will be in direct contact with families to provide an individualized schedule of specialized services, including special education and related services. Individual services will be delivered to the extent that teams can provide support in a distance or virtual learning model. This can include virtual related services such as speech therapy, occupational therapy, physical therapy and other functional skills. Case managers will also be scheduling virtual support sessions with groups of students through our Google

for Education Suite and Google Meet functions, in addition to instructional phone calls as needed. We realize that this is new for everybody, and we will be assessing and monitoring our support services as we move forward.

All IEP meetings, 504 Service Agreement meetings and GIEP meetings will continue as scheduled through virtual means or phone conferencing. Section 504 and psychoeducational evaluations and reevaluations will be completed to the extent possible. However, certain data points or assessments and observations cannot be completed over the phone or through virtual conferencing. In those cases, evaluations will be closed and when school reopens, school teams will seek parent permission to conduct the assessments and complete the evaluations.

The District is also working with Approved Private Schools and other out of district placements to ensure the continuity of education will be delivered by the serving schools. Our LEA Representatives will be in direct contact with the appropriate families during this time.

Please know that the health, safety and welfare of our families and staff is a priority at this time. We are committed to provide support to all students to the extent possible during these challenging times of social distancing and school closures. We appreciate your understanding as we all work together to create the best opportunities for our students.

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