

Old Forge School District



Continuity of Education Plan

March 27, 2020

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Plan Overview:

Goal: The Old Forge School District (OFSD) will “review and enrich” the curriculum previously covered by our teachers through both a digital platform and traditional teaching resources. Educational activities will vary, based on age and grade level appropriateness and subject content. All classes currently offered in the elementary and junior/senior high school master schedule will be providing learning activities. A weekly schedule of subject/class activity will be established by building administration. Materials will be presented through Classroom Dojo, Google Classroom and Gmail; however, understanding the limitations of technology access to a percentage of our student population, traditional “hard copied” of all learning material will be available for pick up at the school Monday to Thursday from 9:00 Am to 1:00 PM. Social distancing will be strictly enforced.

Junior/Senior High School Plan Overview: The following are the steps taken in the OFSD Junior/Senior High School (Grades 7-12) in providing review and enrichment activities.

1. Initial contact will be made via OneCall explaining that work will be sent via Gmail and Google Classroom. Any parent who does not have technology, should call the school at 570-457-6721.
 - a. A list of names determining the number of paper copies of materials needed will be distributed to faculty so necessary materials can be created.
2. Teachers will log onto their Google Classroom by 8:05 am and post a morning message to their class page.
 - a. The morning message is a simple means of engaging the students and taking “attendance” of this students engaged in the learning platform.
 - b. Students will check-in with a quick response. This will let the teacher know they are in communication with their students.
 - c. Students not engaging should be contacted via directions for “Non Student engagement” directions.
3. Teachers will be available to answer parent/students questions via Google Classroom and/or email.
 - a. Primary contact should be through the Google Classroom page or teacher email.
 - b. Google phone numbers can be established for those teachers requiring telephonic communication.
 - c. Teachers may choose to engage in Google hangouts for face to face interaction.
4. All work posted by the teacher is review to reinforce and enrich prior learning. No new concepts will be assigned.
 - a. All students should be engaged and active in an educational way during the shutdown.

- b. We are not grading assignments and assignments will not be calculated into marking period averages or overall grade point average.
5. Materials will be made available for pick up for those students who do not have computer and/or internet access.
 - a. Families requiring hard copies of work may pick them up, Monday to Thursday from 9:00 Am to 1:00 PM at the high school entrance.
 - b. No one will be allowed into the building.
 - c. Materials will be handed to the family through the front door.
6. Students will focus on subjects based on the following schedule:
 - a. Mondays – Mathematics
 - b. Tuesdays – ELA including Foreign Languages
 - c. Wednesdays – Science
 - d. Thursdays – Social Studies
 - e. Fridays – Specials

Elementary School Plan Overview: The following are the steps taken in the OFSD Elementary School (Grades K-6) in providing enrichment and review activities.

1. Initial contact to our parents/guardians will be made via OneCall that work will be sent through Classroom Dojo (Dojo).
 - a. Parents should make sure to accept the invites that come through on your phones or through email for Dojo.
 - b. Any parent who does not have technology, should call the school at 570-457-6721.
 - c. A list of names to determine the number of paper copies need will be compiled and sent to staff.
2. Beginning on Monday, March 30, 2020, teachers will log onto their class dojo homeroom by 8:25 AM and post a morning message to their class story page (check-in, go-around, statement, etc.)
 - a. Parents/Students can check-in with a quick response.
 - i. This will let the teacher know if they are in communication with you.
 - b. The morning message is a simple means of engaging the students and taking “attendance” of if students engaged in the learning platform.
 - c. Students will check-in with a quick response. This will let the teacher know they are in communication with their students.
 - d. Students not engaging should be contacted via directions for “Non Student Engagement” directions.
3. Teachers will be available to answer parent/students questions via Dojo and/or email.
 - a. Primary contact should be through Dojo or teacher email.
 - b. Google phone numbers can be established for those teachers requiring telephonic communication.
 - c. Teachers may choose to engage in Google hangouts for face to face interaction.
4. All work posted by the teacher is review to reinforce and enrich prior learning.
 - a. No new concepts will be assigned.
 - b. All students should be engaged and active in an educational way during the shutdown.

- c. We are not grading assignments and assignments will not be calculated into marking period averages or overall grade point average.
5. Materials will be made available for pick up for those students who do not have computer and/or internet access.
 - a. Parents can pick up materials Monday through Thursday from 9-2 P.M. in the elementary circle.
 - b. Parents will not enter the building.
 - c. Materials will be brought out to you.
 - d. Social Distancing will be strictly enforced.
6. Students will focus on subjects based on the following schedule:

	K-2	3-6
MONDAY	ELA / MUSIC / TITLE READING	ELA / SCIENCE / TITLE READING / GUIDANCE
TUESDAY	MATH / GUIDANCE / TITLE MATH	MATH / SS / LIBRARY / TITLE MATH
WEDNESDAY	ELA / LIBRARY / TITLE READING	ELA / SCIENCE / PHYS ED / TITLE READING
THURSDAY	MATH / GUIDANCE / TITLE MATH	MATH / SS / MUSIC / TITLE MATH
FRIDAY	SCI OR SS / PHYS ED	ELA / MATH / TITLE READING AND MATH

Expectations for Teaching and Learning: As demonstrated in the above directions of the overview for the students in the OFSD, the expectation is that teachers engage students based upon the established schedule for both the elementary building and the junior/senior high school.

Communication Tools and Strategies: The OFSD will utilize Classroom Dojo as the primary communication platform the elementary level. Dojo is established in the building, with near 95% participation by students and parents. This was seamless transition for communicating assignments and engaging students in daily learning. In the Junior/Senior High School, Gmail and Google Classroom will be the primary needs of communication. Over 70% of students are already actively engaged in these communication and learning platforms. For students lacking technology or internet capabilities, the district is having teachers establish phone communication through Google. Teachers are expected to contact to students who are not engaging in working being posted. Lastly, those teachers comfortable may engage student directly with Google Hangouts.

The district is also utilizing the OneCall System for mass communication of information, and where to locate resources and materials. Finally, the district has populated the district webpage with essential information and links to educational resources. The district also utilized social media (Facebook, Twitter, ect) to alert the public to essential information.

Staff General Expectations: The OFSD staff was in-serviced on Wednesday, March 25, 2020 on the duties and expectations of the review and enrichment plan. The following was communicated with teachers.

General Expectations for all Faculty/Staff:

Initial contact will be made via Onecall that work will be sent via Gmail and Dojo. Any parent who does not have technology, please call the school at 570-457-6721. Chromebooks and Wi-Fi hotspots will be given to any teacher requiring these technology needs in their home.

Grading:

1. There will be no formal grades during enrichment and review
2. No child will be penalized for not completing work under this premise
 1. Attendance
 1. We are not taking formal daily attendance
 - We will engage students with a morning warm-up question.
 - We will reach out to those families not engaging in the review and enrichment activities.
 2. We are monitoring who is engaging in the material and reaching out to those students not interacting with the enrichment/review.

Non-Responsive Families to Engagement Activities:

1. Teachers will make five (5) attempts at engaging the family.
 1. Three attempts should be made to engage families via Dojo and Gmail
 2. If unsuccessful those the above medium, teachers should attempt to contact the family by telephone two (2) times.
 - a. Teachers requiring home phone numbers for families should log into Vision, through the District webpage, to gain the phone number.
 - b. If you need assistance with your login, please submit a ticket to IT Help.
 3. If after two phone class, the family is still unengaged, please contact you building administrator to attempt contact.
 4. A log must be kept of when and how the teacher contacted the family.

Elementary School Expectation:

1. Teachers will log onto their class dojo homeroom by 8:25 and post a morning message on your class story page (check-in, go-around, statement, etc.)
2. Paraprofessionals will support their teachers/students.
3. Please make sure the building principal is a co-teacher in your class.
4. Teachers will be available to answer parent/students' questions via class dojo and/or email.
5. All work is to review to reinforce and enrich prior learning.
 - No new concepts are to be assigned.
 - We are really looking to engage and be active in an educational way (20-30 minutes)

6. Materials will be made available for pick up for those students who do not have computer and/or internet access if need be. When at all possible, assignments can be given to those students that utilize resources that they already have (packets, textbooks, etc.).
7. Teachers may want to utilize the student portfolio option in class dojo to add material files, videos, etc. Not a must- but may be more efficient.
8. Teachers may want to poll parents to determine which students have computer/internet/printer capabilities as that can help as you plan out your activities especially if you want to assign any of the math activities that are online.
9. Teachers may come to the building to gather and prepare materials. We will utilize a formal schedule to limit people in the building.
10. For K-2, please designate one teacher to plan out a specific subject area for daily instruction. We encourage all grade levels to use Google Meet to plan together.
11. We are not photocopying for each student.
 - Each grade level can put together enough print materials for approximately 10 students.
 - Please leave in the main office in a manilla folder marked with grade level. The office staff will then distribute and copy as needed.
12. Students will focus on subjects based on the following schedule:

	K-2	3-6
MONDAY	ELA / MUSIC /TITLE READING	ELA / SCIENCE / TITLE READING / GUIDANCE
TUESDAY	MATH / GUIDANCE / TITLE MATH	MATH / SS /LIBRARY / TITLE MATH
WEDNESDAY	ELA / LIBRARY / TITLE READING	ELA / SCIENCE / PHYS ED / TITLE READING
THURSDAY	MATH / GUIDANCE /TITLE MATH	MATH / SS / MUSIC / TITLE MATH
FRIDAY	SCI OR SS / PHYS ED	ELA / MATH / TITLE READING AND MATH

Junior/Senior High School Expectations:

1. Teachers and Aides will sign in on the Google Spreadsheet by 7:55 am.
2. Teachers will post a morning message in their Google Classrooms each day.
3. Please make the principal a co-teacher in your classes.
4. Teachers will be available to answer student questions via Google Classroom and/or email every day.
5. Materials will be made available for pick up for those students who do not have computer and/or internet access if need be.
 1. When at all possible, assignments can be given to those students that utilize resources that they already have (packets, textbooks, etc.).
6. ALL work is review and enriching in nature.
 1. NO new teaching will occur at this time.
7. Students will focus on subjects based on the following schedule:
 1. Mondays - Mathematics
 2. Tuesdays - ELA
 3. Wednesdays - Science

4. Thursdays - Social Studies
5. Fridays – Specials

Special Education Faculty Expectations

1. Teachers and Aides sign in: elementary utilizing Dojo by 8:25 and high school utilizing Google spreadsheet by 7:55.
2. Teachers will post a morning message in their Google classrooms/Dojo each day.
3. The Director of Special Education must be added as co-teacher to all special education classes.
4. Teachers will be available to answer student questions via Dojo, Google classroom, or email each day.
5. Materials needed for enrichment and review will be made available for students who do not have technology.
6. Special education teachers will be able to communicate with students and parents via Dojo, email, and phone.
7. Special education teachers will call each parent of the students on their caseloads to find out how we can support each student.
 1. Teachers should follow the establish script for contacting special education parents.
 2. Directions for establishing a Google phone number are available through IT help.
 3. We encourage the use of the Google phone number over using personal phones.
8. All communication must be documented in the call log in IEP writer.
9. Teacher aides will support their classroom teachers.
10. Special Education Teachers need to be “resource” teachers for ALL subject material.
11. Emotional Support Teachers will do “emotional/social check-in” with the students on their caseloads via phone/ technology.
 1. All needs to be documented in IEP writer communication log.
12. Students will focus on subjects based on the following schedule:
 1. Elementary Teachers will follow Mrs. Egan’s schedule
 2. High School Teachers will follow Mr. Gatto’s schedule.
13. Special education teachers of students in Life Skills Support need to be flexible with time to help meet their needs during the school day.
14. Related service - Speech and Language Support can be done via computer and/ or telephone.
15. ESL will still be provided to our ESL population via computer and/or telephone.

Special Education/ 504 Plans/EL Supports/Gifted Education:

- Special Education Services /Programming and Gifted Education:
 - Individualized Education Programs (IEPs) - Gifted Education Programs (GIEPs)
 - As of March 30, 2020, IEPs / GIEPs will be completed in accordance with due dates. Your child’s case manager will contact a parent / guardian to arrange a phone conference.

- Those IEPs / GIEPs that were due to be reviewed during the initial school closure will be completed in a timely manner. Your child's case manager will be reaching out to you to review with you.
 - If you would like to meet as an IEP team upon the return to school, we can certainly do so. Please let your case manager know of your request.
 - Re-evaluation Reports (RRs)
 - RRs not in need of additional data will be completed in accordance with due dates.
 - RRs in need of additional data will include the recommendation that additional data is needed with a Permission to Re-evaluate (PTR) to be issued upon the end of the mandated closure.
 - RRs that included a PTR, will be completed with the recommendation that additional data is needed with an additional PTR to be issued upon the end of the mandated closure.
 - Your child's case manager will contact a parent / guardian to arrange a phone conference.
 - Those RRs that were due to be reviewed during the initial school closure will be completed in a timely manner.
 - Initial Evaluation Reports (ERs)
 - ERs that have gathered sufficient data to assist in determining a student's eligibility for special education programming / services under IDEA will be completed with the appropriate recommendation.
 - ERs that do not have sufficient data will remain open. Data collection will resume upon the end of the mandated closure.
 - A new PTE will be issued, if needed, once school returns to gather additional data.
 - Related Services:
 - The Speech and Language Support Teacher will contact a parent / guardian to arrange programming exercises / activities to assist in maintenance of skills. This can be done virtually during the school closure.
 - If a parent / guardian does not agree to virtual SLP services, the OFSD will offer the accumulation of the SLP related service hours during Extended School Year.
 - The accumulation of Occupational, Physical, Hearing, Vision and O&M, related service hours will all be provided during Extended School Year and/or when the school closure ends.
- Chapter 15 Section 504 Service Agreements:
 - Accommodations will continue to be provided as outlined in current 504 Service Agreements.
 - Service Agreement revisions will continue in accordance with timelines. The special education director or principal will contact a parent / guardian to arrange a phone conference.
- English Language Development (EDL) / English as a Second Language (ESL) Services:

- The ESL Instructor will contact a parent / guardian to arrange virtual and/or materials to continue to assist in English acquisition/development.
- Parents denying ELD services will need to sign the “English Language Development Parental Waiver Form.”

Please know that the Old Forge School District along with the Pennsylvania Department of Education “appreciate your patience and flexibility as we navigate this unprecedented time together and thank you for your dedication to serving and supporting your school communities.” If you are in need of any further assistance, please feel free to contact me at, michelle.hopkins@ofsd.cc or you can contact your building principal at 570-457-6721.

Special Education Script: Assisting Identified Students

1. Introduction-
 - a. Be personal. You have a relationship with these parents. Take time to ask how they are doing and how their family is holding up.
 - b. If they are having a bit of bad luck, telling them that Dr. Keating is compiling resources for families for food, childcare for essential workers, and community outreach.
 - i. Let Erin know what they need and if she has something she will call.
 - c. Be sympathetic.
2. Review that via the Pennsylvania Department of Education and the Governor’s Office, schools are closed through at least April 9.
3. Explain that the Old Forge School District has put together a Continuity of Education Plan for “Review and Enrichment” for our students.
 - a. This plan is to review information that was already covered, and to offer enhancement activities to expand the information that was previously taught.
 - b. We want our identified students to have access to these assignments, and we are here to support you and your child if they need assistance.
 - c. Explain that as the case manager, you could also supply resources to support their child on their benchmarked grade level.
 - i. None of these assignments are mandatory, or will be graded, but they are to help the student engage with the previously taught curriculum and keep them engaged educationally.
4. Let parents know that we understand this is not a perfect system, but we are committed to giving it our best under these trying circumstances.
 - a. We are going to try and support ELD, speech needs, Title I reading and Title I math in this new alternative fashion
 - b. We will be logging the sessions of speech, OT, PT O&M, vision, hearing, ect...that students missed during the mandated closure, and we will be offering these to students during Extended School Year, or when the school closure ends -basically, whatever comes first.
5. If they have an upcoming IEP meeting/RR- explain that we are going to uphold the timeline
 - a. We will be working with conference calling and Google Hangouts for IEP meetings

- i. We will invite the team, just like we would at the school
 - ii. Again- it isn't a perfect situation, but we are committed to your child and meeting all the deadlines we could during this crazy time.
 1. If a parent wants to wait until we are back, let them know that we could accommodate this, but they will need to sign paperwork and email/scan it or mail it back to us.
 - b. If we need more data when we get back, we assure you we will get it and revise the IEP.
6. Ask parents what they think would be best for their child and their education needs?
 - a. If it is possible, see if we could accommodate them
 - b. If not possible, see if you can come up with possible alternative
 - i. If you get stuck, tell them that an administrator will reach out and see what they think we could do to help.
 - c. Let them know that we will be checking in with them by email, Dojo, and telephone.
 - i. Let them know that we miss our kids and want them to know that we are here to help
 - ii. Let them know that they can contact you through Dojo, email or Google classroom
7. Thank them for their time. Assure them that we are here to help. Let them know that we want their child to be successful and even in their situation, we will support their child and their educational needs.

Note:

- Not all calls will go this perfect- if a call starts to go sideways, ask the parent if it is OK for us to get an administrator on the phone to be better able to support them. One of use can conference in with you.
- Document the call in IEP Writer
- Get any requests to Michelle so we can make sure we do not drop a ball
- Make sure we continue to follow up and document outreach through the duration of the closure.

Appendix A

Letter Sent from Superintendent

**OLD FORGE SCHOOL DISTRICT**

"Home of the Blue Devils"
 300 Marion Street, Old Forge, PA 18518
 Phone: (570) 457-6721
www.ofsd.cc

Erin Keating, Ed.D.
 Superintendent

Brian Rinaldi
 Business Manager

March 25, 2020

RE: Continuity of Education

Dear Parents/Guardians and Students:

First, I hope this letter finds everyone safe and healthy and finding ways to stay occupied during this time of social distancing.

Yesterday, the Pennsylvania Department of Education, in conjunction with the Governor's Office, continued the closure of all Pennsylvania schools until at least Thursday, April 9, 2020. We believe this is far too much time away from school for students to not be actively engaged in learning.

Thus, the Old Forge School District (OFSD) will begin offering "Review and Enrichment" activities to students on Monday, March 30, 2020. A schedule of activities will be disseminated through building level administration. Students will be receiving daily activities from teachers, and teachers will be available via Gmail, Dojo, and telephone to assist students when needed. For students possessing at home technology, many of these activities many be completed virtually. For those students with limited or no technology, hard copies of the work will be available for pick up at the school between 9:00 AM and 2:00 PM Monday through Thursday, at your child's assigned building.

Many teachers sent information home already, and the first step in our learning activities will be completing the work that was previously prepared. Additionally, many wonderful resources have been offered to public schools from educational providers, in support on continuing education during the COVID-19 mitigation period. These activities and resources are suggested to students to review and enrich the curriculum already covered. It is essential to note that these activities will not be graded and are not mandatory; however, we want to ensure that all students have educational materials to keep them engaged and connected to learning.

The building is empty and we cannot wait for it to be filled again with our students, faculty, and staff. We miss everyone. Stay safe and healthy until we meet again.

Respectfully,

Erin Keating, Ed.D.

Appendix B

Letter Sent from High School Principal



OLD FORGE SCHOOL DISTRICT

"Home of the Blue Devils"
 300 Marion Street, Old Forge, PA 18518
 Phone: (570) 457-6721
 www.ofsd.cc

Erin Keating, Ed.D.
 Superintendent

Brian Rinaldi
 Business Manager

March 25, 2020

Dear Old Forge High School Students and Parents/Guardians:

As you are well aware, we are currently living in extraordinary and unprecedented times. We are trying to navigate the functioning of the school through this shutdown. As of Monday, March 23, 2020, we have received guidance from the Pennsylvania Department of Education and the United States Department of Education on how to move forward. The high school plan, that will go into effect on Monday, March 30, 2020, is as follows:

1. Initial contact will be made via OneCall that work will be sent via Gmail and Google Classroom. Any parent who does not have technology, please call the school at 570-457-6721. We will begin a list of names to determine the number of paper copies of materials we need approximately.
2. Teachers will log onto their Google Classroom by 8:05 am and post a morning message to their class page.
3. Students will check-in with a quick response. This will let the teacher know they are in communication with their students.
4. Teachers will be available to answer parent/students questions via Google Classroom and/or email. Please reach out to the class teacher first through the Google Classroom page or teacher email.
5. All work posted by the teacher is review to reinforce and enrich prior learning. No new concepts will be assigned. We are looking for students to be engaged and active in an educational way during the shutdown.
6. Materials will be made available for pick up for those students who do not have computer and/or internet access if need be.
7. Students will focus on subjects based on the following schedule:
 - a. Mondays – Mathematics
 - b. Tuesdays – ELA including Foreign Languages
 - c. Wednesdays – Science
 - d. Thursdays – Social Studies
 - e. Fridays – Specials
8. There will be no grading of material. Students will not be penalized for not completing work under this premise.

Christopher J. Gatto
 High School Principal

Michelle Hopkins
 Special Education Supervisor

Shelly Egan
 Elementary Principal



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9. We are not taking formal daily attendance. We are monitoring who is engaging in the material and reaching out to those students not interacting with the enrichment/review. Teachers will make several attempts to communicate with parents/students through Google Classroom/email/phone.

I know parents, students and community members have many questions about our current situation. The administration, faculty and staff of the Old Forge School District are working diligently to keep our students educationally active during these uncertain times. We are hoping that a return to some semblance of normalcy will help our students and their families get through these difficult times. Please stay healthy and hope to see you soon!

Sincerely,

Christopher J. Gatto
Principal

Christopher J. Gatto
High School Principal

Michelle Hopkins
Special Education Supervisor

Shelly Egan
Elementary Principal

Appendix C

Letter Sent from Elementary School Principal

**OFES ELEMENTARY PARENTS/STUDENTS**

Hello OFES Parents and Students!

On behalf of the elementary staff, we would like to thank you for all of your support and cooperation through this unprecedented situation. As you are aware, we are trying to navigate the education of our children through this shutdown. As of Monday, March 23, 2020, we have received guidance from the Pennsylvania Department of Education and the United States Department of Education on how to move forward. With that information, we have developed the following plan for our elementary teachers, parents, and students.

Initial contact to our parents/guardians will be made via OneCall that work will be sent through Dojo. Parents, please make sure to accept the invites that come through on your phones or through email for class dojo. Any parent who does not have technology, please call the school at 570-457-6721. We will begin a list of names to determine the number of paper copies of materials we need approximately.

1. Beginning on Monday, March 30, 2020, teachers will log onto their class dojo homeroom by 8:25 and post a morning message to their class story page (check-in, go-around, statement, etc.)
2. Parents/Students can check-in with a quick response. This will let the teacher know they are in communication with you.
3. Teachers will be available to answer parent/students questions via class dojo and/or email. Please reach out to the class teacher first through the class dojo page or teacher email.
4. All work posted by the teacher is review to reinforce and enrich prior learning. No new concepts will be assigned. We are really looking to engage and be active in an educational way.
5. Materials will be made available for pick up for those students who do not have computer and/or internet access if need be. Parents can pick up materials beginning this Friday from 11-2 p.m. and then from Monday through Thursday from 9-2 P.M. in the elementary circle. Parents will not enter the building. Materials will be brought out to you.
6. Students will focus on subjects based on the following schedule:

	K-2	3-6
MONDAY	ELA / MUSIC /TITLE READING	ELA / SCIENCE / TITLE READING / GUIDANCE
TUESDAY	MATH / GUIDANCE / TITLE MATH	MATH / SS /LIBRARY / TITLE MATH
WEDNESDAY	ELA / LIBRARY / TITLE READING	ELA / SCIENCE / PHYS ED / TITLE READING
THURSDAY	MATH / GUIDANCE /TITLE MATH	MATH / SS / MUSIC / TITLE MATH
FRIDAY	SCI OR SS / PHYS ED	ELA / MATH / TITLE READING AND MATH

7. There will be no grading of material. Students will not be penalized for not completing work under this premise.
8. We are not taking formal daily attendance. We are monitoring who is engaging in the material and reaching out to those students not interacting with the enrichment/review. Teachers will make several attempts to communicate with parents/students through dojo/email/phone.

Appendix D

Letter Sent from Special Education Director

**OLD FORGE SCHOOL DISTRICT**

"Home of the Blue Devils"
 300 Marion Street, Old Forge, PA 18518
 Phone: (570) 457-6721
 www.ofsd.cc

Erin Keating, Ed.D.
 Superintendent

Brian Rinaldi
 Business Manager

March 25, 2020

RE: Special Education Services

Dear Parent / Guardians,

The Old Forge School District is currently following the mandated closure of schools in accordance with Gov. Tom Wolf and the Pennsylvania Department of Education. In an attempt to maintain a level of consistency in your child's educational programming and to protect the health and safety of our students, families, faculty / staff, and community, we are asking for your assistance and cooperation as we continue to develop programming to address your child's strengths and needs. The following steps will be taken beginning Monday, March 30, 2020 and may be revised based on further information received from Gov. Tom Wolf, PA Department of Education, US Department of Education, and the Board of Education.

- Special Education services / programming - Gifted Education:
 - Individualized Education Programs (IEPs) - Gifted Education Programs (GIEPs)
 - As of March 30, 2020, IEPs / GIEPs will be completed in accordance with due dates. Your child's case manager will contact a parent / guardian to arrange a phone conference.
 - Those IEPs / GIEPs that were due to be reviewed during the initial school closure will be completed in a timely manner. Your child's case manager will be reaching out to you to review with you.
 - If you would like to meet as an IEP team upon the return to school, we can certainly do so. Please let your case manager know of your request.
 - Re-evaluation Reports (RRs)
 - RRs not in need of additional data will be completed in accordance with due dates.
 - RRs in need of additional data will include the recommendation that additional data is needed with a Permission to Re-evaluate (PTR) to be issued upon the end of the mandated closure.
 - RRs that included a PTR, will be completed with the recommendation that additional data is needed with an additional PTR to be issued upon the end of the mandated closure.
 - Your child's case manager will contact a parent / guardian to arrange a phone conference.
 - Those RRs that were due to be reviewed during the initial school closure will be completed in a timely manner.

Christopher J. Gatto
 High School Principal

Michelle Hopkins
 Special Education Supervisor

Shelly Egan
 Elementary Principal



OLD FORGE SCHOOL DISTRICT

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- Initial Evaluation Reports (ERs)
 - ERs that have gathered sufficient data to assist in determining a student's eligibility for special education programming / services under IDEA will be completed with the appropriate recommendation.
 - ERs that do not have sufficient data will remain open. Data collection will resume upon the end of the mandated closure.
- Related Services:
 - The Speech and Language Support Teacher will contact a parent / guardian to arrange programming exercises / activities to assist in maintenance of skills. This can be done virtually during the school closure.
 - If a parent / guardian does not agree to virtual SLP services, the OFSD will offer the accumulation of the SLP related service hours during Extended School Year.
 - The accumulation of Occupational, Physical, Hearing, Vision and O&M, related service hours will all be provided during Extended School Year and/or when the school closure ends.
- Chapter 15 Section 504 Service Agreements:
 - Accommodations will continue to be provided as outlined in current 504 Service Agreements.
 - Service Agreement revisions will continue in accordance with timelines. The special education director or principal will contact a parent / guardian to arrange a phone conference.
- English Language Development (EDL) / English as a Second Language (ESL) Services:
 - The ESL Instructor will contact a parent / guardian to arrange virtual and/or materials to continue to assist in English acquisition/development.
 - Parents denying ELD services will need to sign the "English Language Development Parental Waiver Form."

Please know that the Old Forge School District along with the Pennsylvania Department of Education "appreciate your patience and flexibility as we navigate this unprecedented time together and thank you for your dedication to serving and supporting your school communities." If you are in need of any further assistance, please feel free to contact me at michelle.hopkins@ofsd.cc or you can contact your building principal at 570-457-6721.

Sincerely,

Ms. Michelle Hopkins
 Special Education Director of
 The Old Forge School District

Christopher J. Gatto
 High School Principal

Michelle Hopkins
 Special Education Supervisor

Shelly Egan
 Elementary Principal