



Continuity of Education Plan

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Goal of Plan

On March 19, 2020, The University School created a plan to temporarily transition instruction to virtual learning. Following Governor Wolf's mandate on April 9, 2020, to close schools through the end of the school year, The University School is committed to educating our students virtually through the last scheduled day (June 9, 2020) of the 2019-2020 school year. We will also continue to provide social and emotional support to our students during this time.

Overview of Plan

Students will attend virtual instruction through Google Hangouts and all lessons and assignments will originate in Google Classroom. Students will receive an invitation via a link for each class, including specials and support services.



Expectations for Teaching and Learning

We will provide a rigorous, accessible, and personalized curriculum to students while teaching through virtual instruction and our focus will be on learning, not grading. Instruction will focus on the most essential elements of the curriculum. Using Google Hangouts to support instruction, teachers will revise and exempt non-essential elements of the lesson.

Communication Tools and Strategies

TUS will provide weekly updates, daily if necessary, to the students, families, and staff via emails and will update the website when necessary. The Head of School will be responsible for sharing updates with the community as it pertains to the school closure and COVID-19. Families will receive an updated calendar that clearly communicates the days that students will attend virtual instruction. TUS has shared an FAQ and Resources Page with the families and students. Additionally, TUS will create a Virtual Instruction Section on their website that will include information and instructions for families. Internally, the HOS will send daily communications to teachers and staff members. All families have access to teacher and administrative emails and phone numbers.

Access (Devices, Platforms, and Handouts)

Students can access enrichment and instruction through Google Hangouts and Google Classroom. Teachers will record all instructions so that students who miss the “live” class can still access the lesson. All students currently have access to a personal device or a school-issued Google Chromebook. All students also have access to wifi but we did provide information from Comcast regarding free Wi-Fi for households who may not have home internet service.



Staff General Expectations

Teachers will provide virtual instruction on Monday, Tuesdays, Thursdays, and Fridays. Art instruction will be offered on Wednesdays along with independent learning opportunities. Teachers are expected to plan virtual lessons in accordance to our students' profiles and their needs. Teachers will attend weekly meetings with administrative staff and will receive guidance and resources to create and monitor virtual instruction opportunities. Teachers will communicate directly with parents and students when concerns arise and are expected to respond to students and parents in a timely fashion. The Support Services team will continue to meet with students 1:1 and in small group settings during assigned study halls.

Student Expectations

Students are expected to attend classes on Google Hangouts via the link shared with them by their teachers. Students should have a working device that also has a working camera and microphone. TUS will provide a working device if a student's device is damaged. Students are expected to complete assignments according to the due dates assigned.

Attendance/Accountability

Students are expected to attend classes daily Monday, Tuesday, Thursday, and Friday. Students are expected to attend art class on Wednesday. 55% or more of instruction will be synchronous, meaning the students and the instructor are online at the same time. Synchronous instruction includes lecture, discussion, and sometimes group work. 25% or less of class instruction will be asynchronous; independent learning days will comprise of 20% or less of attendance and accountability.

Teachers will collect attendance during the first period and the administrative team will contact any student who is not online unless a parental excuse is provided beforehand. Teachers will record attendance for every class.

Students are expected to have meaningful participation demonstrated by work production, homework completion, and active participation during synchronous instruction.



Good Faith Efforts for Access and Equity for All Students

The University School has provided school assigned Google Chromebooks to students who do not own a personal device or to students who have requested a device. We have also provided information from Comcast regarding free Wi-Fi for households who may not have home internet service.

Grading

TUS will move to a Pass/Fail system. Q4 assignments will be graded as they typically would be throughout the quarter. At the end of Q4, each student's grade will be overridden by either 100% or 60% of the total points using the following criteria:

- PASS: Students earning at least 61% of the points assigned in Q4 will receive 100% of the total points available for the quarter.
- FAIL: Students earning 60% or less of the points assigned in Q4 will receive 60% of the total points available for the quarter.

Staff will provide a Q4 percentage for the report card (not P/F), which will allow for GPA calculations for the quarter, semester, and year.



Special Education Supports

Our special education teacher will continue to provide support to students and collaborate with teachers. The teachers will focus on the student's Individualized Learning Plans, working on goals with included activities to monitor student IEP goals. The special education teacher will meet with students 1:1 depending on the frequency stated in the IEP. Our school psychologist will continue to provide individual counseling as prescribed in the IEP. Teachers will continue to collect data; progress monitoring will continue to be overseen by our special education instructor. Also, our special education instructor will maintain open communication with district LEAs.

EL Supports

N/A

Gifted Education

Students who receive Gifted Education will continue to be provided with opportunities to enhance learning experiences. This will be monitored by our special education instructor.

Resources

For the most updated information, please refer to our website. We will continue to provide resources to families as the information is shared with us. Families have received an overview of online instruction, guidelines, and FAQs.



Building/Grade Level Contacts

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