



CENTENNIAL
SCHOOL | LEHIGH
UNIVERSITY

Julie B. Fogt, Ed.D.

Director

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College of Education

2196 Avenue C. LVIP 1

Bethlehem, PA 18017-2183

Tel: (610)266-6500 ex: 204 | Fax: (610)266-7126

www.lehigh.edu/centennial

Continuity of Education Plan

School District: n/a, Approved Private School (APS)

Superintendent: Julie B. Fogt, Director

Address: 2196 Avenue C, Bethlehem, PA 18017

Email/Phone: juf2@lehigh.edu / 610-266-6500

Website: www.lehigh.edu/centennial

Goal of Plan:

During these unprecedented times, Centennial School remains committed to making a good faith effort to provide continuity of education, planned instruction, and appropriate and reasonable accommodations. We recognize that many in our school community are managing tremendous stressors as a result of COVID-19. The goal of Centennial School's continuity of education plan is to provide relevant instruction with flexibility, compassion, empathy, and trust. In addition to academic programming, Centennial staff and teachers planfully and purposefully provide opportunities for connecting regularly with our students to better support their mental health during this time of heightened global stress.

Overview of Plan:

At the heart of Centennial School's continuity of education plan is our desire to support, not overwhelm, our students and their families while providing a sense of routine and normalcy associated with their school experience. With that in mind, all distance learning activities are skillfully planned and reasonably calculated for students to meaningfully engage in learning. Synchronous and asynchronous formats, as well as emailed pdf copies of materials upon parent request, are used to deliver instruction.



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Expectations for Teaching and Learning:

Week 1: March 16 - 20, 2020

On March 16th, Centennial staff and teachers began planning for distance learning by virtually attending professional development sessions and planning meetings led by Centennial administration. Throughout the week, classroom teachers communicated with students and their families to maintain consistency and confirm information about device access and connectivity availability.

Week 2: March 23 - 27, 2020

On March 23rd, our dedicated teachers began providing daily distance learning opportunities to supplement the instruction that students were receiving at Centennial School prior to the closure. All assignments were optional and geared toward having students increase their comfortableness with an online learning platform.

Week 3: March 30 - April 3, 2020

Beginning on March 30th, Centennial School continued to offer Enrichment and Review through our distance learning activities. As defined by the Pennsylvania Department of Education, [Enrichment and Review](#) consists of informal activities that reinforce or extend students' prior learning. Please note, attendance and completion of assigned work is mandatory and will count as a regular school day. In order to provide the greatest flexibility to our students and their families, attendance will be taken based on the weekly completion of assignments. For instance, if students log on daily and attempt all assignments by Sunday afternoon (i.e., 4 pm), your child will be marked present for the previous week. Feedback without grading was provided during this week.

Week 4: April 6, 2020 through the remainder of the school closure

Beginning on April 6th, Centennial School began implementing Planned Instruction. [Planned Instruction](#) is a term to describe formal teaching and learning similar to that which occurs in a classroom setting. Within this process, our teachers use planned courses of instruction of new concepts



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and skills aligned to grade level standards that are adapted to instructional levels as specified in students' IEPs. As students continue to adjust to this digital environment where they consume content virtually, grades are based on assignment completion and effort.

Communication Tools and Strategies:

Parents and guardians have access to the alert system, Remind. Critical messages are shared in PDF form through Remind. These messages are also posted on the [COVID-19 pages](#) on our website.

Access (Devices, Platforms, Handouts):

Centennial School provides access to educational opportunities online through a variety of platforms including Zoom, Google Classroom, Classkick, Youtube, and Seesaw that align with the goals of our plan. Daily, students access these platforms and other linked documents and instructional materials. These materials are designed to be device agnostic to allow access from the wide range of students' personal devices (e.g., Mac, Windows, Android, iOS). Students without access to technology in the home are given temporary loaner devices to allow home access to digital materials. Families have been provided information on current offers to access low-cost and free Internet plans from a variety of Internet Service Providers. When available and needed, we have coordinated with students' home school districts to provide hotspot access. Upon parent request, pdf copies of materials are emailed to parents or sent to the student's local school district for printout and pickup. Technology support is available via an online support ticket form, telephone, or email.

Staff General Expectations:

Centennial teachers and staff are expected to work the number of hours as specified in the Centennial Policy and Procedure Handbook. Teachers and staff are to perform all job duties and responsibilities as outlined in their job description to the extent possible during the school closure. For example, teacher and staff attendance is required virtually at all meetings, training sessions, and assigned synchronous class sessions.



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Teachers and staff are expected to communicate with their supervisors should they have any questions about their job responsibilities and expectations.

Beginning the week of March 16th, teachers and staff accessed professional development sessions to assist with developing lessons in a distance learning environment. Below is a list of sessions offered. Individual and small group sessions tailored to a specific training need were also offered upon request.

- Planning for Reading Instruction Online
- Planning for Writing Instruction Online
- Connecting with Students through Flipgrid
- KidBlog Introduction
- Self-Care
- Workflow recommendations and setting up scheduled/timed emails

Student Expectations:

Students are expected to attempt and complete all distance learning activities by logging on daily to their e-folder, communicating with their teachers if they require additional support, complying with Centennial School Computer Usage and Internet Safety policies including expectations for distance learning and Zoom, and completing all assignments by Sunday at 4:00pm which will serve as evidence of participation and effort.

Distance Learning Expectations for Students

Be There Be Ready

Have device charged or charger nearby the work station

Find a quiet place to work

Remain in area

Focus on the device where you are accessing instruction

Be Responsible

Participate in daily distance learning activities



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Work quietly

Focus on instruction

Keep area and materials organized

Use coping strategies

Accept the assigned work

Follow the distance learning assignment sheet

Be Respectful

Use appropriate expressions and gestures

Respond politely to assignments

Wait patiently for assignments to load

Use polite words with adults who are helping

Keep Hands & Feet to Self

Maintain appropriate social distance

Use technology appropriately

Stay safe

Follow Directions

Follow directions the first time

Email your teacher when confused

Zoom Expectations for Students

Be There Be Ready

Wash your hands before using technology

Log in five minutes before your scheduled session

Dress appropriately for school

Have device charged or charger nearby the work station

Find a quiet place to work

Have headphones in your ears if you are near others

Remain in the area

Focus on the device where you are accessing instruction



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Be Responsible

Participate in discussions

Accept the conversation topic

Speak at an appropriate voice volume

Focus on the screen

Keep area and materials organized

Use coping strategies

Be Respectful

Wait for a teacher to unmute you to speak

Use appropriate expressions and gestures

Respond politely to teachers and peers

Use the onscreen reactions appropriately

Respect the privacy rights of others by gaining permission before attempting to record or take pictures of the screen

Keep Hands & Feet to Self

Maintain appropriate social distance from others who are working

Use technology appropriately

Stay safe

Follow Directions

Follow directions the first time

Ask a teacher for help if you are confused

Attendance/Accountability:

Students will be assigned both online and off-line learning activities. Students are expected to attempt and complete all distance learning activities in their individual e-folders. In order to provide the greatest flexibility to our students and their families, attendance will be taken based on the weekly completion of assignments. For instance, if students log on daily and attempt all assignments by Sunday afternoon (i.e., 4 pm), they will be marked present for the previous week. To receive full-credit, all of the week's assignments must be *completed* and *submitted* by Sunday at 4:00 pm.



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Good Faith Efforts for Access and Equity for All Students:

During the Governor's mandatory school closure, Centennial School is making every effort to ensure that students are receiving the special education and related services identified in each student's IEP to the greatest extent possible and as appropriate for each student's unique circumstances. To that end, Centennial School developed and published the Continuity Education Plan on our [website](#). As a private academic school, [Act 13](#) does not require Centennial School to submit our Continuity of Education plan to PDE.

Special Education Supports:

Centennial teachers and staff are providing FAPE and implementing IEPs to the maximum extent practicable in these unprecedented times. Instruction is designed for students at their instructional levels and differentiated with their unique learning profiles in mind. Accommodations are offered as appropriate for students to access their learning. Supports and services are provided as closely approximating those in each student's IEP or as possible and as appropriate to each student's circumstances. Annual IEP team meetings are offered and held in virtual environments wherever possible and with parent consent.

Grading:

The end of Third Marking Period was re-adjusted to March 13th to align with students' last day of in-person instruction. The Fourth Marking Period began on March 23rd, reflecting the first day that distance learning activities were provided to our students. In recognition that letter and number grading systems are not feasible under the current conditions, Centennial School will be issuing grades based on Pass/Fail for the Fourth Marking Period. Progress notes on IEP goals will also be modified as many data collection systems and progress monitoring tools associated with measuring "progress" are unavailable in this distance learning arena. Honor Roll will not be calculated for the Fourth Marking Period.



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For our high school students, Fourth Marking Period grades will not be factored into your cumulative grade point average (GPA).

EL Supports: Not applicable.

Gifted Education: Not applicable.

Building/Grade Level Contacts:

Building - Julie Fogt, Director, juf2@lehigh.edu

High School - Alicia Reiss, Program Coordinator, amw205@lehigh.edu

Middle School - Caitlin Lyons, Program Coordinator, cal207@lehigh.edu

Elementary School - Kelly Spradlin, Program Coordinator, keh3@lehigh.edu

Resource Links:

Center For Disease Control And Prevention (CDC) Resources

- [Coronavirus Disease 2019 \(COVID-19\)](#)
- [Stop the Spread of Germs Flyer](#)
- [Coronavirus Fact Sheet](#)
- [What to Do if You Are Sick With Coronavirus](#)
- [COVID-19 Frequently Asked Questions and Answers](#)
- [Guidance and Resource for Households](#)
- [How to Protect Yourself](#)

[PA Dept. of Education Coronavirus \(COVID-19\)](#)

Pennsylvania Health Law Project [Resource Center](#)

Mental Health Resources

- Greater Lehigh Valley Warmline 6:00 AM – 2:00 AM, 7 days/wk: 610-820-8451
- Statewide Support & Referral Helpline: 1-855-284-2494. For TTY, dial 724-631-5600
- National Suicide Prevention Lifeline: 800-273-TALK (8255)



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- Nacional de Prevención del Suicidio: 888-628-9454
- Crisis Text Line: Text "PA" to 741-741
- Safe2Say: 1-844-723-2729 or www.safe2saypa.org
- Veteran Crisis Line: 800-273-TALK (8255)
- Disaster Distress Helpline: 800-985-5990
- Get Help Now Hotline (for substance use disorders) 800-662-4357
- Pennsylvania Sexual Assault Helpline – 888-772-7227
- National Domestic Violence Helpline – 800-799-7233
- [Trans LifeLine](#) for peer support for trans folks 9am-3am CT: 1-877-565-8860
- [Deaf Hotline](#) is available 24/7 through video phone (1-855-812-1001), email and chat
- [Online Recovery Meetings](#)
- [Managing Stress & Anxiety](#)
- [SAMHSA](#): Coping with Stress During an Infectious Disease Outbreak
- [NAMI Help Line](#): COVID-19 Information and Resources
- [Scientific American](#): How to Prevent Loneliness in a Time of Social Distancing
- Emotional Well-being & [Coping Tips](#)

PA Dept. Of Health Resources

- [Preparing for the Spread of COVID-19](#) (English)
- [Preparing for the Spread of COVID-19](#) (Spanish)
- [Dept. of Health and Human Services FAQs](#)

Centennial School Resources

- [School Counseling Services](#)

Benefits & Assistance

- [211](#) - direct assistance in all areas.
- [Unemployment Benefits](#) - It is recommended you apply online for faster processing.
- SNAP Benefits/Food Stamps - [Online](#) or via phone @ 1-800-692-7462
- Utility Assistance-Low Income Home Energy Assistance Program (LIHEAP) apply [online](#) or via phone @ 1-866-452-6152
- Free or affordable [Medical Care](#)