



# Forest City Regional School District

100 Susquehanna Street, Forest City, PA 18421-1399

Phone: 570 785-2403 ▪ Fax: 570 785-9557

[www.fcrsd.org](http://www.fcrsd.org)

*Dr. Jessica Aquilina, Superintendent*

March 26, 2020

Dear Forester Families,

We hope that our school community continues to follow the recommendations from the Wolf Administration and the Center for Disease Control and Prevention to minimize exposure to and to slow the spread of the Coronavirus. Please continue to stay home if you can, wash your hands often, and clean and disinfect hard surfaces frequently. Practice social distancing if you are out in public by staying a minimum of six feet from other people. Remember, the best way to prevent illness is to avoid being exposed to the virus.

The Forest City Regional School District will continue to implement an Informal Continuity of Education Plan. The purpose of this Informal Continuity of Education Plan is to provide students with the opportunity to maintain and develop skills during the school closure. **No new instruction will be introduced through this model.**

As you know, resources have been posted on our website at [www.fcrsd.org](http://www.fcrsd.org) under FCR News, Online Resources and Activities for Students. Elementary teachers continue to prepare and distribute review packets, and our high school teachers have engaged students in work for review and enrichment through google classroom. Special education case managers and related service providers will begin to reach out to students on Monday, March 30, 2020.

Please be aware that none of these educational activities or assignments are mandatory. Although this work will not be graded, we highly encourage you to access the resources to keep your children engaged during this difficult time.

Please contact your building principal if you have specific questions or concerns regarding the plan. Please contact Mr. Glynn in the technology office if you need access to a device or support with an internet connection in your home. We hope you and your family remain safe and healthy during this unprecedented time.

Sincerely,

A handwritten signature in cursive script that reads "Jessica Aquilina".

Jessica Aquilina

The Forest City Regional School District is an equal opportunity institution and will not discriminate on the basis of race, color, national origin, sex, age, and/or handicap in its activities, programs or employment practices as required by the Title VII, Title XI, Section 504, and the Age Discrimination Act. If you feel your rights were violated, please contact the Business Manager at 570 785-2406.

# Forest City Regional School District

## Continuity of Education-Enrichment and Review

**Scope and Duration:** The Forest City Regional School District will continue to implement an Informal Continuity of Education Plan. The purpose of this Informal Continuity of Education Plan is to provide students with the opportunity to maintain and develop skills during the school closure. These assignments and activities reinforce and provide the opportunity for students to practice skills. The work will not be graded or assessed for the purpose of determining academic grades or GPA. **These activities are not mandatory for students to complete but students are highly encouraged to participate.**

This Informal Continuity of Education Plan began on Monday, March 16, 2020 and will continue until face-to-face instruction resumes or the closing of the 2019-2020 school year.

**Technology Access:** Families who do not have access to internet should contact 570-785-2403 for assistance. Elementary school families who need to borrow a device from the District should contact Mr. Steve Glynn at 570-785-2432 or at [sglynn@fcrsd.org](mailto:sglynn@fcrsd.org) Paper copies of all work and assignments will be made available to families who do not have access to technology.

### **Food Service during the Closure**

The District will continue to provide free breakfast and lunch to **ALL** students, including those who pay full price for meals during the school year. Please note that this also includes children under the age of four who have not yet entered our school system.

The next food distribution is scheduled for Tuesday, March 31, 2020 from 11:00 a.m. to 1:00 p.m. at the following locations:

Forest City Regional Elementary School

Union Dale Methodist Church

Pleasant Mount Social Hall

We will distribute breakfast and lunch for five days at the distribution.

Please contact us at 570-785-2403 if you are in need of food or elementary work packets but are unable to attend the food distribution.

Our Forester community continues to be in my thoughts and prayers. I hope you and your family stay safe and healthy. Please don't hesitate to reach out to us if you have any questions. Although our buildings are closed, we continue to monitor voice mail and email and are here if you need us.

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## Informal Continuity of Education

### Enrichment and Review:

- Assignments and learning activities that reinforce or extend student's prior learning
- New standards and skills are not addressed
- Work is not mandatory for completion
- Participation is strongly encouraged

### Grading/Attendance:

- Attendance will not be taken
- Although teachers may provide feedback, assignments will not be graded

### Participation:

- Participation will be monitored
- Building administration will contact parents of students who do not engage to identify barriers and encourage engagement

### Communication with Students:

Please look for communication from your child(ren)'s teacher(s) as follows:

- Email (required for High School Teachers; permitted for ALL)
- Google Classroom (required for High School Teachers; permitted for ALL)
- Phone Calls (recommended for ALL)
- Google Chat, Zoom, Virtual Meetings (permitted and optional for ALL)
- Recorded Messages (permitted and optional for ALL)

### Supports for Students

- Teachers, School Counselors, School Nurse, and Administration will be available to support students via email and phone. The team members listed below will get your message to the right person. Here is our contact information:

Name and Position	Phone Number	Email
Jessica Aquilina, Superintendent	570-785-2403	<a href="mailto:jaquilna@fcrsd.org">jaquilna@fcrsd.org</a>
Steve Glynn, Director of Information Technology	570-785-2432	<a href="mailto:sglynn@fcrsd.org">sglynn@fcrsd.org</a>
Paul McCormick, Assistant Director of IT	570-785-2432	<a href="mailto:pmccormick@fcrsd.org">pmccormick@fcrsd.org</a>
Michelle Lesjack, Supervisor of Special Education	570-785-2444	<a href="mailto:mlesjack@fcrsd.org">mlesjack@fcrsd.org</a>
Cassandra Stout, High School Principal	570-785-2408	<a href="mailto:cstout@fcrsd.org">cstout@fcrsd.org</a>
Michael Zack, Elementary School Principal	570-785-2483	<a href="mailto:mzack@fcrsd.org">mzack@fcrsd.org</a>

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## **Special Education**

Special education case managers will make contact with students on their roster during the week of March 30, 2020. They will be gathering information related to each family's access to internet and to provide support as needed.

Special education case managers will work closely with their general education colleagues to ensure that the review and enrichment work being sent home is appropriate to support your child's engagement in the review and enrichment work.

Related service providers (speech and language, vision and hearing, occupational therapy and physical therapy) will contact parents of students currently receiving these service to develop a plan for review and enrichment. Please contact Mrs. Lesjack on Friday, April 3, 2020 if you have not been contacted by your related service provider.

Mrs. Lesjack, Supervisor of Special Education, will be in touch to schedule meetings as appropriate, per established timelines and due dates. Please contact Mrs. Lesjack at 570-785-2444 or [mlesjack@fcrsd.org](mailto:mlesjack@fcrsd.org) if you have any questions or concerns.

Mrs. McGraw, Speech and Language Pathologist, will be in touch with the parents of all students receiving speech and language services to develop a schedule for continuation of Speech Services during the school closure. As she will explain, the delivery method may change (i.e. from group to individual). We want to make every attempt to continue this vital service for our students.

## **English Language Learner (ELL)**

The English Language Development (ELD) teacher will make contact with each student on her caseload to identify barriers to engagement in the Continuity of Education Plan (i.e. access to technology). In addition, she will work closely with the general education teachers to ensure that the review and enrichment work being sent home and/or posted electronically is accessible by our ELLs and that they have appropriate support to engage in the work. The ELD teacher will monitor engagement of our ELLs and report any concerns to the building principals.

**Recommended Schedule:**

According to the Child Mind Institute, setting and sticking to a regular schedule will help keep your child(ren) in a routine during this difficult time. This article provides some great suggestions <https://childmind.org/article/supporting-kids-during-the-covid-19-crisis/> on how we can support our children during this crisis.

In addition, please review the following recommended timelines for grade level and subject area engagement:

<b>Grade Level</b>	<b>Suggested Time per Day, per Subject</b>
K-1	10-20 minutes
Grade 2	20 minutes
Grade 3	30 minutes
Grade 4	30-40 minutes
Grades 5 and 6	30-40 minutes
Grades 7-12	30-40 minutes

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Experts recommend that parents develop a formal schedule for their children to provide structure for engagement in school work during this difficult time. Please remember that the recommended time and schedule are only a recommendation as we recognize the challenges that our parents and families face as you work to engage your children in remote learning. We have included a sample schedule for your review:

## PK-12 Recommended Daily Schedule

Before 9:00	Wake up!	Make your bed, eat breakfast, brush your teeth, get dressed
9:00-10:00	Get Creative!	Creative play, drawing, LEGOs, K'NEX, puzzles, journal writing
10:00-11:00	Academic Time	Reading, review and enrichment activities sent from school
11:00-12:00	Outdoor Time	Enjoy the fresh air in your own yard or on a walk near your home with family
12:00-1:00	Lunch	Good Nutrition is key! If you need food and can't make it to the distribution, call (570) 785-2403 and leave a message!
1:00 - 2:30	Academic Time	Reading, review and enrichment activities sent from school
2:30 - 3:00	Household Activities	Chores, cleaning, baking, sewing, pet care, vacuuming, etc.
3:00-4:00	Quiet Time	100 Book Challenge, educational games, virtual field trips
<p>**Remember it is important to develop and stick with a daily schedule to make the most of your time at home. The schedule above is an example, please change to fit the needs of your home and the academic needs of your child based on grade level recommendations. Stay healthy, Foresters!**</p>		

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## **Forest City Regional Elementary School**

Grade level teachers will continue to provide review and enrichment packets. Packets will include work for each subject area: reading, science, social studies, mathematics. Related Arts teachers will provide assignments and activities for students across grade level spans that align with their content areas. **New work packets will be distributed on Tuesdays during the food distributions from 11:00 a.m. to 1:00 p.m. at the Forest City Regional Elementary School, the Union Dale Methodist Church, and the Pleasant Mount Social Hall. Please contact Mr. Zack at 570-785-2483 or at [mzack@fcrsd.org](mailto:mzack@fcrsd.org) if you need work packets but are unable to attend the distribution.**

Ms. Wagner, Title I Reading Teacher and Mrs. Lombardi, grades K-2 support teacher will be in contact with the parents of students who were receiving Tier II and III instructional supports for additional targeted work beyond the grade level/content area packets.

Electronic resources are also available. Elementary school families who need to borrow a device from the District should contact Mr. Steve Glynn at 570-785-2432 or at [sglynn@fcrsd.org](mailto:sglynn@fcrsd.org)

## **Forest City Regional High School**

High School teachers will continue to post informal assignments and activities in Google Classroom for students for each course. This enrichment and review work is not intended to replace a full planned course or curriculum. High school students should plan to spend 90-120 minutes per week, per course. **Families who do not have access to internet are asked to call Mrs. Stout at 570-785-2408 to request paper copies of the high school assignments and activities.**