

# NORTHERN LEHIGH SCHOOL DISTRICT

1201 Shadow Oaks Lane  
Slatington, PA 18080  
610-767-9800 ext. 1008



Matthew J. Link  
Superintendent  
mlink@nlsd.org

---

## NLSD - Continuity of Education Plan & Remote Learning FAQs

- Where can I locate the NLSD - Continuity of Education Plan?
  - The NLSD - Continuity of Education Plans is accessible on any NLSD website or by clicking [here](#).
  
- What should students and families do to prepare for successful virtual learning sessions (Zoom and/or Google Meets)?
  - Here are guidelines for online etiquette:
    - Wear school appropriate attire.
    - Sit in a quiet area with no distractions.
    - Students should be in front of the camera, no siblings.
    - Try not to sit in front of a window as it is hard to see your face.
    - One person talks at a time. (When possible, others should be on mute to minimize distractions.)
    - Use appropriate language.
    - Do not record any of the sessions.
  
- How is attendance being tracked?
  - Weekly attendance is mandatory starting on April 6, 2020. Until that date, teachers will continue providing enrichment and review activities. All scheduled holidays, per the school calendar, are still in effect. Students will not have to logon during the Spring Break (April 9-April 13).
  - Students (or parents/guardians depending on grade level) are expected to connect with the teacher at least weekly and this will be documented as attendance. The possible communication tools include email, telephone calls, and Standard US Mail. Please know

that teachers will be available daily, during the school week, to communicate with students and families. There may be some times when a teacher is not readily available, but he or she will respond within twenty-four hours, or the next school day.

- Communication and contact with the teacher will be paramount. Your child's teacher(s) will be creating opportunities for designated interaction every week and students must engage with the teacher in accordance with this to be marked as present for the week.
- Do grades during the mandated school closures count towards students passing the school year?
  - Yes, it will be a component of the overall annual grade, taking into account grades from prior to the mandated school closures.
- If the student does not complete work during the mandated school closures, does that mean they fail the school year?
  - It depends on how their grades were until the time of mandated school closures. Completion and non-completion of work, beginning April 6, 2020 as noted in the posted NLSD - Continuity of Education plan under the Attendance and Accountability Section, will impact the overall grade for the year.
- If a student does not participate on a weekly basis with the teacher, how are they affected?
  - As noted in the posted NLSD - Continuity of Education plan under the Attendance and Accountability section, beginning April 6, 2020, weekly attendance is mandatory. Assignments will be due each Friday (or the last school day of the week in the event of a holiday). Grades will be based on weekly completion of assignments.
- If the weekly check-in is counted towards attendance, does that mean it is an illegal absence if a student does not check-in?
  - Yes, if the student does not make an attempt to connect with his or her teachers, it will be considered an absence. If there is a barrier for your children connecting to their teachers, please contact the teacher and/or the building principal.
- How much time should the instruction provided take?

- That will depend on your child’s school assignment as each building designed instruction to accommodate the age of their learners:
      - Peters Elementary School - 20 minutes per class or 80 minutes total.
        - ELA-20 mins.
        - Math-20 mins.
        - Reading-20 mins.
        - Specials Subjects-20mins.
      - Slatington Elementary School - 30 minutes per class or 120 minutes per day total.
        - ELA- 30 mins.
        - Math- 30 mins
        - Science/social studies- 30 mins
        - Specials subjects- 30 mins
      - NLMS - 30 minutes per class or 180 minutes per day total.
      - NLHS - 30 minutes per class or 180 minutes per day total.
- Are there any disciplinary guidelines beyond my child’s behavior in virtual learning meetings?
  - Generally, where applicable, all district policies and school rules apply in this new setting. There are some areas that are particularly worth reviewing with your child as those that are particularly relevant in an online setting
    - Acceptable use- appropriate use of device
    - Bullying
    - Language
- What if my child receives Special Education Services or has a 504 Plan?
  - During this time of social distancing due to COVID-19, virtual learning may be our best option to provide continuity of education. NLSD special education staff is committed to making a “good faith” effort to provide, planned instruction, enrichment, review and reasonable services for students during COVID-19 school closures. General education teachers will provide accommodations to the degree possible and appropriate based on each student’s IEP (Individualized Education Plan) and 504 plans. Special education teachers and regular education teachers will collaborate to ensure access to the content for all students including those students with

disabilities. Case Managers will contact parents/guardians via, email, phone, Google Meet, or Zoom weekly to discuss questions or concerns.

- Related Services (Occupational Therapy and Speech and Language Therapy) will provide enrichment and review activities in collaboration with case managers. NLSD is in the process of setting up therapy groups in order to do live video conferencing via Zoom or Google Meet as early April 6, 2020.
  - Annual IEP meetings will be held according to compliance with Federal guidelines via phone conferencing or Google Meet. The case managers will be reaching out to parents/guardians to set up a time and will email draft documents to preview. After the meetings, the parents will be asked to confirm participation and agreement via email. Upon return, hard copies will be sent via Standard US mail.
  - Reevaluations will be completed, in collaboration with staff and parent/guardian, through record review as per the Federal Guidance. MDT meetings will be held via google meets or phone conferencing.
  - Evaluations where face-to-face testing was completed, previous to COVID-19, the Multi-Disciplinary Team (MDT) meeting to review the report will be conducted via google meets or phone conferencing. If a determination can not be made, the report will be completed with the information available. The school Psychologist will contact the parent/guardian to review the report. A NOREP will be issued stating due to the COVID-19 closure, more testing is needed and another Permission to Evaluate (PTE) will be issued upon opening of schools.
- What if my child receives English Language Development Program Support?
    - Teachers in our English Language Development Program (ELDP) will make a good faith effort to work with other classroom teachers, English Learners (ELs), and their families to ensure academic materials are provided with modifications to the general education curriculum, as per the English Proficiency Level of each student.
    - ELDP Teachers will communicate with families through standard US mail, telephone calls (or, when appropriate, text messages between parent/teacher), e-mail, Google Meet, or other means identified in the *Communication Tools and Strategies* section of this document. Where necessary, teachers will provide written

communication in the home language or use a translator/translation service to facilitate communication.

- For ELs who also receive special education services through an IEP, ELDP teachers will make a good faith effort to work with various members of the IEP team to make appropriate modifications, as described in the *Special Education Supports* section of this document.
- What if my child receives Gifted Education Supports?
  - Gifted facilitators will work with regular education teachers to provide a good faith effort which ensures that students who are eligible for gifted support services receive specially designed instruction and curricular modifications, as outlined in their GIEP, to ensure students receive differentiated instruction, enrichment, and/or acceleration.
  - GIEP's will be held in accordance with state mandated timelines via Google Meet or phone conferencing.
- What if my child needs support from their school counselor?
  - Feelings can be complex and scary for our students during this time. If you need to touch base with one of our counselors because your child may be feeling anxious or distraught over the school closure as a result of the pandemic, please reach out to your child's school counselor via email or telephone. Please leave your name, number, child's name, and grade. A school counselor will be in touch. Remember to answer the phone, even if you do not recognize the number. **If you believe your child is in serious crisis, please dial 911 for emergency services.**
- What if my child participates in extracurricular activities, such as sports or the Musical?
  - Pennsylvania Interscholastic Athletic Association has frozen all extracurricular activities during the school closure. Additionally, no clubs, sports, or arts-related teams or groups are allowed to gather or practice during this time.
- What should I do if there is a problem with my child's school issued device?
  - Students should contact their teacher, if possible.
  - Complete a support request - [www.nlsd.org](http://www.nlsd.org) - Click on Technology
  - Email support - [support@nlsd.org](mailto:support@nlsd.org)

- Leave message on help line: 610-767-9833
  - If an issue can not be resolved remotely, we will schedule an exchange, by appointment only.
- 
- Who should I contact if my child is having an issue with an application or cannot login?
    - Students should contact their teacher, if possible.
    - Complete a support request - [www.nlsd.org](http://www.nlsd.org) - Click on Technology
    - Email support - [support@nlsd.org](mailto:support@nlsd.org)
    - Leave message on help line: 610-767-9833
- 
- How do I get in contact with my child's teacher?
    - Provide office hours or reference to where posted and means of communication
    - NLHS - [Directory](#)
    - NLMS - [Directory](#)
    - Slatington Elementary - [Directory](#)
    - Peters Elementary - [Directory](#)
- 
- What is the procedure if a student has any connectivity issues?
    - This could be an ISP issue. If multiple devices are having issues, please contact your ISP first.
    - Students should contact their teacher, if possible.
    - Complete a support request - [www.nlsd.org](http://www.nlsd.org) - Click on Technology
    - Email support - [support@nlsd.org](mailto:support@nlsd.org)
    - Leave message on help line: 610-767-9833
- 
- Will teachers have set "office hours" for working with students and taking questions?
    - Yes, teachers will communicate their office hour times with students
- 
- How will grades be handled for the third marking period?
    - Peters Elementary - Grades for marking period 3, which ended on March 27, will be determined based on all school work submitted prior to the state-mandated school closure on March 13th. All educational activities

provided by teachers from March 13th through April 3rd were not graded based on our Continuity of Education Plan.

- Slatington Elementary- Marking period 3, which ended on March 27th, includes grades for all assignments submitted prior to the school shutdown. Teachers provided additional time, up to April 17th, for students to submit any late work included as graded material. This does not include any minor assignments or assignments for which the absence from school presented a significant barrier to completion. From these assignments, students will be exempted and receive no penalty. All educational activities provided by teachers from March 13th through April 3rd were not graded based on our Continuity of Education Plan.
- Middle School - Regular grades will be recorded for marking period 3, which ended on March 27th. Any work that was missing from the week prior was exempted or given extensions with regards to assignment for College Career Readiness. The extension for the College Career Readiness essay will be until April 17th. This extension will have no deductions for lateness. All educational activities provided by teachers from March 13th through April 3rd were not graded based on our Continuity of Education Plan.
- High School - Regular grades will be recorded for marking period 3, which ended on March 27th. Incompletes for missing work, from the week of 3/9/20 - 3/13/20, has a deadline for submission of 4/17. If late or missing work for this week is submitted, it will be graded with no deductions for lateness. All educational activities provided by teachers from March 13th through April 3rd were not graded based on our Continuity of Education Plan.

- What will grades look like for the 4th marking period?

- Peters Elementary – Grades will be calculated to determine if students pass or fail in the fourth marking period based on their performance within the remote learning environment. This grade will be reflected as the following on the report card for the 4th marking period: S – Satisfactory, N – Needs Improvement.
- Slatington Elementary – Grades will be calculated to determine if students pass or fail in the fourth marking period based on their performance within the remote learning environment. This grade will be reflected as the following on the report card for the 4th marking period: P – Pass, F – Fail.
- Middle School – Grades will be calculated to determine if students pass or fail in the fourth marking period based on their performance within the remote learning environment. This grade will be reflected as the following on the report card for the 4th marking period: P – Pass, F – Fail.
- High School – Grades will be calculated to determine if students pass or fail in the fourth marking period based on their performance within the remote learning environment. This grade will be reflected as the following on the report card for the 4th marking period: P – Pass, F – Fail.

- Bulldog Academy – Grades will be calculated to determine if students pass or fail in the fourth marking period based on their performance within the remote learning environment. This grade will be reflected as the following on the report card for the 4th marking period: P – Pass, F – Fail.
  - LCTI – As reported in LCTI’s COE Plan, 4th marking period grades will be recorded as either pass or fail.
- When will 4th marking period report cards be available?
  - Report cards for the 4th marking period will be mailed out on April 29, 2020 for all Northern Lehigh schools.
- How will the Future Ready PA Index be populated with data this year since some assessments weren’t taken and some data sets are not available.
  - Some of the indicators within the Future Ready PA Index are from the current school year and some are lagging indicators (i.e. 12 month or 16 month delay). Click [HERE](#) for the document released by PDE that states where each data set for the 2019-2020 Future Ready PA Index will come from.
- How will final grades be calculated for the 19-20 school year?
  - Peters Elementary – There are no cumulative grades at this level. The competencies for each marking period will remain as individual grades.
  - Slatington Elementary – Full year course grades will be calculated as an average of all four quarters. Specials classes, for which grades are reported in quarter 2 and quarter 4 will be reported as an average of those two quarters.
  - Middle School – Full year course grades will be calculated as an average of all four quarters. Specials courses that only meet for one quarter will receive the grade earned during that quarter as the final course grade.
  - High School – Final exams will not be held for second semester courses. Final course grades for courses will be calculated as an average of the quarters that the class met. AP and Honors level courses will continue to receive quality points.
  - Bulldog Academy – Grades will be calculated as an average of all marking periods that impact that course.
  - LCTI – Final grades for LCTI will be in keeping with their Continuity of Education Plan.
- When will end of the year report cards be available?

- Report cards for the end of the year will be mailed out between June 12 and 19, 2020 for all Northern Lehigh schools.
  
- **Honor Roll for 4th Marking Period?**
  - As a result of the school closures and the 4th marking period structure, the Northern Lehigh School District will not be publishing an honor roll for the 4th marking period.