

## Continuity of Education Plan

School District	West Mifflin Area School District (HS)
Superintendent	Dr. Mark Hoover
Address	1020 Lebanon Road, Suite 250 West Mifflin, PA 15122
Email/Phone	hooverm@wmasd.org
Website	<a href="http://www.wmasd.org">www.wmasd.org</a>

Goal of Plan
<p>West Mifflin Area High School is committed to providing meaningful learning opportunities for all students during this challenging time. These unexpected circumstances have cause us to make the necessary transition from a traditional instructional environment to a virtual instructional environment. The school administration has developed an online education model for our students that has begun on March 30<sup>th</sup>, 2020, and continuing until it is safe for our students and staff to return to school.</p>

Overview of Plan
<ul style="list-style-type: none"> <li>• Provide learning opportunities that will allow students to develop essential skills and acquire knowledge while understanding the circumstances that they and their family may be experiencing at this time without causing additional stress.</li> <li>• Provide support for our students and families as we transition into the virtual model. Pertaining to academics, we are starting with the basics and will enhance rigor as our students acclimate to the virtual instruction.</li> </ul>

Expectations for Teaching and Learning
<ul style="list-style-type: none"> <li>• Schoology will be utilized for instruction along with any other resources that accompany the facilitation of instruction for a particular class.</li> <li>• Completion of assignments will be documented daily by teachers. The grading of assignments and assessments will continue as normal, but may be subject to change in the future. Regular grading will be recorded during the virtual learning period.</li> <li>• Teacher availability is within the constraints of normal school hours and beyond. Schoology messaging and email are the preferred modes of communication.</li> <li>• Do not overload students with online work; daily recommended workload for high school students is 3-4 hours daily.</li> <li>• Communication is highly encouraged between the home and school.</li> </ul>

### Communication Tools and Strategies

Communication is highly encouraged between the home and school. Mailings, mass callings, personal calls, texting (using recommended apps), and Schoology messaging are all preferred means of communication. Families have been informed of appropriate departments and resources to contact for each individual concern. For example, classroom and assignment concerns should be communicated directly to the teacher. Mental and physical health concerns are referred to the guidance and health department. Technology needs are streamlined through the technology department. An overall contact for all school-based connectivity issues are directed to the librarian. An additional list of resources is included in this plan, and have been made available to all families.

### Access (Devices, Platforms, Handouts)

- Printed Materials-textbooks, photocopies of reference materials, curriculum and assignments.
- Technology-telephone, email, web-conferencing, etc. (More detailed list in "Resource List")
- School issued laptops.
- Schoology
- [https://wmasdlibrary.follettdestiny.com/common/welcome.jsp?context=saas42\\_3794683](https://wmasdlibrary.follettdestiny.com/common/welcome.jsp?context=saas42_3794683)

### Staff General Expectations

- Log into Schoology and check student attendance.
- Keep Schoology updated with new/current assignments.
- Design virtual instruction for the unique needs of all students.
- Actively monitor student activity.
- Answer student/family questions and assist when needed.
- Document communication contacts made to students and/or families.
- Ensure accessibility.
- Prepare for short and long-term closures.

### Student Expectations

- Students are expected to login in daily with their first period teacher for attendance purposes and complete a virtual attendance form. If there are extenuating circumstances as to why this is not feasible, students are encouraged to email the teacher or any office staff member, or call the office to record attendance.
- Students are expected to follow a schedule that will allow them to organize their time and also allow for video conferencing and/or virtual instruction.
- Students should devote the appropriate amount of time per class as necessary to complete the assigned work for the day. Teachers will have different due dates for assignments just as in a traditional class setting. Students need to keep themselves organized.
- Students are expected to adhere to time-lines to submit completed work to receive full credit.
- Students are expected to keep up with their work and reach out to their teachers if they have any questions or difficulties.

### Attendance / Accountability

- Students are expected to log into Schoology and submit the attendance form to the first period teacher daily.
- By the end of day 3, first period teachers are expected to make phone calls to the families to be sure the student has connectivity and access to equipment (resources are made available for free Internet and solutions for equipment).
- On day 3, daily attendance calls will be made through Powerschool, as with any typical school day.
- If a student has not logged on to Schoology or has not completed attendance by day 4, the guidance counselor will make contact.
- If a student has not logged on to Schoology or has not completed attendance by day 5, the home/school visitor and principal will intervene.

### Good Faith Efforts for Access and Equity for All Students

During the 2019-20 school year, all students in grades 9-12 at West Mifflin Area High School were given a Chromebook computer for educational & personal use. This has given us the ability to provide online instruction and resources to all students. On 3/13, a survey was given to students to identify who did not have internet access. Initial information has been sent through Schoology messages as well as through automated phone messages. Students have been required to login to Schoology and complete a brief survey for attendance purposes. Students who have not logged in are being contacted by teachers, counselors and special education case managers through email, by phone, remind texts and Schoology messages. Students without internet access at home are being provided with information for free and low-cost internet resources. Technical support is available to students through the district help desk as well as library and counseling resources. In addition to barriers of technological access, students who are in AEDY placement are also being provided with curriculum through online instruction with daily phone and email messages from the staff and counselors at the placement locations. Adaptations and accommodations such as modified assignments and extended deadlines are being provided based on students IEP's and 504 plans.

### Special Education Supports

Students with special needs, in grades 9-12, will receive continuity of education through distance learning via Schoology. Specially designed instruction, listed in the revision of the IEP, will be implemented.

Special education case managers, regular education teachers and Administrators are available via e-mail from 9am to 3pm to assist students and parents with questions and concerns.

#### IEP/GIEP Development and Revisions

Special education teachers should continue to comply with IEP/RR timelines. The recommendation by the BSE is to hold meetings virtually (Zoom, FaceTime, Phone Conference). Invite a principal and Director or Pupil Services to participate. The regular education teacher can be excused from the meeting. This is done on the Invitation to Participate form on IEP Writer. Written input is required from the regular education teachers. The day the school team meets is the IEP meeting date. The implementation date is the next day.

Revision to include, under present ed. levels: **“Due to the COVID-19 pandemic and result of the impending closure, CHILD’S NAME will be receiving remote education via (online or paper) delivery methods. As a result of this immediate shift, the following SDI’s/accommodations are appropriate in this environment: (list them). These related services (list them) will continue remotely. The IEP Team will reconvene upon return from closure to discuss student progress and adjust the IEP as necessary.”**

#### NOREPS

Per guidance by the Bureau of Special Education (BSE), the District will issue NOREPS to reflect how the continuity of education will be provided to students, either by distance learning or educational packets. Further guidance will be provided by the Bureau of Special Education (BSE) and the Allegheny Intermediate Unit (AIU).

#### Evaluations/Re-evaluations

*If an evaluation of a student with a disability requires face-to-face assessment or observation, the evaluation would need to be delayed until school reopens. NOREP’s will be issued when an evaluation cannot be completed. Evaluations and re-evaluations that do not require face-to-face assessments or observations may take place while schools are closed, so as long as a student’s parent or legal guardian consents.*

#### EL Supports

ESL (English as a Second Language) students are mainstreamed into their grade-level academic English class, however, the ESL teacher provides support to identified students in all classes. Together, the teachers modify and create assignments. The ESL teacher provides support via Schoology, email, and phone calls with a dedicated Google phone number. Interpreting services are provided when applicable.

#### Gifted Education

- All GIEPs will be done as scheduled. This will be accomplished through a phone conference, video conference or via email.
- A statement in the new GIEPs will state that any changes in the student’s SDIs are due to the COVID-19 shut down of the schools.
- All gifted work has been switched to on-line activities.
- Students are being given extended timelines for completing their work.
- Enrichment work will be individualized to the student’s area of need but may be modified.
  - Video conferences with teacher to discuss issues or for feedback.
  - On-line resources presented instead of materials that were housed in the ACE room.
- Goals and objectives will be revisited once school is back in session to be sure we are compliant and/or need to make any adjustments to meet those goals.
- All dual enrollment students are still receiving coursework through Point Park online.
  - Scheduling for summer classes or next year will be handled through emails or video conferencing.
- The student’s GIEP goals, objectives and services will be maintained the best and most appropriate way possible.

--

Building/Grade Level Contacts
Math-Jennifer Dziki, <a href="mailto:dzikij@wmasd.org">dzikij@wmasd.org</a> ELA-Melissa Fulmer, <a href="mailto:fulmerm@wmasd.org">fulmerm@wmasd.org</a> Social Studies-Cindy Horvath, <a href="mailto:horvathc@wmasd.org">horvathc@wmasd.org</a> Science-Christine O'Lare, <a href="mailto:olarec@wmasd.org">olarec@wmasd.org</a> Foreign Language-Rebecca Cibulka, <a href="mailto:cibulkar@wmasd.org">cibulkar@wmasd.org</a> Physical Education/Health-Alan Yeschenko, <a href="mailto:yeschenkoa@wmasd.org">yeschenkoa@wmasd.org</a> Business-Shannan Kunkle, <a href="mailto:kunkles@wmasd.org">kunkles@wmasd.org</a> Library-Patty King, <a href="mailto:kingp@wmasd.org">kingp@wmasd.org</a> Art-Brian Mann, <a href="mailto:mannb@wmasd.org">mannb@wmasd.org</a> Family/Consumer Science-Kristen Bonacci, <a href="mailto:bonaccik@wmasd.org">bonaccik@wmasd.org</a> Music-Devon Smeal, <a href="mailto:smeald@wmasd.org">smeald@wmasd.org</a> Computer Science- Scott Mizener, Kevin Kocher, <a href="mailto:mizeners@wmasd.org">mizeners@wmasd.org</a> , <a href="mailto:kocherk@wmasd.org">kocherk@wmasd.org</a> Attendance-Melissa Wall, <a href="mailto:wallm@wmasd.org">wallm@wmasd.org</a> Guidance-Jennifer Shields, <a href="mailto:shieldsj@wmasd.org">shieldsj@wmasd.org</a>

Resource Links
<p>Our LMS is Schoology.</p> <p>Our production platform is <i>Microsoft Office 365</i> suite- all office products including <i>Outlook</i> email and <i>OneNote</i> class notebooks.</p> <p>Communication tools: Messaging through LMS, District <i>Outlook</i> accounts, and Zoom.</p> <p>Installed on laptops:</p> <p><i>Iready</i></p> <p><i>Study Island</i></p> <p><i>Interactive textbooks through Pearson (Social Studies, English, Foreign Language, Science).</i></p> <p>Our district subscription resources are available through our library website: <a href="http://library.wmasd.org">library.wmasd.org</a> which includes subscription digital products, over 300,000 ebooks, and <i>Power Library</i> resources.</p> <p><b><u>General Resources (all areas-subscription):</u></b></p> <p><b>e-libraries:</b></p> <ul style="list-style-type: none"> <li>*<i>Student Resources in Context</i></li> <li>*<i>Resources in Context</i></li> <li>*<i>SIRS Discoverer</i></li> <li>*<i>SIRS Issues Researcher</i></li> </ul> <p><b>Ebooks:</b></p> <ul style="list-style-type: none"> <li>*Standalone ebooks from Follett</li> <li>*<i>Lightbox Interactive</i> ebooks</li> <li>*<i>Salem Online</i></li> <li>*<i>eBooks on EBSCOhost</i> [k-8, high school, academic, Power Library collections]</li> <li>*<i>Gale eBooks</i></li> </ul>

\*Infobase eBooks

\*Oxford Reference

**Magazines/Journals:**

\*Academic OneFile

\*Gale Popular Magazines

\*Infotrac Newsstand

\*Infotrac Student Edition

\*MAS Ultra - School

\*Masterfile Premier

\*Newspaper Source Plus

**Encyclopedias:**

\*Brittanica School Edition: High

\*Scholastic GO!

\*World Book Advanced

\*Factcite

\*Lincoln Library of Essential Information

**Multimedia Resources:**

\*AP Images

\*Learn 360

\*Classroom Video on Demand

**Subject Specific Resources (subscription):**

**Art/Music:**

\*Grove Art Online

\*Grove Music Online

\*Gale Fine Arts & Music Collection

**Biography:**

\*Gale in Context: Biography

\*FactCite: Essential Biographies

\*Lincoln Library of Sports Champions

\*Lincoln Library of American History

\*Defining Moments in US History

\*Gale US History Collection

\*American Indian History Online

\*World News Digest

\*Cavendish Square Digital

\*Daily Life through History

\*Gale War & Terrorism Collection

\*Gale Military & Intelligence Database Collection

\*TruFlix / Freedom Flix

**Psychology / Criminal Justice**

\*Gale eBooks: Criminal Justice

\*Gale Criminial Justice Collection

\*Gale eBooks: Psychology

\*Gale Psychology Collection

\*Also see titles listed under Health & Medicine

**Health & Medicine**

- \*Health Reference Center*
- \*Consumer Health Complete*
- \*Gale Health & Wellness Resource Center*
- \*Gale eBooks: Medicine*
- \*Cavendish Square Digital*
- \*Gale Nursing & Allied Health Collection*
- \*Gale Physical Therapy & Sports Collection*

**Geography/ Foreign Studies:**

- \*World Geography (ABC-Clío)*
- \*FactCite: Countries & Cultures*
- \*World News Digest*
- \*Daily Life through History*
- \*World Diversity Collection*

**Ancient/World History:**

- \*Ancient & Medieval History Online*
- \*World History in Context*
- \*Daily Life Through History*
- \*True Flix/ Freedom Flix*
- \*Modern World History Online*
- \*Gale in Context World History in Context*
- \*Gale World History Collection*
- Gale War & Terrorism Collection*
- Gale Military & Intelligence Database Collection*
- \*World News Digest*

**Careers/ College/ Test Preparation:**

- \*Ferguson's Career Resource Center*
- \*Career Cruising*
- \*Testing & Education Reference Center*
- \*Gale Vocations and Career Collection*

**Civics/American History:**

- \*American History Online*
- \*US Government Topic Center*
- \*US History in Context*
- \*Issue and Controversies in American History*

**Literature:**

- \*Literary Reference Center Plus*
- \*Bloom's Literature*
- \*Literature Resource Center*
- \*Litfinder (Poems, Short Stories, Speeches, & Plays)*
- \*Ebook copies of Class Titles*
- \*Writer's Reference Center*
- \*Gale Communications & Mass Media Collection*

**Religion & Mythology**

*\*FactCite: Mythology*

*\*Gale Religion & Philosophy Collection*

**Science:**

*\*Science Online*

*\*Science In Context*

*\*Science Reference Center*

*\*FactCite: Science*

*\*Today's Science*

*\*Gale General Science Collection*

*\*GreenFile*

*\*Gale GREENR*

*\*Gale Agriculture Collection*

*\*Gale Environmental Studies & Policy Collection*

*\*Gale Gardening, Landscape, & Horticulture Collection*

*\*Science Flix*

**Social/Current Issues:**

*\*Issues & Controversies*

*\*Gale in Context: Opposing Viewpoints*

*\*SIRS Issues Researcher*

*\*Sirs Discoverer*

*\*Today's Science*

*\*World News Digest*

*\*Issues & Controversies in American History*

*\*Gale Diversity Studies Collection*

*\*Gale Gender Studies Collection*

*\*Gale War & Terrorism Collection*

*\*Gale Military & Intelligence Database Collection*