

Continuity of Education Plan

West Mifflin Area Middle School Grades 6-8

| | |
|-----------------|--|
| School District | West Mifflin Area School District |
| Superintendent | Dr. Mark Hoover |
| Address | 1020 Lebanon Road, Suite 250 West Mifflin, PA 15122 |
| Email/Phone | hooverm@wmasd.org/412-466-9131 |
| Website | wmasd.org |

Goal of Plan

The goal of the WMASD Continuity of Education Plan is to ensure that we as a district meet the educational needs of the students during a prolonged closure. We will promote the continuing of teaching and learning despite circumstances that interrupt normal school attendance. WMASD is committed to providing ALL students with a quality and equitable educational experience during the closure.

Overview of Plan

As the COVID-19 situation continues to evolve, I want you to know that the teachers, principals, and central office administrators are working together to create a sense of “normalcy” for the students at the middle school. Clearly, our new normal is anything but normal. On Monday, March 30th, we will begin our online learning experiences for all middle school students. The middle school, grades 6-8, will be doing planned instruction for our students due to one-to-one laptops given to the students at the beginning of the school year.

The COVID-19 closures are unprecedented in our history and our days surely look very different. It is our hope that we will relieve some of the stress that children may feel by providing a program that establishes a daily routine and engages them with their teachers.

The teachers and staff members at the Middle School are committed to serving every student.

Please read the following for important guidelines regarding on-line instruction:

We will be using Schoology to access Remote Learning assignments.

Each day students should do the following:

1. **We ARE taking attendance** on each remote learning day, starting **Monday, March 30th**, during the coronavirus closure. Check-in for attendance by logging into Schoology by **9:00 AM** with your 1st period teacher. You will be asked to answer a question which is how attendance will be taken. If you have trouble accessing Schoology to check in for attendance, please contact your teacher.
2. Check Schoology for announcements daily.

3. Log in to Schoology to complete your assignments and check the Announcements. Lessons will be posted in an **FID (Flexible Instructional Day)** folder in your Schoology courses. The folders should be dated so you know what assignments are due and when. Teachers are available via email during the school day.
4. Beginning Monday, March 30, 2020, teachers will be available online for Instructional Support Hours during the times attached to Daily Schedule sheet. Each teacher will share the method they will use to communicate during these office hours on their individual Schoology account in their **FID (Flexible Instructional Day)** folder and/or on their Schoology Announcements.
5. Please contact your student's teacher if:
 - ✚ You get stuck on a lesson or assignment
 - ✚ There is something you do not understand
 - ✚ You need special accommodations
 - ✚ An extenuating circumstance arises
6. Grading Procedures
 - Week 1: March 30-April 3: This week should be used to orient everyone to the Remote Learning Format. Assignments will be awarded for completion only.
 - Week 2 and beyond: Typical grading procedures apply.

Expectations for Teaching and Learning

Planned instruction will take place for students in grades 6-8. Planned instruction is formal teaching and learning similar to that which occurs in a classroom setting. During this process our teachers will use planned courses of instruction with concepts/skills aligned to grade level standards. The instruction will begin on Monday, March 30th and will run through the duration of the school closure. Teachers are creating lessons at each grade level, 6-8, that are standards aligned to the specific grade level and content area. Elective teachers will create assignments that are aligned to their content specific curriculum on a weekly basis (one elective per day). With the one-to-one laptop initiative, we can support all content areas (core, electives and special education).

Communication Tools and Strategies

Communication Plan for WMASD:

- Counselors will be available during the school day via email for support. They will also continue with any appointments made via conference call. lyonsj@wmasd.org and lyonl@wmasd.org
- Nurses will be available during the school day via email for support. rodgersj@wmasd.org
- If at any time you need support and do not know who to ask, please reach out to your principal or assistant principal. haneyn@wmasd.org or minfordh@wmasd.org
- Technology Needs: You can drop off your laptop Mon – Fri from 9 A.M. – 10 A.M. or from 1 P.M. – 2 P.M. at the middle school.

We ask you include a note with a name & phone number as well as a brief description of the issue so we can call you when repairs are completed so you can pick up your laptop during the designated drop-off/pick up times.

If you have any questions you can call the IT dept. help desk Mon – Fri from 8 A.M. to 3 P.M. at 412-466-9131 x3333.

- Home/School Visitor: Ms. Wall wallm@wmasd.org
- Family Behavioral Resources: Ms. Hodge and Ms. Stohl hodgea@wmasd.org
stohlc@wmasd.org
- Communities In School: Mr. Kroeker kroekerm@wmasd.org
- Facebook: <https://www.facebook.com/westmifflinmiddle>
- School District Website will have all plans posted for each district building along with contact numbers and information regarding free lunch distribution
- Constant Contact is used on a daily basis with district-wide email announcements, teacher to teacher, teacher to student, teacher to parent contact and information regarding building specific needs
- All Calls are made for phone messages to current families with students in the district. These messages are the most urgent and important information for district families.
- Zoom and Schoology will be used for video conferencing for staff meetings, SAP meetings, department head meetings, IEP meetings, GIEP meetings and other parent and/or student meetings.
- Schoology is used to push out digital messages to families.
- Teachers are emailing PDF files and hard copy packets to families to support IEPs

Access (Devices, Platforms, Handouts)

All students in grades 6-8 are issued a laptop to ensure equity with the platform for learning. We have also surveyed the student/family for internet access within their homes. Local internet companies are providing free internet access to families during the closure. This information is below and was sent via website, Facebook, mailing and all-calls to district families. All digital content in grades 6-8 is distributed through Schoology.

Here is a list from a variety of internet providers if you need to sign up at a free or reduced cost:

Comcast Internet Essentials: <https://www.internetessentials.com>

AT&T: <https://m.att.com/shopmobile/internet/access/> (Phone: 855-220-5211)

Sprint: https://fedgov.sprint.com/app/ConnectEDII/ProgramRequirements/2-0_lp

Spectrum: <https://www.spectrum.com/browse/content/spectrum-internet-assist.html>

Verizon: www.verizon.com/support/residential/account/manage-account/lifeline-discount









USAC: <https://www.fcc.gov/consumers/guides/lifeline-support-affordable-communications>

How to turn your phone into a hotspot (be sure to check with your cell phone provider regarding possible charges): <https://www.pcmag.com/how-to/how-to-turn-your-phone-into-a-wi-fi-hotspot>

Staff General Expectations

West Mifflin Middle School Sample Teacher Schedule

| | |
|--------------------------|---|
| <p>9:00-9:30</p> | <ul style="list-style-type: none"> ✚ Eat a healthy breakfast ✚ Log in to Schoology and check student attendance: <ol style="list-style-type: none"> a. Students must answer a question on Schoology each day by nine. b. The question should be setup as a quiz in Schoology and it will have 2 fill in the blank questions <ol style="list-style-type: none"> i. What is your name? ii. What is the date? c. The quiz can be zero points or you can count points for attending daily if you wish. d. Enter attendance in PowerSchool for first period as you normally would. If the quiz was completed they are present, if not, the student is marked absent. e. Teachers must submit attendance before 3 pm each day. f. Attendance issues *see below ✚ Make sure Schoology is updated with new/current assignments: create a folder and title it the date, the students will know which assignment is their responsibility for the day this will also help the teacher to know which students have completed the assignments in the three-day window for completion. If teachers plan on doing their FID lesson plans, they could just reupload them to the daily folder. *SEE BELOW FOR SCHOOLOGY INFORMATION |
| <p>9:30-11:00</p> | <ul style="list-style-type: none"> ✚ Make sure Continuity of Teaching and Learning is taking place ✚ Actively monitor student activity ✚ Answer student questions and assist students with assignments when needed |
| <p>11:00-1:00</p> | <ul style="list-style-type: none"> ✚ Lunch/Planning ✚ Do something active and/or fun-yoga, take a walk, walk your dog etc. |

| | |
|---------------------|--|
| 1:00-3:00 | <ul style="list-style-type: none">  Make sure Continuity of Teaching and Learning is taking place *see below  Actively monitor student activity  Answer student questions and assist students with assignments when needed |
| After-School | <ul style="list-style-type: none">  Send daily contact log to administration- telephone, email, web conferencing, Remind, Zoom, Dojo etc, can be used to facilitate one-on-one, or teacher-and-class interaction or lesson delivery between students and teachers. *Excel sheet attached for use  Have family time  Do activities that are fun and relaxing  Eat dinner  Get enough sleep for the next school day! |

* IT department is still running and can be contacted via help desk tickets on the intranet or you can call the main school line and reach them at extension 3333 as well.

Attendance Issues:

- If a student has not signed on or completed work for two days – email the student. “If the student has an IEP you should contact their case manager at this time also. Case managers – Keep an eye on your case load and intervene when necessary.
- I recommend utilizing the emails in Schoology
- If a student has not signed on or completed work for 3 days – email the students counselor. Counselors try and reach out to them and inform the principal if the student gets to 5 days and we will call or do home visits.

















Teacher Sample email: *You are receiving this email because you have not complete Thursdays or Friday’s assignment. If you do not understand, I am here to help you. I can conference with you via zoom. I do not want to see you get behind or your grade drop this marking period.*






Case Manager Sample email: I would like for everyone in my Academic Study classes to join my conference each day at 1:00. This will give me time to catch up with you and see what assignments you are struggling with. I have also been in contact with your teachers and they are emailing me when you have not completed an assignment. If you attend my conferences you will receive participation points towards an assignment that you have done poorly on. I do not want to see you get behind on your work. I hope to see you soon.

Schoology:

- Please add the principals to your classes. You do not have to give us admin privileges, just add us a regular student. This is so we can complete observations and/or “pop in” to video conferences, etc.
- Please check that you are a member of the “Teacher Group” in Schoology. Mr. Kocher has various “how to” videos and tutorials. These resources can be found in Teacher Group Resources.
- There is a video conferencing tool available via Schoology. The nice thing is there is no download no number to call. The students would log into Schoology select course click conferences link on left side and then click the conference the teacher set up for that course. It can also record the conference for 7 days so anyone absent or with a tech issue can log in later to see what they missed. Mac users need to use the browser (i.e. Safari) to make it work. Students/teachers using iPads cannot use the conference tool through the app, but must use Safari.

- Mrs. Patty King is offering resources and is willing to help teachers and/or students via facetime/Zoom to access those resources or help with technology. Some of these resources can help creating assignments. Mrs. King can also use the TeamViewer App to set your computer up for you.

| Student Expectations | |
|---|--|
| West Mifflin Middle School Sample Student Schedule | |
| 9:00-9:30 | <ul style="list-style-type: none">  Eat a healthy breakfast  Log in to Schoology for attendance with 1st period teacher and you will be asked to fill out a “question”. Your answer will count as your daily attendance  Check Schoology for new/current assignments  Make sure you ate breakfast! |
| 9:30-10:30 | <ul style="list-style-type: none">  Work on assignments in Schoology  Work for an hour total (approx.. 9:30-10:30)  Take a break, get a drink of water, etc.  Message or email any questions you have for your teachers |
| 10:30-11:00 | <ul style="list-style-type: none">  Choose one elective a day: Check Schoology for elective teacher’s assignments. They may have specific guidelines for you, but below are some options: <ol style="list-style-type: none"> a. FCS-look up a recipe, make breakfast b. Tech Ed-research different tools, make item of choice c. Gym-do push-ups, jumping jacks, dance d. Music-practice your instrument, sing a song |
| 11:00-1:00 | <ul style="list-style-type: none">  Eat lunch-lunches are provided at various WM locations for students  Do something active and/or creative-go for a walk, ride your bike, draw, paint, write a story etc. |
| 1:00-3:00 | <ul style="list-style-type: none">  Work on assignments in Schoology  Work for an hour total (approx. 1:00-2:00)  Take a break, get a drink of water, etc.  Work for 45 minutes on assignments (approx. 2:00-2:45)  Message or email any questions you have for your teachers for the remaining time (approx. 2:45-3:00) |

| | |
|---------------------|--|
| After-School | <ul style="list-style-type: none">  Connect with friends in a safe way-virtually  Have family time  Do activities that are fun and relaxing  Eat dinner  Get enough sleep for the next school day! |
|---------------------|--|

| Attendance / Accountability |
|--|
| <p>Students are to log in to Schoology for daily student attendance with their Homeroom teacher:</p> <ul style="list-style-type: none"> g. Students must answer a question on Schoology each day at 9:00 AM. h. The question should be setup as a quiz in Schoology and it will have 2 fill in the blank questions <ul style="list-style-type: none"> i. What is your name? ii. What is the date? i. The quiz can be zero points or you can count points for attending daily if you wish. j. Teachers will enter attendance in PowerSchool for Homeroom as you normally would. If the quiz was completed they are present, if not, the student is marked absent. k. Teachers must submit attendance before 3 pm each day. l. Attendance issues *see below <p>Attendance Issues:</p> <ul style="list-style-type: none"> • If a student has not signed on or completed work for two days – email the student. “If the student has an IEP you should contact their case manager at this time also. Case managers – Keep an eye on your case load and intervene when necessary. • I recommend utilizing the emails in Schoology • If a student has not signed on or completed work for 3 days – email the students counselor. Counselors try and reach out to them and inform the principal if the student gets to 5 days and we will call or do home visits. <p>Teacher Sample email: <i>You are receiving this email because you have not complete Thursdays or Friday’s assignment. If you do not understand, I am here to help you. I can conference with you via zoom. I do not want to see you get behind or your grade drop this marking period.</i></p> <p>Case Manager Sample email: I would like for everyone in my Academic Study classes to join my conference each day at 1:00. This will give me time to catch up with you and see what assignments you are struggling with. I have also been in contact with your teachers and they are emailing me when you have not completed an assignment. If you attend my conferences you will receive participation points towards an assignment that you have done poorly on. I do not want to see you get behind on your work. I hope to see you soon.</p> |

Good Faith Efforts for Access and Equity for All Students

The WMASD is committed to the equitable access of education for all students. During on-line instruction, students, parents, and stakeholders will be supported through open and clear communication. To the greatest extent possible we will provide educational opportunities to all students. ALL students will be supported to the best of our abilities.

Special Education Supports

Special Education Remote Learning Plan/Guideline Updates- West Mifflin Area School District

Students with special needs, in grades K-5, will receive continuity of education through educational learning packets, which will be adapted per the student's IEP. The packet will be sent home by the classroom teacher and or learning support teacher. Supplemental resources will also be provided through educational websites. The packets may be dropped off at the student's home school, mailed to the school, or by alternate means to be communicated with the teacher.

Students with special needs, in grades 6-12, 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.

Transition to K Students

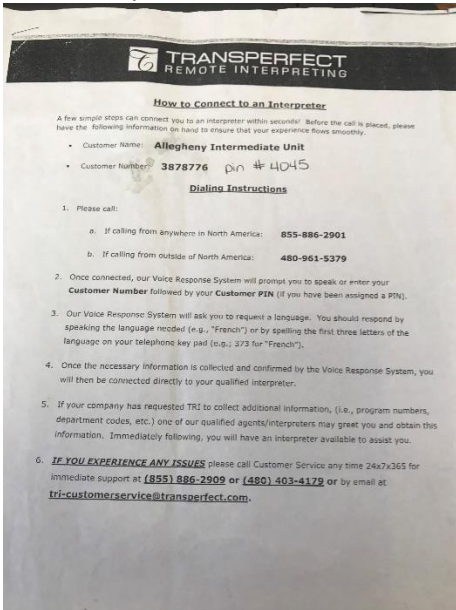
Issue consent to re-evaluate but it will only include a review of DART records and parent input. This is the only option at this point as we are unable to do observations as EI is closed down and we cannot get teacher input. The school psychologist or designated school psychologist will include in the consent that if there is not enough data to conclude eligibility for school-aged services, another re-evaluation will need to be completed at the beginning of the next school year.

ESY Offered Summer 2020

Waiting to hear more information as the weeks unfold. Information will be updated.

EL Supports

The ESL Teacher is in contact with her ESL parents. If students are not completing work or having trouble, the teacher is to contact the ESL teacher to let her know if assistance is needed and which student you have concerns about. We have the translator available for use if needed. The translator directions and phone number are below if staff members want to call on your own. Home visits can be made by ESL teacher and/or administration if needed.



Gifted Education

During on-line learning, content and grade level teachers will provide students with differentiated instruction, enrichment opportunities and acceleration based of the goals in a student's GIEP and the necessary learning objectives. The gifted support teacher will be coordinating with grade level teachers to assist with student learning. The gifted support teacher is available to the students via online platforms and Schoology. We will work to the best of our abilities to facilitate all Gifted GIEPs, goals, timelines and objectives during the school closure.

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.

Building/Grade Level Contacts

Central Office Administration:

Dr. Mark Hoover Superintendent hooverm@wmasd.org

Mr. Jeff Solomon Assistant Superintendent solomonj@wmasd.org

Mrs. Leah Sylvis Special Education Director/Pupil Personnel sylvisl@wmasd.org

Ms. Melissa Wall Home/School Visitor wallm@wmasd.org

Building Level Administration:

Mrs. Noelle Haney Principal 6-8 haneyn@wmasd.org

Mr. Hal Minford Assistant Principal 6-8 minfordh@wmasd.org

Mr. Mark Bonacci Dean of Students 6-8 bonaccim@wmasd.org

Mrs. Sharna Baker Principal 4-5 bakers@wmasd.org

Ms. Ashley Nebel ESL Teacher nebela@wmasd.org

Mr. Chris Galiyas Gifted Teacher galiyasc@wmasd.org

Counselors will be available during the school day via email for support. They will also continue with any appointments made via conference call. lyonsj@wmasd.org and lyonl@wmasd.org

Nurses will be available during the school day via email for support. rodgersj@wmasd.org

FBR: Ms. Angela Hodge hodgea@wmasd.org
Ms. Carrie Stohl stohlc@wmasd.org
CIS: Mr. Mike Kroeker kroekerm@wmasd.org

Resource Links

District website: www.wmasd.org
MS Facebook: <https://www.facebook.com/westmifflinmiddle>
Schoolology: www.schoolology.com

Additional Sites:

Zoom
IXL
Study Island
Scholastic