

Continuity of Elementary (Grades K – 5) Education Plan
West Mifflin Area School District

School District School	West Mifflin Area School District
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Goal of Plan
The goal of our remote learning program is to provide an appropriate, reasonable, and equitable education to all students. The District is dedicated to maintaining a normalcy of education through multiple outreach programs to our students. Their instructional education will be assured through the use of both packets and technology to meet the needs of all students. We are providing both enrichment and review for all students while making the necessary adaptations to ensure this occurs.

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 elementary level K-12. On Monday, March 30 th , remote instruction began in our District. In our plan, all students have been given their appropriate grade-level or instructional-level packet to complete daily. Our classroom teachers communicate the objective for the day to both parents and students. The teachers are then available through office hours to answer questions and assist students and their families with instruction.

Expectations for Teaching and Learning
Teachers are expected to set the daily objective by 9:00 each morning. They are also expected to be available by many modes such as apps like dojo and remind, email, and/or telephone to assist families from 9:00-11:00 and again from 1:00-4:00. The students are provided enrichment and review in ELA, Math, Social Studies, and Science. Attendance will be taken each day.

Communication Tools and Strategies

Teachers communicate with families via apps such as remind and dojo, email and by telephone. Teachers also use zoom, Microsoft teams, and other methods. Information is also available on our district website and Facebook. Updates are given daily by the classroom teacher. As needed an all call is sent from the building Principal with pertinent information and announcements.

Access (Devices, Platforms, Handouts)

Our instruction is limited to handouts due to the overwhelming number of our students that do not have technology devices or internet access in the home. If the student has technology available in the home they may use it to contact their teacher and perform enrichment instruction.

Staff General Expectations

The staff is expected to begin their day at 9:00 AM. They will post the objective for the day and be available for communication with parents/guardians and students from 9:00 to 11:00 AM and from 1:00 to 4:00 PM. These communication windows permit the teacher to reach out to their students for confirmation of lesson completion and to provide instructional assistance. From 11:00 to 1:00, the teachers are expected to reexamine their instructional mission, reflect upon daily success and barriers to student learning, and to plan accordingly to make enhance instruction for all students.

Our administrative team has the expectation of working collaboratively and ensuring that all building staff members are presenting a uniform instructional presence to the community. Additionally, our administrators are charged with assuring that each of our students have in their possession the appropriate instructional packet. Principals will make contact with their teacher daily to offer any assistance that may be required to streamline the educational process.

Our counselors are available daily to make contact with parents who may require social services during this period. They will get in contact with any student whose parent request individual social services or counseling to understand and adjust to the new normal for education during this challenging period of time. The SAP process continues with meeting scheduled on apps such as zoom or Microsoft teams.

Student Expectations

Our students are expected to check in daily, to get their assignments, and take attendance. They are expected to complete assignments and submit them to their teacher.

West Mifflin Elementary Sample Student Schedule

9:00-9:30	<ul style="list-style-type: none">✚ Eat a healthy breakfast✚ Check teacher objective for the day✚ Work on daily lesson packet and current assignments✚ Make sure you ate breakfast!
9:30-10:30	<ul style="list-style-type: none">✚ Work on assignments✚ 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:✚ They have specific guidelines:<ol style="list-style-type: none">a. Libraryb. Gymc. Artd. Music
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✚ 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

Attendance is taken daily. Parent are responsible for contacting teacher each day to assure that the student is completing the lessons as directed.

Good Faith Efforts for Access and Equity for All Students

We surveyed our families and found that we have an extraordinary number of students without access to technology. Therefore, we are offering enrichment through online services to our students with technology access and enrichment packets for our students that do not have access to online enrichment technology. Additionally, we are offering Ready math and Ready reading books to any parent wishing to work on enrichment or enhance their child's understand of the instructional material.

Special Education Supports

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.

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.

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.

EL Supports

Specialized instruction has been individually prepared for each student and materials have been amassed and provided to the students.

Gifted Education

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.”**

Building/Grade Level Contacts

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Resource Links

This information is below and was sent via website, Facebook, mailing and all-calls to district families.
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>