

Continuity of Education Plan

West Mifflin Area School District

School District School	West Mifflin Area School District
Superintendent	Dr. Mark Hoover
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Goal of Plan
<p>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 students in grades K-5 and planned instruction for our students in grades 6 – 12 while making the necessary adaptations to ensure we’re meeting the needs of all students.</p>

Overview of Plan
<p>As the COVID-19 situation continues to evolve, the teachers, principals, and central office administrators are working together to create a sense of “normalcy” for the students at all levels K-12. On Monday, March 30th, remote instruction began in our District for grades 6-12. Students at the secondary level, grades 6-12, will be doing planned instruction due to one-to one laptops given to the students at the beginning of the school year. Teachers in grades 6-12 will be available online for Instructional Support Hours during the times of 9:00 AM-3:00 PM. Each teacher will share the method they will use to communicate during these office hours on their individual Schoology accounts. Students in grades K-5 have been given their appropriate grade-level or instructional-level packet to complete daily. Classroom teachers, grades K-5, 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.</p>

Expectations for Teaching and Learning

For our teachers (K – 5), they 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.

The teachers and staff members at the Middle School, grades 6-12, are committed to serving every student. The following list are important guidelines regarding on-line instruction:

Middle School 6-8 will be using Schoology to access Remote Learning assignments. Each day students should do the following:

1. **Take 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 the child's 1st period teacher.
2. Check Schoology for announcements daily.
3. Log in to Schoology to complete assignments and check the announcements. Lessons will be posted in an **FID (Flexible Instructional Day)** folder in your Schoology courses. The folders will be dated so the students 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 scheduled times.. 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.

High School 9-12

- Schoology will be utilized for instruction along with any other resources that accompany the facilitation of instruction for a particular class.
- 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.
- Teacher availability is within the constraints of normal school hours and beyond. Schoology messaging and email are the preferred modes of communication.
- Teachers will not overload students with online work; daily recommended workload for high school students is 3-4 hours daily.

Communication Tools and Strategies

Elementary K-5:

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 the 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.

In our Middle School 6-8:

- 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: Students 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.
- 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

High School 9-12:

Communication will be 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)

In our Elementary grades K – 5, 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.

All students in grades 6-8 are issued a laptop to ensure equity with the platform for learning. Students/families were surveyed 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 in distributed through Schoology.

In our High School, all students have laptops and will have access provided through the following means:

- 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

Staff General Expectations

The staff is expected to begin their day at 9:00 AM. Teachers in K – 5, 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 K – 5 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.

For our Middle and High School:

- 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

Our K – 5 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.

In our Middle and High School:

- Students are expected to login in daily with their Homeroom (grades 6-8) teacher and first period teacher (grades 9-12) 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

Elementary attendance will be taken daily. Parent are responsible for contacting their child's teacher each day to assure that the student is completing the lessons as directed.

In grade 6 – 12:

- Students are expected to log into Schoology and submit the attendance form to their homeroom and first period teacher daily according to grade level.
- 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

The WMASD is committed to the equitable access of education for all students. The elementary level K-5 surveyed 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 understanding of the instructional material.

In grades 6-12 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

Students with special needs, in grades K-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

Homeville Elementary School K-3:

Christopher Hanna hannac@wmasd.org

Principal

412.466.9131 ext. 7000

Robert Campana campanar@wmasd.org

Assistant Principal

412.466.9131 ext. 7009

Joann Philip philipj@wmasd.org

Secretary

412.466.9131 ext. 7002

Julie Hickey hickeyj@wmasd.org

Counselor

412.466.9131 ext. 7215

Lisa Stillwagon Stillwagonl@wmasd.org

Counselor

412.466.9131 ext. 7004

Jan Bonacci bonaccij@wmasd.org
Nurse
412.466.9131 ext. 7005

Clara Barton Elementary Grades K-3:

Brian Plichta plichtab@wmasd.org
Principal
412.466.9131 ext. 4000

Kim McElroy mcelroyk@wmasd.org
Secretary
412.466.9131 ext. 4001

Lisa Sobeck sobeckl@wmasd.org
Nurse
412.466.9131 ext. 4002

Terry Whalen whalent@wmasd.org
Counselor
412.466.9131 ext. 4003

West Mifflin Area Middle School Grades 4-5

Sharna Baker bakers@wmasd.org

Principal
412.466.9131 ext. 2001

Debbie Costelnik costelnikd@wmasd.org
Secretary
412.466.9131 ext. 2002

Jane Rogers rogersj@wmasd.org
Nurse
412.466.9131 ext. 2102

Verne Krill krillv@wmasd.org
Counselor
412.466.9131 ext. 2204

West Mifflin Area Middle School Grades 6-8:

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

Ms. Ashley Nebel ESL Teacher nebel@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

High School Grades 9-12:

Chad Licht, Lichtc@wmasd.org
Rob Yeschenko, yeschendor@wmasd.org
Melissa Welsh, welshm@wmasd.org
Math-Jennifer Dziki, dzikij@wmasd.org
ELA-Melissa Fulmer, fulmerm@wmasd.org
Social Studies-Cindy Horvath, horvathc@wmasd.org
Science-Christine O'Lare, olarec@wmasd.org
Foreign Language-Rebecca Cibulka, cibulkar@wmasd.org
Physical Education/Health-Alan Yeschenko, yeschenkoa@wmasd.org
Business-Shannan Kunkle, kunkles@wmasd.org
Library-Patty King, kingp@wmasd.org
Art-Brian Mann, mannb@wmasd.org
Family/Consumer Science-Kristen Bonacci, bonaccik@wmasd.org
Music-Devon Smeal, smeald@wmasd.org
Computer Science- Scott Mizener, Kevin Kocher, mizeners@wmasd.org, kocherk@wmasd.org
Attendance-Melissa Wall, wallm@wmasd.org
Guidance-Jennifer Shields, shieldsj@wmasd.org

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>

Our LMS is Schoology.

Our production platform is *Microsoft Office 365* suite- all office products including *Outlook* email and *OneNote* class notebooks.

Communication tools: Messaging through LMS, District *Outlook* accounts, and Zoom.

Installed on laptops:

Iready

Study Island

Interactive textbooks through Pearson (Social Studies, English, Foreign Language, Science).

Our district subscription resources are available through our library website: library.wmasd.org which includes subscription digital products, over 300,000 ebooks, and *Power Library* resources.

General Resources (all areas-subscription):

e-libraries:

**Student Resources in Context*

**Resources in Context*

**SIRS Discoverer*

**SIRS Issues Researcher*

Ebooks:

**Standalone ebooks from Follett*

**Lightbox Interactive ebooks*

**Salem Online*

**eBooks on EBSCOhost [k-8, high school, academic, Power Library collections]*

**Gale eBooks*

**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 Crminial 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-Clio)*
- *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