

## Mifflin County School District Continuity of Education Plan

School District	Mifflin County School District
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Goal of Plan
<p>The goal of the Mifflin County School District’s Continuity of Education plan is to provide planned instruction as well as enrichment and review to all students. In addition to providing for the academic needs of our students, we will work to continue building relationships with families and students and attempt to support the social-emotional and health needs of our students. We will identify and work to remove barriers to provide equal access to learning.</p>

Overview of Plan
<p>The Mifflin County School District’s mission is to educate each student to meet life’s challenges. During this uncertain time, it is our hope that by providing consistent instruction to our students, we will not only provide academic support, but also provide stability to the families within our community. The plan is phased to layer in activities and supports over the course of the school closure to ensure that the plan is appropriately communicated to and with our stakeholders, as well as meeting their needs. The phased approach will also allow for reflection check points which may result in adaptations to the plan based on need, as it is nearly impossible to plan for all scenarios at this time. It is our hope that by taking a comprehensive approach, we will address the needs of the whole child.</p>

Expectations for Teaching and Learning
<p>The K-12 curriculum will be enriched and reviewed. Planned instruction will be provided in the areas of Language Arts and Mathematics. It is expected that all teachers in the district are working in grade level or content area teams to develop planned instruction or enrichment and review for the duration of the closure.</p> <p>It is expected that all Elementary Grade level teachers will meet regularly and contribute to review, enrichment and planned instruction. Each teacher will conduct a minimum of one 40-minute synchronous session in order to deliver instruction and reinforce math and ELA concepts.</p> <p><b><u>Grades6-7</u></b></p>

As per PDE, MCSD will begin to offer planned instruction (new material taught to students) beginning Monday, May 4<sup>th</sup>. Planned instruction for MCMS will be in the core course areas of Math, ELA, Science, and Social Studies. All other courses will continue with Enrichment and Review activities.

- **Enrichment and Review Phase III** will include Music, Health & PE, FCS, Art, Computer, and Band. Phase III will run from Monday, May 4<sup>th</sup>, through Friday, May 15<sup>th</sup>. -
- **Planned Instruction** courses will include Math, ELA (Combined), Science, and Social Studies. Teachers are required to submit 2, 30-minute lessons per week for the remainder of the school year, ending June 1<sup>st</sup>. Lessons may be shorter than 30 minutes but will not exceed this time limit. Students have multiple classes to work on, and families may only have one device for multiple children to share. There should be at least 4 accompanying activities that go with each of your lessons (labs, writing activity, worksheet, projects, etc...). Teachers will provide differentiated lessons based on student need. Teachers must develop a system whereby students can communicate with them. The manner in which teachers provide feedback, answer questions, etc. is up to them, as each teacher knows that best way to communicate with their students.

### **Grades 8-12**

As Per PDE, MCHS and MCJHS will begin offer planned instruction (new material taught to students) beginning Monday, May 4<sup>th</sup>. Planned instruction for MCHS and MCJHS will be in all subject areas except (Art, Family and Consumer Science, Physical Education, Technology Education, and Music)

- **Enrichment and Review Phase III** will include (Art, Family and Consumer Science, Physical Education, Technology Education, and Music). Phase III will run from Monday, April 20, through Friday, May 15<sup>th</sup>. -
- **Planned Instruction** courses will include all subject areas except those listed above. Teachers are required to submit 2, 30-minute lessons per week for the remainder of the school year, ending June 1<sup>st</sup>. Lessons may be shorter than 30 minutes but should not exceed this time limit. Students have multiple classes to work on, and families may only have one device for multiple children to share. There should be activities created and posted that are aligned to the material taught in the recorded sessions. All teachers will be asked to do this for each level taught. Teachers must develop a system whereby students can communicate with the teacher. Zoom is a very good way to do this, but it can be done via email, remind, etc. The way teachers provide feedback, answer questions, etc. is up to them, as each teacher knows that best way to communicate with their students.

Staff with unique roles within the district (school nurses, school psychologists, school counselors, librarians, technology instructors, music instructors, art instructors, health and physical education instructors) will also work together to develop activities to support student interests and social-emotional health.

### Communication Tools and Strategies

The district will transition to a system of electronic communication to ensure the safety of our staff, students, and families. Families will receive the district Skylert messaging system call or email to inform them of the plan, new information, and/or updates. More detailed information will be posted on the district web page. The technology department has created a color-coded system on the home page which lists alerts, lunch information, letters from the superintendent, and a designated area for student review and enrichment activities. To view review and enrichment activities please visit:

<https://www.mcscdk12.org/education-enrichment/>

A phone survey was conducted to determine the intranet access and technology tools available in the students' homes.

Staff are being encouraged to also follow up with families with personal phone calls, email correspondence, and through apps such as Remind. A link to staff emails has been updated and placed directly on the home page for ease of access for anyone seeking support. Office hours for staff will be phased in to provide more direct support and contact via email, phone, or online meetings.

The district administrative team will meet regularly to plan and hold meetings with their staff on Zoom meetings, especially when discussion is required. The team has had professional development on how to use Zoom and supported further with detailed direction sheets to ease the transition.

#### Access (Devices, Platforms, Handouts)

Students will use home devices such as laptops, desktops, automated tablets, or smart phones. Notebook software will be used to record asynchronous learning. Google classroom will also be utilized. Additionally, See Saw, Microsoft Teams, and Class Dojo are options for staff. Synchronous learning will be provided within Zoom. Zoom will provide time for face-to-face instruction, feedback, and support.

Students who have a device, but not adequate internet service can access the Internet from any school parking lot.

Students without device or access will contact the building level principal to obtain paper packets.

Special education students who have a sincere need for technology and internet access will be provided with district-owned computers and hot spots after all other resources have been exhausted. If a family lives in an area where internet access is difficult to obtain (due to the rural nature of the district), work packets or thumb drives with the activities loaded onto it will be provided to students. We will use our recently obtained equity grant to assist with this subgroup need.

#### Staff General Expectations

The Mifflin County School District acknowledges that while the school closure is necessary to protect the safety of our students and staff, we will not fully be able to provide the educational experience we could in our traditional delivery model. However, we do believe that we will be able to continue to show our students and staff we care by continuing to build relationships while providing enriching learning opportunities.

Central Office Administrators will continue to coordinate with state and federal agencies to communicate with and update the community. They will also coordinate with building level leaders in the implementation, execution, and ongoing internal review of the instructional delivery plan. Finally, Central Office Staff will continue to relay updates to the community in an ongoing manner.

Principals will continue to monitor and facilitate grade level and curricular content for review and enrichment materials that will be published via online format on a rotating basis. Principals will facilitate alternate modes of review and enrichment and planned instruction materials on an individual basis with families that are lacking in technology support.

Food Service will continue to coordinate access to free lunches weekly.

Professional staff members will continue to contribute to grade level or content area planned instruction. Moving forward, office hours will be established on a needs-based basis that will allow students and families to access various professional staff members to meet the needs of all learners, including those with disabilities. These office hours will include reading and math specialists, as well as school mental health providers.

School mental health professionals, including school counselors, school psychologists, school-based therapists and social workers will continue to develop activities to support the social-emotional well-being of students. These activities are also posted on the website. Regular contact with families of students who were receiving counseling services in school prior to the school closure is being maintained and social workers are being responsive to needs families may have. The team has separated into workgroups with two focus areas, 1. Planning for the return of students; 2. Planning for telehealth services for students.

School nurses are keeping current with COVID-19 medical updates and will post these on the district website, as appropriate. They are also working on a medical protocol for when students return.

Support staff such as secretaries and paraprofessionals will be utilized on as needed and/or limited basis during the shutdown. Determination of use shall be at the discretion of their immediate supervisor.

The Professional Development Coordinator and Curriculum Leads/Coaches will provide a series of online professional development sessions to assist staff in transitioning to online learning.

#### Student Expectations

In keeping with our typical school day, students will be required to adhere to the student code of conduct. All students will be provided the opportunity to participate in the planned instruction. As noted previously, our planned instruction is not graded. However, students are highly encouraged to use electronic means to solicit feedback from their teachers regarding their work.

Elementary – Students submitting work will be graded. This will be reflected on the student’s final grade. This can only enhance a student’s grade and cannot penalize or reduce a student’s overall final grade.

Secondary- No work submitted (either enrichment and review or planned instruction will be graded. Feedback from teachers will be solely to help students understand concepts and will not in any way influence students grades in any class

All students/families were provided with a Student Guide to MCSD Review and Enrichment Activities. This guide helps to troubleshoot issues, such as little or no internet, lack of technology, lack of Microsoft office products, submitting work to teachers, and Google Classroom, with a flow chart of responses they could use to troubleshoot problems. In the event a student cannot access the material after utilizing the guide, the student and/or student's family should directly contact the building level principal to discuss access issues and gain assistance to ensure they can access the enrichment and review activities. Options to assist families could include providing printed packets, flash drives, or technology devices.

#### Attendance / Accountability

No traditional attendance will be taken. A global picture of who participated will be recorded on synchronous learning opportunities to gain a snapshot of overall student participation rather than at the student level. A Google form will be completed by the teacher following online sessions.

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

The Mifflin County School District is committed to making a good faith effort to provide continuity of education and reasonable services for students while our school district is closed due to COVID-19. During the extended closure of school, the Mifflin County School District will continue to provide a free and appropriate public education (FAPE) consistent with the need to protect the health and safety of students with disabilities and those individuals providing education, specialized instruction, and related services. During the extended closure, the school district will provide special education and related services through review and enrichment activities. A standard letter explaining this notice was mailed to families and posted on the district website.

The Mifflin County School District has been proactive in meeting with all special education and related services staff via scheduled Zoom meetings with the Director of Student Services to plan for students with diverse needs. Special education teachers are also working to plan cooperatively with regular education staff to ensure appropriate accommodations and adaptations are being offered.

Due to the need for a quick turnaround of this plan, the LEA reserves the right to modify the plan as additional legal guidance becomes available.

#### Special Education Supports

Mifflin County School District will make a good faith effort to comply with state and federal regulations for timelines, legal parameters, and case management. Special education services will be

offered through the delivery planned instruction. Students will have equal access to their general education teachers and special education teachers.

Learning Support teachers will work alongside regular education teachers to ensure appropriate accommodations and adaptations are provided. Life Skills, Autistic Support, and Emotional Support teachers will work in grade level bands to develop planned instruction for their students. Related services, including speech and language and occupational therapy, will also work to develop planned instruction also. Physical therapy services and consultation will continue to be provided to students. Special Education teachers and related services specialists will provide office hours for students and families and will be required to have regular contact with students and families regarding their child's programming.

A review of programming will occur at the end of the school closure to evaluate every student's progress and determine if there is a need for additional services due to the change in instructional delivery mode.

#### EL Supports

English Language Development program services will continue to support English Learners through planned instruction. Students will have equal access to their general education teachers and English Language Specialists. English Language Specialists will provide office hours for students and families and will be required to have regular contact with students and families regarding their child's learning in their home language to the maximum extent possible. Language supports, including translation and interpretation services, will continue to be offered through Language Line.

#### Gifted Education

Mifflin County School District will make a good faith effort to comply with state and federal regulations for timelines, legal parameters, and case management. Gifted education services will continue through the delivery of planned instruction. Students will have equal access to their general education teachers and the teacher of the gifted. The teacher of the gifted will provide office hours for students and families and will be required to have regular contact with students and families regarding their child's programming.

#### Building/Grade Level Contacts

### All Elementary Buildings

Kindergarten: Principal Tonya Kepner

First Grade: Principal Frank Miller

Second Grade: Principal Dr. Kevin O'Donnell

Third Grade: Assistant Principal Jackie Shinskie

Fourth Grade: Assistant Principal Clint Aurand

Fifth Grade: Principal Paul Maidens

Specialists (library, computer, PE, music, art): Assistant Principal Jennifer Esh

### Middle School

6<sup>th</sup> & 7<sup>th</sup> Grade Math: Assistant Principal Heidi Welham

6<sup>th</sup> & 7<sup>th</sup> Grade Science: Assistant Principal Heidi Welham

6<sup>th</sup> & 7<sup>th</sup> Grade Social Studies: Principal Rob Reeder

6<sup>th</sup> & 7<sup>th</sup> Grade ELA/Reading: Principal Rob Reeder

### Junior High School

Social Studies – Principal Ms. Angela Stewart

Math – Principal Ms. Angela Stewart

Science – Principal Ms. Angela Stewart

Reading – Mrs. Jennifer Macknair

English – Mrs. Jennifer Macknair

Spanish – Mrs. Jennifer Macknair

Family and Consumer Science – Mrs. Jennifer Macknair

Art – Mrs. Jennifer Macknair

Technology Education – Mr. Mark Conner

Business/Computer - Mr. Mark Conner

PE/Health - Mr. Mark Conner

### High School

Language Arts- Principal Mr. Mark Crosson

Social Studies- Principal Mr. Mark Crosson

Music- Principal Mr. Mark Crosson

Spanish- Assistant Principal Mr. Kelly Campagna

Math- Assistant Principal Mr. Stephen DeArment

Science- Assistant Principal Mr. Stephen DeArment

Art- Assistant Principal Mr. Stephen DeArment

Technology Education- Assistant Principal Mr. Kelly Campagna

Business/ Computer- Assistant Principal Mr. Kelly Campagna

PE- Assistant Principal Mr. Kelly Campagna

Special Education (team taught and pull out)- Assistant Principal Mr. Kelly Campagna (he reviews the team-taught ones as well)

### Student Services

All Levels Life Skills, Autistic Support, Emotional Support, Speech and Language Support, Occupational Therapy, Physical Therapy, English Learners, Social Workers, School Psychologists, School Nurses, School Counselors: Director of Student Services, Cindi Marsh

A list of resources but not limited to these examples

Mifflin County School District Homepage: <https://www.mcsdk12.org/>

Alpha/OnTrack student resource links: <https://www.mcalpha.org/> <https://accelerate-mifflin.agilixbuzz.com/> <https://www.aleks.com/> <https://www.aleks.com/>

Mifflin County Online student resource links: <https://www.k12.com/>

Get More Math: <https://getmoremath.com/login/>

Google Classroom

Spring Math: <http://www.springmath.com/>

Tween Tribute - <https://www.tweentribune.com/>

BrainPOP: <https://www.brainpop.com/>

Read Works: <https://www.readworks.org/>

IXL Math, Reading, Science: <https://www.ixl.com/>

Fly Leaf Publishing: [portal.flyleafpublishing.com](http://portal.flyleafpublishing.com)

ABCya!: <https://www.abcya.com>

Reading A to Z: <https://www.readinga-z.com/login.html>

Newsela: <https://newsela.com/signin>