

Continuity of Education Plan



March 2020

MANHEIM TOWNSHIP SCHOOL DISTRICT

450A Candlewyck Road
Lancaster, PA 17601

717.569.8231

www.mtwp.net



SUPERINTENDENT: Dr. Robin L. Felty

Goal of Plan



The PA Department of Education (PDE) defines “Continuity of Education” as the broad term given to educational practices that occur in the event of a prolonged school closure.

The goal of the **Continuity of Education Plan** for the Manheim Township School District (MTSD) is to provide a framework of educational opportunities for students to maintain and develop skills while away from the customary school environment.

Overview of Plan: Phases



Two Phases of Plan, as per PDE:

❖ **Enrichment and Review**

- Consists of informal activities to reinforce or extend students' prior learning.
- No new standards and skills are addressed through Enrichment and Review.

❖ **Planned Instruction**

- Planned instruction is formal teaching and learning similar to that which occurs in a classroom setting.
- Within this process:
 - Teachers use planned courses of instruction of new concepts/skills aligned to grade level standards.
 - Teachers assess the learning of their students and make adjustments to instruction based upon student progress.
 - In order to receive grade and credit, students must attend regularly and complete the course requirements.

Overview of Plan: Timeline



Enrichment and Review:

- ❖ March 18 (Elementary) / March 19 (Secondary) - April 3

Planned Instruction:

- ❖ April 6 - (K-12)

Expectations for Teaching & Learning



MTSD staff will be involved in the following activities specific to teaching and learning:

- ❖ Planning and researching for asynchronous instruction
- ❖ Recording/executing Instruction to be pushed out to students
- ❖ Responding electronically or by telephone with students & parents
- ❖ Assessing submitted student work & maintaining grades in Sapphire
- ❖ Logging dates/times of communication with parent
- ❖ Engaging students/families (digitally) who are not meeting teacher/course expectations

Expectations for Teaching & Learning



- ❖ Collaborating with colleagues to ensure pursuit of key curricular components
- ❖ Attending to tasks assigned by the Administration
- ❖ Completing online professional development functions/activities
- ❖ Engage “electronically” in key features of a typical school day that still need to be pursued (i.e., department meetings, team meetings, IEP, GIEP, or 504 meeting participation, progress monitoring, etc.)
- ❖ For all instructional staff, adhering to each grade span’s schedule for instruction in the planning and execution of instruction pushed out

Communication Tools & Strategies



The MTSD is committed to ongoing communication with our students, families, and staff regarding the provision of educational programming during the prolonged school closure.

The following tools and strategies are used as the primary source of communication:

- ❖ **School District website**, including dedicated web pages to educational topics associated with COVID-19 (Coronavirus) & educational programming: www.mtwp.net
 - *Resources Page, Remote Learning Resources: Elementary, Remote Learning Resources: Secondary, and Important Remote Instruction Information*
 - Posting of all parent/family communications
- ❖ **School Messenger** district/school notification system
- ❖ **Seesaw** and **Schoology**
- ❖ **Emails, Phone calls, Video conferencing** (Google Hangout, Zoom)

Access to Technology



As of March 2020, approximately 2.5% of the families in MTSD do not have access to the internet. To promote access and equity for all students, the MTSD is committed to providing supports and tools to promote access to online learning. The following strategies are in place to provide this access:

- ❖ iPad distribution to all K-6 students in a timely and organized manner that also adheres to the health and safety of students, parents, and staff.
- ❖ Designated times for technology and materials pick-up by secondary students.
- ❖ Social workers and Technology dept. staff assisting families in accessing free internet services for their homes.
- ❖ For more information, see [MTSD Technology Resources](#)

Access to Educational Programming



Enrichment and Review (March 18,19 to April 3):

- ❖ Learning platform tools: Seesaw (K-6) and Schoology (7-12)
- ❖ Video conferencing: Google Hangout, Zoom

Planned Instruction (April 6 to TBD):

- ❖ Learning platform tools: Seesaw (K-6) and Schoology (7-12)
- ❖ Video conferencing: Google Hangout, Zoom
- ❖ Virtual field trips, Flipgrid, EdPuzzle, embedded YouTube videos, etc.
- ❖ Naviance
- ❖ EdInsight Instructional Management System
- ❖ Advanced Placement (AP) coursework
- ❖ International Baccalaureate (IB) Program eCoursework & online resources

[IB FAQ](#)

General Framework for Instruction



MTSD teachers are planning for an **asynchronous model for online learning** that does not require teachers or students to govern their day in fixed hours or “start” and “stop” times. Teachers may plan some synchronous learning activities, but there is not an expectation that students must participate at a set time. Our goal is to provide an online learning environment that works most effectively for family schedules which may vary by the day.

Synchronous



Students learn at the same time.

Communication happens in real time.

Possibly more engaging and effective.

Allows for instant feedback and clarification.



Examples

Video conferencing, live chat, live streamed videos.

Asynchronous



Students learn at different times.

Communication is not live.

Possibly more convenient and flexible.

Allows students to work at their own pace.



Examples

Email, screencasts, Flipgrid videos, blog posts/comments.

Teacher Communication with Students



General Information

- ❖ Commitment to a 24-hour response time to students/parents who reach out to educators with needs/questions (excluding weekends)
- ❖ Commitment to a minimum of one (1) weekly communication (documented in EdInsight) to any student (and parent) who is not performing or responding to the shared instruction/activities
 - With no return-correspondence for a second consecutive week, teachers will communicate with the school counselor and/or principal for support/assistance

Meeting Needs of ALL Students



With regard to supporting and overseeing students with IEPs, GIEPS, and 504 service agreements:

- ❖ To the best of their ability in the online format, teachers will be supportive and committed to the instruction and monitoring of students with IEPs and GIEPs. This involves:
 - Following the IEPs, GIEPs, and being responsive to case managers and parents/guardians
 - Participating in scheduled virtual IEP and GIEP meetings when needed
 - Assisting in the progress monitoring of IEP goals
 - Collaborating with regular education teachers to differentiate instruction
- ❖ To the best of their ability in the online format, teachers will monitor 504 service agreements and communicate appropriately with students and parents/guardians.
- ❖ School staff will collaborate with parents to continue meeting the learning needs of students.

Special Education Supports



Upon information provided by the U.S. Department of Education - Office of Civil Rights and Office of Special Education and Rehabilitative Services, the MTSD is providing supports and services respective to the following guidance:

“Ensuring compliance with the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act (Section 504), and Title II of the Americans with Disabilities Act should not prevent any school from offering educational programs through distance instruction.”

School districts must 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 to these students. [Supplemental Fact Sheet](#)

Special Education Supports



“...the provision of FAPE may include, as appropriate, special education and related services provided through distance instruction provided virtually, online, or telephonically.

The Department understands that, during this national emergency, schools may not be able to provide all services in the same manner they are typically provided. While some schools might choose to safely, and in accordance with state law, provide certain IEP services to some students in-person, it may be unfeasible or unsafe for some institutions, during current emergency school closures, to provide hands-on physical therapy, occupational therapy, or tactile sign language educational services. Many disability-related modifications and services may be effectively provided online. These may include, for instance, extensions of time for assignments, videos with accurate captioning or embedded sign language interpreting, accessible reading materials, and many speech or language services through video conferencing.

It is important to emphasize that federal disability law allows for flexibility in determining how to meet the individual needs of students with disabilities. The determination of how FAPE is to be provided may need to be different in this time of unprecedented national emergency.” [Supplemental Fact Sheet](#)

Special Education Supports



The MTSD will be following the direction by the Department to bring together parents, educators, and administrators to collaborate creatively to continue to meet the needs of students with disabilities. We will consider practices such as distance instruction, teletherapy and tele-intervention, meetings held on digital platforms, online options for data tracking, and documentation. In addition, there are low tech strategies that can provide for an exchange of curriculum-based resources, instructional packets, projects, and written assignments.

[Supplemental Fact Sheet](#)

[Q&A Providing Services to Students with Disabilities](#)

Supports from Specialists



Specialists will collaborate with classroom teachers as well as provide instruction and services virtually to students.

- ❖ Reading Specialists
- ❖ English Language Development (ELD) Teachers
- ❖ Gifted Education Teachers
- ❖ Speech-Language Pathologists
- ❖ Occupational Therapists
- ❖ Physical Therapists
- ❖ School Counselors
- ❖ School Psychologists
- ❖ School Nurses
- ❖ Social Workers

ELD Supports



English Language Development (ELD) teachers will collaborate with classroom teachers as well as provide instruction and services virtually to students. Online supports and services may include examples like the ones below:

- ❖ Online tools with built-in features to support differentiated instruction, such as Newsela and Reading A-Z
- ❖ Online tools that offer translated versions of activities
- ❖ Basic translation and productivity tools
- ❖ Digital storytelling and visuals to accompany words (i.e. BrainPOP ESL)
- ❖ Online language-learning tools

Building Administration Contacts



- ❖ **Brecht Elementary:** Ms. Nicole Reinking
(717.291.1733)
- ❖ **Bucher Elementary:** Dr. Andy Martin
(717.569.4291)
- ❖ **Neff Elementary:** Ms. Travis Bash
(717.569.8502)
- ❖ **Nitrauer Elementary:** Dr. Wendy Hancock
(717.569.4239)
- ❖ **Reidenbaugh Elementary:** Mrs. Trudi Smith
(717.626.1000)
- ❖ **Schaeffer Elementary:** Mrs. Elizabeth Edwards
(717.392.6797)
- ❖ **Landis Run Intermediate:** Mr. Will Gillis
(717.581.9124)
 - Dr. Erin Birk
 - Mr. Dana Schrodel
- ❖ **MT Middle School:** Mrs. Christine Resh
(717.560.3111)
 - Ms. Sharon Cohen
 - Mr. Andrew Hull
- ❖ **MT High School:** Mr. David Rilatt
(717.560.3097)
 - Ms. Deborah Niemi
*Principal on Assignment
 - Mr. John Loose
 - Mrs. Lisa Lyons

District Office Contacts



Assistant Superintendent

Dr. Dale Reimann

Curriculum & Instruction

- ❖ **Director of Elementary Curriculum & Instruction:** Mrs. Sharon Schaefer
- ❖ **Director of Secondary Curriculum & Instruction:** Dr. Karen Nell
- ❖ **Supervisor of K-12 English Language Arts (ELA):** Mrs. Jessica O’Gorman
- ❖ **Supervisor of K-12 Mathematics:** Mr. Jason Hoffman

(717.569.8231)

District Office Contacts



- ❖ **Pupil Services** (Special Education, 504 Plans, Gifted Education):
Mrs. Joni Lefever, Mrs. Courtney Nowak
- ❖ **Health Services:** Mrs. Jaclyn Dudzic
- ❖ **English Language Development:** Dr. Katelyn Barlet
- ❖ **Social Workers:** Ms. Roseanne Myers, Mrs. Jaime Falgie
- ❖ **Technology:** Mr. Dan Lyons

(717.569.8231)

Resource Links



❖ Home Learning Resources

- [Elementary Students](#)
- [Secondary Students](#)

❖ Resources for Additional Information

- [PA Department of Health](#)
- [Centers for Disease Control and Prevention \(CDC\)](#)
- [PA Department of Education](#)
- [Coronavirus Fact Sheet from CDC](#)
- [Keeping Your Family Healthy from CDC](#)

