

SD of Borough of Morrisville Continuity of Education Plan September 6, 2020 - until April 12, 2021 (Revised: December 16, 2020)

Overview and Goal

On March 24, 2020, the Pennsylvania Department of Education required LEAs to publish and submit their Continuity of Education Plan for all students in the most appropriate and accessible way. This is the Plan for School District of Borough of Morrisville. In this unprecedented situation, Morrisville is dedicated to providing educational and learning opportunities and other educational services for all students, regardless of disability, economic status, or ELL status, to the extent feasible. Participation in all activities is required, and attendance will be taken on a daily basis for all students.

Expectations

Morrisville will remain in a virtual (online) learning environment through April 12, 2021 using Google Classroom as its Learning Management System, as well as other resources as made available by PDE and the School Board. The District reserves the right to move to a Hybrid format as the COVID-19 metrics allow, per the following link:

<https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/SchoolReopeningGuidance/ReopeningPreKto12/Pages/DeterminingInstructionalModels.aspx#1>

All Morrisville SD facilities and schools will be open for teachers and staff, with the exception limited small group support for Morrisville District Students, and Special Education Classes under the operation of the Bucks County Intermediate Unit. District Food Service will provide meals at Morrisville HS, and the building will be accessible for in-person technology support as needed. Teachers may access the building to teach from their classrooms or retrieve materials by contacting their building principal.

During virtual instruction, school hours will be as follows:

Elementary (Grade K-5): 8:25-3:00pm

Secondary (Grade 6-12): 7:45-2:55pm

**Within the school day, teachers will host virtual office hours for additional support. Elementary school virtual office hours are Mon-Fri from 1:45-3:00pm. Secondary school virtual office hours are Mon-Fri from 12:57-2:55.

**Our 21st Century Community Learning Center will also provide educational programming Monday through Thursday from 3:00-8:00pm.

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The approved District Calendar will be in effect, inclusive of half-days and holidays as presented and approved. With social distancing expectations, teacher and support staff work days will follow the school district calendar.

Student participation in academic coursework, is required.

Principals will provide updated information on their School websites.

Students will be able to access activities on their Classroom Teacher's Webpage and Google Classrooms using their own devices, or by a district owned device (upon request)

Patience and grace will be virtues as the district shifts its instructional model to a virtual environment.

Start Date

September 8, 2020.

Grading of Student Work

All student work will be submitted online and graded in Google Classroom and recorded in the Genesis SIS gradebook. Grading shall be done on a weekly basis.

Student Attendance

Staff will monitor synchronous student attendance daily. Daily attendance for all students is required, and all secondary students must attend each period on their schedule, as attendance will be recorded period by period.

Limited flexibility will be offered for Student(s) and/or their parent(s)/guardian(s) who need to participate asynchronously. Those participating asynchronously are required to notify their teacher IN ADVANCE, and submit attendance electronically for each day via email to their teacher, with a copy to Mrs. Burkhardt at mburkhardt@mv.org.

Feedback

Teachers and specialists will provide feedback and assess student work for the purpose of increasing student learning through interaction on Google Classroom and Zoom meetings.

Equity

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There are substantial equity issues with simply shifting all schooling to an online learning environment that is mandatory (with attendance, grading, etc.). Some of our students do not have internet connectivity at home. Some younger students do not have a parent or other adult accessible to help them with the online learning environment. If, for example, the parents are essential workers and have to go to work. Some of our students have siblings competing for parent attention at the same time they may need parent support. Some of our students have significant learning needs or identified disabilities that cannot be addressed in an online learning environment (e.g. students with work refusal behaviors, physically disabled students who cannot manipulate a computer on their own). Additionally, some of our students are English Learners, for whom supports are also difficult to address through an entirely online learning environment. For these reasons, all reasonable care and diligence will be used to determine needed supports for students in the hybrid environment, and all efforts will be made to connect with students as often as possible.

Special Education/English Language Learner Supports

During virtual instruction, students who are English Learners will continue to have access to both synchronous and asynchronous support from an ESL certified teacher. Students with IEP therapies and needs will continue to have access to synchronous and asynchronous support from special education teachers, and will continue to have access to therapies such as speech, OT, and PT via teletherapy, as possible and appropriate through Lakeside and BCIU.

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Staff Daily Expectations

All staff are expected to follow the schedules below.

2020/2021 KINDERGARTEN VIRTUAL SCHEDULE (8/17/2020)

<p>Mrs. Bowman 8:25 – 8:55 (30 min.) Morning Meeting / Attendance</p> <p>9:00 – 9:30 (30 min.) ELA – Whole Group 9:30 – 9:45 (15 min.) ELA – Small Group 9:45 – 9:50 (5 min.) Break 9:55 – 10:35 (30 min.) Math – Whole Group 10:35 – 10:50 (15 min.) Math – Small Group 10:50 – 10:55 (5 min.) Break 11:00 – 11:30 (30 min.) Special</p> <p>11:30 – 11:35 (5 min.) Break 11:35 – 12:05 (30 min.) Science/Social Studies 12:05 – 12:10 (5 min.) Break 12:10 – 12:30 (20 min.) Read Aloud/Writing 12:35 – 12:40 (5 min.) Closing Meeting/Reminders</p> <p>12:40 – 1:40 Lunch/Prep 1:45 – 3:00 Small Group Instruction/Assessment/ Independent Work/Counseling Services/Office Hours</p>	<p>Mrs. Cunningham 8:25 – 8:55 (30 min.) Morning Meeting / Attendance</p> <p>8:55 – 9:25 (30 min.) Special</p> <p>9:25 – 9:30 (5 min.) Break 9:35 – 10:05 (30 min.) ELA – Whole Group 10:05 – 10:20 (15 min.) ELA – Small Group 10:20 – 10:25 (5 min.) Break 10:30 – 11:00 (30 min.) Math – Whole Group 11:00 – 11:15 (15 min.) Math – Small Group 11:20 – 11:25 (5 min.) Break 11:30– 12:00 (30 min.) Science/Social Studies 12:00 – 12:05 (5 min.) Break 12:10 – 12:30 (20 min.) Read Aloud/Writing 12:35 – 12:40 (5 min.) Closing Meeting/Reminders</p> <p>12:40 – 1:40 Lunch/Prep 1:45 – 3:00 Small Group Instruction/Assessment/Ind ependent Work/Counseling Services/Office Hours</p>	<p>Mrs. Phelan 8:25 – 8:55 (30 min.) Morning Meeting / Attendance</p> <p>9:00 – 9:30 (30 min.) ELA – Whole Group 9:30 – 9:45 (15 min.) ELA – Small Group 9:45 – 9:50 (5 min.) Break 9:55 – 10:35 (30 min.) Math – Whole Group 10:35 – 10:50 (15 min.) Math – Small Group 10:50 – 10:55 (5 min.) Break 11:00 – 11:30 (30 min.) Science/Social Studies</p> <p>11:30 – 11:35 (5 min.) Break 11:40 – 12:10 (30 min.) Special 12:10 – 12:15 (5 min.) Break 12:15 – 12:35 (20 min.) Read Aloud/Writing 12:35 – 12:40 (5 min.) Closing Meeting/Reminders</p> <p>12:40 – 1:40 Lunch/Prep 1:45 – 3:00 Small Group Instruction/Assessment/Ind ependent Work/Counseling Services/Office Hours</p>
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<p>1st GRADE 8:00 – 8:20 (20 min.) Office Hours 8:25 – 8:55 (30 min.) Morning Meeting/Attendance 9:00 – 9:30 (30 min.) ELA – Whole Group 9:30 – 9:45 (15 min.) ELA – Small Group 9:45 – 9:50 (5 min.) Break 9:55 – 10:25 (30 min.) Math – Whole Group 10:25 – 10:40 (15 min.) Math – Small Group 10:40 – 10:45 (5 min.) Break 10:50 – 11:30 (40 min.) Science/Social Studies 11:30 – 11:35 (5 min.) Break 11:35 – 12:05 (30 min.) Read Aloud/Writing 12:05 – 12:35 (30 min.) Special 12:35 – 12:40 (5 min.) Closing Meeting/Reminders 12:40 – 1:40 (60 min.) Lunch/Prep 1:45 – 3:00 (75 min.) Small Group Instruction/Assessments/Independent Work/Counseling Services/Office Hours 1:45 – 3:00 (75 min.) Small Group Instruction/Assessments/Independent Work/Counseling Services/Office Hours</p>	<p>2nd GRADE 8:00 – 8:20 (20 min.) Office Hours 8:25 – 8:55 (30 min.) Morning Meeting/Attendance 9:00 – 9:30 (30 min.) Math– Whole Group 9:30 – 9:45 (15 min.) Math – Small Group 9:45 – 9:50 (5 min.) Break 9:55 – 10:25 (30 min.) ELA – Whole Group 10:25 – 10:40 (15 min.) ELA – Small Group 10:40 – 10:45 (5 min.) Break 10:45 – 11:25 (40 min.) Science/Social Studies 11:25 – 11:30 (5 min.) Break 11:30 – 12:00 (30 min.) Special 12:00 – 12:05 (5 min.) Break 12:05 – 12:35 (30 min.) Read Aloud/Writing 12:35 – 12:40 (5 min.) Closing Meeting/Reminders 12:40 – 1:40 (60 min.) Lunch/Prep</p>
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2020/2021 - Intermediate School Virtual Schedule (8/17/2020)

3rd GRADE	4th GRADE	5th GRADE
8:25 – 8:50 (25 min.) Morning Meeting / Attendance	8:25 – 8:45 (20 min.) Morning Meeting / Attendance	8:25 – 8:45 (20 min.) Morning Meeting / Attendance
8:55 - 9:25 (30 min.) ELA – Whole Group	8:50 – 9:20 (30 min.) Read Aloud/Writing	8:50 – 9:20 (30 min.) Special
9:25 – 9:40 (15 min.) ELA – Small Group		
9:40 – 9:45 (5 min.) Break	9:20 - 9:25 (5 min.) Break	9:20 - 9:25 (5 min.) Break
9:50 – 10:20 (30 min.) Math – Whole Group	9:25 - 9:55 (30 min.) Special	9:30 - 10:00 (30 min.) Math – Whole Group
10:20 – 10:35 (15 min.) Math – Small Group		10:00 – 10:15 (15 min.) Math – Small Group
10:35 -10:40 (5 min.) Break	9:55 - 10:00 (5 min.) Break	10:15 – 10:20 (5 min.) Break
11:40 - 11:10 (30 min.) Special	10:05 – 10:35 (30 min.) ELA – Whole Group	10:25 - 10:55 (35 min.) ELA – Whole Group
	10:35 – 10:50 (15 min.) ELA – Small Group	10:55 – 11:10 (15 min.) ELA – Small Group
11:10 - 11:15 (5 min.) Break	10:50 - 10:55 (5 min.) Break	11:10 – 11:15 (5 min.) Break
11:20 - 12:00 (40 min.) Science/Social Studies	10:55– 11:25 (30 min.) Math – Whole Group	11:15 - 11:45 (30 min.) Read Aloud/Writing
	11:25 – 11:40 (15 min.) Math – Small Group	
12:00 – 12:05 (5 min.) Break	11:40 – 11:45 (5 min.) Break	11:45 – 11:50 (5 min.) Break
12:05 – 12:35 (30 min.) Read Aloud/Writing	11:45 – 12:25 (40 min.) Science/Social Studies	11:55 – 12:35 (40 min.) Science/Social Studies
12:35 – 12:40 (5 min.) Closing Meeting/Reminders	12:25 – 12:30 (5 min.) Break	12:35 – 12:40 (5 min.) Closing Meeting/Reminders
12:40 – 1:40 Lunch/Prep	12:30 – 12:40 (10 min.) Closing Meeting/Reminders	12:40 – 1:40 Lunch/Prep
1:45 – 3:00 (75 min.) Small Group Instruction/Assessment/Independent Work/Counseling Services/Office Hours	12:40 – 1:40 Lunch/Prep	1:45 – 3:00 (75 min.) Small Group Instruction/Assessment/Independent Work/Counseling Services/Office Hours
1:45 – 3:00 (75 min.) Small Group Instruction/Assessment/Independent Work/Counseling Services/Office Hours		

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2020-2021 Middle/Senior High School Virtual Schedule (8/17/2020)

Week: Virtual learning will occur Monday through Friday following the daily bell schedule below.

Daily Synchronous Bell Schedule Period	Start	End	Notes
1st	7:45	8:15	
2nd	8:20	8:50	
3rd	8:55	9:25	
4th	9:30	10:00	
5th	10:05	10:35	
6th	10:40	11:10	
7th	11:15	11:45	
8th	11:50	12:20	
	12:20	12:56	Break
Office Hours	12:57	2:55	Individual Support, Small Group Instruction, Assessment, Counseling Services, Independent Study, Group Work

Duration: Each period is 30 minutes in length with a 5 minute transition time in between each period.

Attendance: Daily student attendance is required and will be recorded into our Student Information Management System, Genesis, for each class period.

Support Staff Typical Schedule

Monday Through Friday (student support)

Daily calls/activities Lunch/Break

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Personnel Roles: The following are a typical list of activities that should be performed during the virtual instruction. This list is not comprehensive, and does not infer limitations on duties that are inherently performed in job descriptions.

Who	What	Options for How
K-5 Classroom Teachers and K-5 Specials Teachers	Connect with students	<i>Principals and teachers will work together to determine appropriate options for each of the "what" items.</i>
	Provide at least 2 hours per day of instruction/activities	
	Provide feedback to students	
	Provide at least 1 hour of open office hours per day (AM/PM options)	
	Monitor student progress and provide remedial or enrichment activities	
	Participate in meetings (IEP Meetings/504 meetings/parent meetings/grade level meetings, etc.)	
	Professional Development	
K-5 Special Education Teachers	Work online with students on IEP goals	<i>Principals and teachers will work together to determine appropriate options for each of the "what" items. SE Teachers will work with Supervisor of SE for additional supports of students.</i>
	Provide feedback to students and parents	
	Provide virtual office hours	
MS Teachers	Connect with students	<i>Principals and teachers will work together to determine appropriate options for each of the "what" items.</i>
	Provide daily instruction/activities per class	
	Provide feedback to students	
	Provide at open office hours	
	Monitor student progress and provide remedial or enrichment activities	
	Participate in meetings (IEP Meetings/504 meetings/parent meetings/grade level meetings, etc.)	
	Professional Development	
MS Special Education Teachers	Consult with regular education teachers and other team members	<i>Principals and teachers will work together to determine appropriate options for each of the "what" items. SE Teachers will work with Supervisor of SE for additional supports of students.</i>
	Consultation with instructional assistants to support student learning	
	Creating online lessons for reinforcement of skills	
	Lunch/Prep time IEP writing/meetings re-evaluations	
	Monitor student progress and provide remedial activities, use information for RRs and present education levels in IEPs	
	Professional Development	

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	Provide open office time	
	Provide feedback to students	
	Work online with students on IEP goals	
HS Teachers	Connect with students	<i>Principals and teachers will work together to determine appropriate options for each of the "what" items.</i>
	Monitor student progress and provide remedial or enrichment activities	
	Participate in meetings (IEP Meetings/504 meetings/parent meetings/grade level meetings, etc.)	
	Professional Development	
	Provide open office hours	
	Provide instruction/activities for every class	
	Provide feedback to students	
HS Special Education Teachers	Work online with students on IEP goals	<i>Principals and teachers will work together to determine appropriate options for each of the "what" items. SE Teachers will work with Supervisor of SE for additional supports of students.</i>
	Provide feedback to students	
	Provide at open office time	
	Creating online lessons for reinforcement of skills	
	Monitor student progress and provide remedial activities, use information for RRs and present education levels in IEPs	
	Lunch/Preparation time	
	Consultation with instructional assistants to support student learning	
	consult with regular education teachers and other team members	
	Professional Development	
	IEP writing/meetings	
	Re-evaluations	
Psychologists	Conducting non-testing re-evaluations, including early intervention	<i>The Supervisor of Special Education and the Psychologists will work together to determine appropriate options for each of the "what" items.</i>
	Consultation with teachers and staff	
	Lunch/preparation time	
	Office hours	
	Participation in IEP/504/ER/RR meetings	
	Professional Development	
School Nurses	Video lessons targeting healthy habits	<i>The building principal and the Nurses will work together to determine appropriate options for each of the "what" items.</i>
	Lunch/Preparation time	
	SHARRS reporting	
	Parent contact/training	
	Participate in IEP/504 meetings	
	Professional Development	
	Creating online lessons for reinforcement of skills	

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Guidance Counselors	Consultation with teachers to support student learning	<i>Principals and Counselors will work together to determine appropriate options for each of the "what" items.</i>
	Monitor student progress and provide remedial activities, use information for RRs and present education levels in IEPs	
	Lunch/Prep time	
	consult with other team members	
	Professional Development	
	Online Individual and group school counseling	
	video lessons targeting SEL/Academic/CCR skills	
	Provide at least one hour of office time (AM/PM options)	
	Parent contact/training	
	IEP writing/meetings re-evaluations	
	Support students in the completion of College/Career tasks	
	Support Administration in the completion of the 21-22 schedule	
	Prepare student failure letters/summer school lists	
	contact students who aren't participating in optional learning opportunities	
Continued development of Comprehensive School Counselor Plan		
ELD Teachers	Support teachers with appropriate accommodations for students	
	Lunch/Prep time Professional Development	
	Support individual students with specific needs and instruction as appropriate	
All Paraprofessionals and PCAs	Direction from Special Ed teachers re: supporting students individually and/or small groups	<i>Paras and PCA's will receive further information from their principal and the Special Education department on expectations</i>
	Call Students daily who have not checked in with their teacher.	
	Working individually or in small groups with students online reinforcing previously taught skills	
	Virtual office time to assist students with completing assignments	
	Lunch	
	Professional Development	
	Support teachers with appropriate accommodations for students	
All Secretaries	Overall, provide support and assistance to the principal and staff in meeting the needs of students and families. Some examples include (below):	<i>Secretaries will receive more information from their principal about expectations</i>

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	Assist in identifying students who may regularly not be participating.	
	Be a first contact for parents for general questions and assistance.	
	Assist teachers in creating documents as requested	
	Tracking staff attendance	
	Attend faculty meetings	
	Send out communication each week to staff as needed	
	Work on tasks for the next school year (setting up forms, etc)	
	Assist administrators with any tasks he/she may need.	
Maintenance Shipping/ Receiving Custodians	Daily Tasks as assigned by Director of Operations	<i>This group will receive more information from the Director of Operations about expectations and daily schedule</i>

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Learning Platforms

We will use Google Classroom as our primary platform for delivery of instruction/materials. Student/parent communication will continue through existing platforms: District phone blast, Website, email, as well as Facebook, and classroom community software (Class Dojo K-5, Remind 6-12). Existing online platforms will also be used to support student learning, such as Read 180, iLit, Reflex Math, and electronic textbook activities.

Curriculum, Materials, and Resources

The Department Coordinator has updated curriculum map documents that highlight essential content by grade level and content area. This is meant to serve as a resource for the important content teachers should pull from for online activities.

All resources and related supplemental materials must be Principal/Supervisor reviewed and approved. There are multiple reasons why this is important. First, we want to make sure we are providing to the extent possible learning opportunities that are aligned with our board-approved curriculum and that will help prepare students for the eventual resumption of in-person education. Second, many third-party websites, materials, etc. do not provide the necessary privacy protections required by law for our students in an online environment (COPPA). If you have specific questions about a resource, please contact your building principal or the Director of Technology.

Professional Development Opportunities

There will be opportunities for professional development that include continued curriculum writing and revision, use of PDE and SAS online courses, grade level and department level collaborations, building professional learning via online faculty meetings etc. These opportunities will be shared through future district level communications as well as via building principals.

Student Attendance

Teachers will track student attendance using the Genesis period attendance. Participation and connection with students on a regular basis is expected for the purpose of identifying students who may have access issues in one way or another, so that district personnel can reach out and support student participation in learning.

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Staff Attendance

Staff participation and daily attendance are mandatory, since the days **do** count as work days for professional and support staff. Staff members who are unable to participate for reasons of illness or family illness should enter their absences exactly as they usually would. Use of personal days should still go through the normal approval process.

Technology Access to Devices

We will be issuing devices to those who request on a 1:1 ratio per household. This will be reviewed on a case by case basis. Google Classroom can be accessed with a personal smartphone or tablet device.

Access to Classroom Resources - All Morrisville online resources are available to students while outside of the District through Google Classroom and the District website.

Elementary and Secondary students have access to login credentials for Morrisville SD Email and Google Classroom learning tools through the Genesis Student Information System.

Internet Access - Comcast is providing two months of free internet access to those families who qualify. Information can be found here:
<https://www.internetessentials.com/>

A very limited number of CIPA-compliant WiFi devices are available for distribution on a case by case basis.

Technical Support

Students: Students/Parents should submit the following form if they encounter any issues with the device provided or have issues accessing content online (WEB FORM)

Staff: Staff should continue submitting work orders through the District system (Schooldude) Tech Support Hours: 8:30am-4:30 pm will be our "normal" hours that I have set as an expectation of my staff to be on call and ready to respond immediately. Network operations will run 24/7 as always.