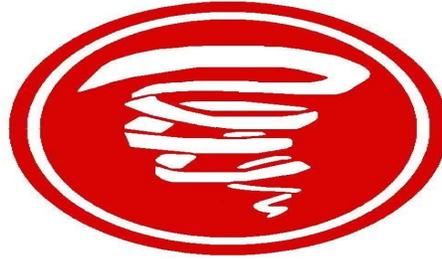


**Mount Carmel Area Junior-Senior High School**  
**Continuity of Education Plan**  
**April 2020**  
**Student Handbook**



**What is Continuity of Education?**

- The Mount Carmel Area School District will continue our commitment to the mission and vision of our district during the COVID-19 closure. Mount Carmel Area will meet these goals by providing a continuity of education plan for all district students and staff. *Continuity of education is defined as the educational practices that occur in the event of a prolonged school closure.*

**What is the JH-SH plan during the school closure?**

- During the time beginning with March 17, 2020 through the end of the school closure, the Mount Carmel Area School District will operate under the following Continuity of Education Plan: **PHASE I was from March 30 to April 24** - This time was characterized as short term remote learning for Enrichment and Review. During this time teachers and administrators provide enrichment and review activities for students. This consists of informal activities to reinforce or extend students' prior learning. These activities are available through the district website ([www.mca.k12.pa.us](http://www.mca.k12.pa.us)), school resource site (<https://sites.google.com/mca.k12.pa.us/mca-elementary/home>) and other provisions such as, Google Classroom and daily Facebook posts. Paper packets were provided to families who do not have access to reliable internet services. ***New standards are not addressed through enrichment and review.***
- **PHASE II will be from April 27 to June 4.** - This phase will be characterized by planned instruction and 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. Teachers will provide assignments to students using remote learning methods such as Google Classroom, Edgenuity, Odysseyware or print resources. In order to receive credit and modified grades, students must participate regularly and complete the course requirements.

### **What are student expectations from now until the end of the year?**

- Log into all your specific teacher Google classrooms and view their “daily video.” The daily video will explain the expectations for the day. Each daily video will be accompanied by a hard copy assignment that will be handed in and graded by your teacher. (Assignments can carry over into multiple days. Your teacher will explain this in your daily video.) Your weekly time per course goals are listed below:

High School Core Subjects (6 Day per cycle) 90 Minutes per week
Middle School Math & ELA 60-90 Minutes per week
MS/HS Elective Courses (3 or 2 Days per cycle) 30 minutes per week
AP Courses 90-120 minutes per week
Band - If scheduled will work with Mr. Stellar on specific time.
Gifted - If scheduled, will work with Mr. Domanski at a specific time.
TV Studio - If scheduled will work with Mr. McFee on specific time

### **How will I hand in my assignments?**

- Assignments can be “returned” by emailing your teacher, returning paper packets to the delivery box located outside the main principal office doors or by setting up a time to discuss your assignment with your teacher via Google Hangout or phone call.

### **When will the school year end?**

- We are scheduled to end the year on Thursday, June 4th, as originally scheduled.

### **How will you be graded in the 3rd marking period?**

- The third marking period ended on Friday, March 13th due to the COVID-19 school closure. Marking period 3 will only be weighted as 20% of the final course grade due to the marking period ending 7 school days early. (Marking period 1 will count for 35% on the student final grade, Marking period 2 will count for 35% of the student final grade, the mid term assessment will count for 10% of the student overall grade.) There will be no final exam during the 2019-2020 school year.

### **How will I be graded in the 4th marking period?**

- The 4th marking period will be from Monday, March 17th to Thursday, June 4th.
- Your marking period 4 grade will appear on your report card as a “pass/fail” grade but will not count towards your overall final average.
- Your 4th marking period “pass/fail” grade will be based on the work you will complete once the school moves our Continuity of Education Plan from “enrichment and review” to “planned instruction.” This move to planned instruction will start on Monday, April 27th.

### **How will attendance be tracked in marking period 4?**

- Your attendance will be tracked on a daily basis by teachers, staff and administrators by your engagement in daily Google Classroom lessons and completed class assignments.

### **How will my final grade be calculated?**

- Marking period 1 will count for 35% of your final average, Marking period 2 will count for 35% of your final average, 3rd marking period will count for 20% of your final average and your mid term assessment grade will count for 10% of your overall average.

### **What will happen with end of year activities?**

- There are obviously many questions concerning what will happen with MCA’s end of year activities. Many of these events are “once in a lifetime” events. It is our intention to do our best to provide these moments to our students instead of cancelling them (if at all possible). Currently we are under the impression that our High School Graduation will need to be rescheduled pending the current Stay-At-Home Order. An alternative plan is currently being developed to have a ceremony (in some capacity.) We will do everything we can to provide our students with the best experiences possible!
- We are also planning for the very real possibility that other events such as the Prom will also be rescheduled due to the Stay-At-Home Order. Other events such as Class Night, Baccalaureate, end of year concerts, Art Show, may also need to be rescheduled. There are many questions that our school district must answer in the coming days and weeks - but we hold our traditional end of year end of year activities to be at the top of the importance list. We will communicate with our learning community as soon as decisions are made.

### **How can I clarify my coursework questions with my teachers?**

- Teachers are available during their “office hours” of 11am to 1pm each school day. The student can call in via “Google Hangout” during these hours or set up a specific time for a phone call during the hours of 8am to 2:30pm during each school day.

### **How will class rank be calculated in grades 9 to 12?**

- Cumulative GPA for the 2019-2020 school year will be calculated based on utilizing grades for: marking Period 1 will count for 35%, marking period 2 will count for 35%, marking period 3 will count for 20%, and the mid term assessment will count for 10% of the overall grade.

### **How will the school closure affect Junior High Honor Society and National Honor Society?**

- Junior High Honor Society for the 2019-2020 school year will be based on attaining a 90% or higher overall average last school year (2018-2019) and attaining honor roll status in marking period 1 and 2 of this school year (2019-2020.) The current COVID-19 school closure did not affect who would attain Junior-High Honor Society status for this school year. Decisions will be made on how the COVID-19 school closure *may* affect JH Honor Society status for next year, 2020-2021, at a later date.
- Senior High National Honor Society 2019-2020
  - National Honor Society Candidates have been notified for the 2019-2020 school year. The Character, Leadership and Service requirements that were due April, 22,2020 will be waived. Candidates will be inducted based on Scholarship criteria only.
- Senior High National Honor Society 2020-2021
  - Must demonstrate scholarship by maintaining a truncated 93% overall cumulative weighted average (*Please note: Truncated means not rounded.*) *Please note that MP3 and MP4 of the 2019-2020 school year will not be factored into this cumulative average due to the school closure. (This will come into play for next school year.)*
  - Must demonstrate scholarship by making honor roll for the first & second marking periods of the current year (2019-2020.)
  - Must demonstrate leadership by participating in at least 2 extra-curricular activities in or out of school.
  - Must demonstrate service by completing at least 10 hours of community service during the induction period.
  - Must demonstrate character by receiving satisfactory evaluations in 5 teacher ratings. (This requirement is waived in 2019-2020)
  - Must not be involved in any major discipline issues. *Please note: An induction period is typically four marking periods. However, due to school closure, this year it will only be two marking periods. It will begin with MP1 of the 2020-2021 and conclude at the end of MP2. For example, for a current junior to meet the honor roll requirements, they will have had to make honor roll the 1st and 2nd marking periods of their junior year. All other requirements described above must be achieved as well. Also note: Any community service completed after June 4, 2020 can be counted towards the 2020 -2021 requirements.*

### **State Assessments**

- All PSSA testing and Keystone exams for the 2019-20 school year have been cancelled by the Pennsylvania Department of Education. Additionally, standardized testing for students in career and technical education (CTE) programs for the 2019-20 school year have been cancelled. PDE has not yet made decisions on students who were scheduled to take Keystone Exams this year. Information will be posted as we receive it.
- On March 20, The College Board posted some very important information concerning this year's AP Exams. AP Exams will not be conducted face-to-face this year and tests will be adjusted to reflect school closures. Please visit [www.collegeboard.org](http://www.collegeboard.org) for more information.

### **Meals:**

- Free Lunch/Breakfast will be available to all students at the Mount Carmel Elementary cafeteria doors from 10:30am to 12:30pm every Monday, Wednesday, and Friday. This new schedule (previously given 5 days per week) will start on Monday, April 20th. Food will be given for Tuesday and Thursday during the Monday and Wednesday pick up times.

*Additional pickup sites will be available starting Monday, March 30th and are listed below.*

- Van #1:
  - Marion Heights Fire Company: 10:30-10:45
  - Natalie Fire Company: 10:55-11:10
  - Atlas Gazebo: 11:20-11:35
  - Mount Carmel Town Park: 11:45-12:00
- Van #2:
  - Locust Gap playground: 10:30-10:45
  - Kulpmont Holy Angels Church: 10:55-11:10
  - Strong Playground: 11:20-11:35
  - Den Mar Gardens Dr. Menapace's Parking lot: 11:45-12:00
- Tornado Buddy Bags will continue to be available every Friday from 10:30am to 12:30pm at the JH-SH main office. Please call the JH-SH main office at (570) 339-1500 to schedule another pickup time and location, if needed.

### **How can the student access guidance counselor support?**

- School Counseling staff for all students in grades 7 to 12 will be available from Monday to Friday during regular school hours. If students are in need of immediate assistance, please call (570) 339-1500 or email our JH-SH School Counseling Staff:

Anne Darrup, [darrupa@mca.k12.pa.us](mailto:darrupa@mca.k12.pa.us)  
Erica Nestico, [nesticoe@mca.k12.pa.us](mailto:nesticoe@mca.k12.pa.us)

- If a student is in need of additional immediate emergency communication related to violence, bullying, cyber bullying, self harm/suicide concern, or any general student concern, reminder the Safe2Say system is still live and available for all students. <https://www.safe2saypa.org/> or 1 844 - SAFE2SAY or by downloading the safe2say app.

### **What if my child is in SBBH?**

- Children's Service Center is continuing to serve children and their families while the school is closed through telephone and video sessions. The teams have, and will, remain in contact through various platforms that each team will offer to those they serve. During the statewide school closures the Community and School-Based Behavioral Health teams will be accepting new referrals and providing 24/7 crisis support. The CSBBH crisis line can be reached at 570-933-2736 and all referrals, questions, and/or concerns can be made by contacting Joshua Burns, NC CSBBH Program Supervisor, at 412-400-3307 or [jburns@e-csc.org](mailto:jburns@e-csc.org).

### **How can I access my Gifted Supports (GEIP?)**

- Students that are part of our gifted education program can access various resources as provided on our website. If students in this program cannot access the internet, a packet can be provided. If you need additional support, please contact Mr. Aaron Domanski at [domanskia@mca.k12.pa.us](mailto:domanskia@mca.k12.pa.us).

### **What if I have an IEP?**

- Mount Carmel Area School District is committed to providing a good faith effort of continuity of education through technology (virtual, email, phone) and traditional (packets) methods to each student that receives services under the Individuals with Disabilities Education Act. Special Education teachers/case managers and paraeducators will establish and maintain communication with students and their guardians via phone, virtual meetings, and/or email. The staff will collaborate with team members to ensure that Individual Education Plans are followed to the extent possible during the closure. Special Education teachers will assist regular education teachers in providing accommodations and modifications to activities or resources shared with students. If it is not possible for a student to access his or her education virtually, packets will be made available. Please contact your case manager for more information. Related service providers will be in contact with parents/guardians to set up virtual opportunities or provide individualized packets for those students without internet access. Any further questions or concerns can be directed to Mrs. Nicole Edmondson, Special Education Coordinator/ Supervisor at [edmondsonn@mca.k12.pa.us](mailto:edmondsonn@mca.k12.pa.us) or 570-339-1500.

### **How can I access my teachers Google Classroom?**

- The Google Classroom webpage can be accessed on the main page of the Mount Carmel Area School District at:  
<https://sites.google.com/mca.k12.pa.us/school-closure-resources/home>

### **What can I do if my household doesn't have home internet?**

- The school has been contacting all households on a weekly basis to check in with students and to discuss internet options (see below.) If you currently do not have internet access and desire paper packets delivered - please call the school at 570 339 1500 to set that up. ***We are encouraging all families to take advantage of local opportunities to access the internet vs. continuing to have paper packets delivered.*** Service Electric is offering free internet for *new* customers. Please call 1-877-955-7328 for more information. Mount Carmel Public Library is also offering a free wi-fi hotspot that can be accessible from the sidewalk.

### **Can I access social work support?**

- Social work support for all students in grades 7 to 12 will be available during regular school hours, Monday to Friday. If students are in need of immediate assistance, please call (570) 339-1500. Students can also email District Social Worker Carole Lubeskie, [lubeskiec@mca.k12.pa.us](mailto:lubeskiec@mca.k12.pa.us).
- If a student is in need of additional immediate emergency communication related to violence, bullying, cyber bullying, self harm/suicide concern, or any general student concern, reminder the Safe2Say system is still live and available for all students. <https://www.safe2saypa.org/> or 1 844 - SAFE2SAY or by downloading the safe2say app.

### **Are there certain graduation requirements that are waived due to the COVID-19 closure?**

- Yes, Graduation policy 217 was amended (Graduating 2020 class only) at our April 16, 2020 board meeting. Job shadowing and senior project requirements have been waived for the graduating class of 2020 only. The Mount Carmel Area School District will use discretion to determine whether the student has completed sufficient course content to satisfy the districts' established policies for course completion and academic proficiency.

**MCA JH-SH Administration:**

Superintendent - Bernard Stellar, [stellarb@mca.k12.pa.us](mailto:stellarb@mca.k12.pa.us)

High School Principal - Lisa Varano, [varanol@mca.k12.pa.us](mailto:varanol@mca.k12.pa.us)

Junior High Principal - Pete Cheddar, [cheddarp@mca.k12.pa.us](mailto:cheddarp@mca.k12.pa.us)

K to 12 Assistant Principal - Amanda Stepenaskie, [stepenaskiea@mca.k12.pa.us](mailto:stepenaskiea@mca.k12.pa.us)

Athletic Director - Greg Sacavage, [sacavageg@mca.k12.pa.us](mailto:sacavageg@mca.k12.pa.us)

Special Education Coordinator - Nicole Edmondson, [edmondsonn@mca.k12.pa.us](mailto:edmondsonn@mca.k12.pa.us)

Technology Director - Gary Trefsger, [trefsgerg@mca.k12.pa.us](mailto:trefsgerg@mca.k12.pa.us)