

Continuity of Education Plan

School District	Eastern Westmoreland CTC
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Goal of Plan

EWCTC will provide quality CTE instruction utilizing multiple delivery models including in person and virtual opportunities. EWCTC will differentiate instruction appropriately. EWCTC will prioritize the health and safety of our staff and students.

Overview of Plan

EWCTC will implement a blended reopening as defined by PDE guidance dated August 10, 2020 and July 16, 2020 that will reduce the number of learners attending the brick and mortar environment daily. All learners will be provided the opportunity to attend the CTC daily, depending on the approved Phased Reopening Plans of their sending district. Learners will also have the opportunity to participate virtually out of concern for health and safety.

EWCTC reserves the right to move to more restrictive action at any time, should local circumstances dictate the need to do so.

This plan follows the [Order of the Secretary of the Pennsylvania Department of Health Requiring Universal Face Coverings](#) that was released on July 1, 2020. The plan also takes into consideration recommendations from the [Pennsylvania Department of Education](#) that were released on July 16, 2020.

For the purpose of this document, a “face covering” is defined according to the same definition provided by the Pennsylvania Department of Health in the above Order and should be understood to be synonymous with “mask.”

EWCTC also consulted with local Medical Experts who have current information regarding COVID-19, particularly in the Westmoreland County area.

Medical Experts Panel:

Dr. Michael Zorch - Latrobe Area Hospital Emergency Room Physician (retired) and Greater Latrobe School District Board of Education President

Dr. Christina Armanious - Excelsa Health Diagnostic Associates, Latrobe and Greensburg

Dr. Elizabeth Cutrell - Children’s Community Pediatrics, Mt. View

Dr. William Jenkins - Westmoreland Emergency Medicine Specialist, Frick Hospital

Dr. Jill Kielbiowski - Excelsa Square Latrobe Primary Care

Dr. Thomas Maroon - Children’s Community Pediatrics, Mt. View

Dr. Stephen Mills - Excelsa Square Latrobe Primary Care and Greater Latrobe School District Physician

EWCTC students will receive quality CTE instruction focusing on the completion of their Approved Program of Study. EWCTC will utilize a blended approach that includes both in person and virtual opportunities for learners.

Teaching and learning will occur through a combination of face-to-face and virtual learning experiences if Westmoreland County remains in the Green Phase or returns to the Yellow Phase. Teaching and learning will occur through virtual instruction if Westmoreland County returns to the Red Phase. Phase changes and accompanying mandates will be dictated by State Government regulations.

During the Phased Reopening, instruction may occur in-person in the brick and mortar setting or through online instruction, asynchronously or synchronously.

Brick and mortar setting is face-to-face instruction that occurs in the school building. Social distancing guidelines, as well as other health and safety guidelines will be followed.

Asynchronous learning is student-centered instruction where students engage with pre-recorded video lessons, assignments, and other learning tasks on their own and instruction is not being delivered in person or in real-time.

Synchronous learning is online learning that happens in real-time, but not in the same physical location. This will occur during some class times and may occur during office hours.

Office hours are times when teachers will be available to assist small groups or individual students, answer questions, and provide additional help.

In order to follow the recommended Social Distancing Guidelines from the Centers for Disease Control and Prevention and the World Health Organization, the occupancy of each space must be considered. This includes classroom spaces, laboratories and common areas. Due to this consideration, EWCTC will be planning for a return to school for all students under three different models.

GREEN PHASE and YELLOW PHASE – Hybrid/Blended Model

- All learners will be provided the opportunity to attend the CTC daily, depending on the approved Phased Reopening Plans of their sending district. Learners will also have the opportunity to participate virtually out of concern for health and safety. EWCTC will follow CDC and WHO guidelines, as well as PDE guidelines to the maximum extent possible.
- Classrooms and lab areas will be arranged so that social distancing is achieved to the maximum extent possible.
- Regular hand hygiene will be required of all staff and students. The best form of hand hygiene is thorough hand washing with soap and water. If hand washing is not available, hand sanitizer that is at least 60% alcohol, dye-free and fragrance-free will be provided.
- All students will be required to wear a face covering according to CDC guidelines and recommendations from the Department of Health.
- Faculty and staff will be required to wear a face covering according to CDC guidelines and recommendations from the Department of Health.
- To the maximum extent possible, sharing of materials will be discouraged. Materials that must be shared will be disinfected between use.
- Students will be encouraged to sanitize their work stations before and after each use.
- Students and staff will be encouraged to bring water bottles for their own personal use.
- Families will have the opportunity to transport their own student(s). Students using District buses will be encouraged to sit with their household group to maintain social distancing with other groups.
- High-touch surfaces will be cleaned on a regular basis throughout the school day. After school cleaning practices will include thorough cleaning, sanitizing and disinfecting on a daily basis.
- The CTC will be deep cleaned on Wednesdays when all learners are participating in virtual learning.

RED PHASE - Full Online Instruction

- All students will participate in virtual instruction.
- Instruction will be provided through synchronous instruction, asynchronous instruction, and assigned work.
- Teachers will be available at regularly scheduled times of the day for student instruction and support.
- The school counselor will be available at regularly scheduled times of the day for social/emotional support.
- Students with special learning needs, medical needs, limited English proficiency, or any other educational needs may meet with District teams to discuss individual learning plans to meet their unique needs. Teams may include any of the following: student (if appropriate), parents, teachers, building principals, school counselors, school nurses, school psychologist, Director of Pupil Services.
- Regular attendance and participation in the educational environment will still be required of all students. Truancy elimination plans will be developed for any student who does not demonstrate satisfactory regular attendance.

2020-2021 Temporary Exclusions

Until guidelines specific to Pennsylvania's Phased Reopening Plan are lifted, the following activities will be suspended:

- Field Trips
- Classroom/School Visitors
- Brick and Mortar Open Houses
- Assemblies
- Classroom Parties
- Instructional Programs from Outside Groups
- PTO/Volunteer Opportunities
- Activities that require groups to travel outside of the school buildings
- Activities that require entry of outside members of the public into the school buildings
- Any other activities determined by the CTC administration that may pose a potential threat to the health and safety of students and staff

When possible, these or similar opportunities may be provided virtually.

Available Services

The following services will remain in place to provide support to students and their families:

- Student Assistance Program
- Academic Support (English and Math)
- Truancy Elimination Planning
- Mental Health Referral
- Drug/Alcohol Referral
- Social-emotional support
- Tutoring
- Any other service necessary to reduce barriers to education

Communication Tools and Strategies

EWCTC will maintain consistent communication with students and parents utilizing email, phone calls (mass notification system), mailings, virtual meetings and website postings.

Access (Devices, Platforms, Handouts)

All EWCTC students may utilize devices provided by their sending districts. This includes Chromebooks and iPads. EWCTC may provide additional devices or equipment as needed to complete the educational program.

Instructors will utilize various LMS platforms including Schoology and Google Classroom. Instructors will also use program specific software (ToolingU, CDX Online, etc.) and program specific textbooks and supporting materials.

Attendance / Accountability

EWCTC instructors will take daily attendance and report absent students to the principal for follow-up with parents and guardians. Students are expected to participate in the educational process on a regular basis in order to meet the attendance requirements set forth by the Pennsylvania Department of Education. This includes daily interaction with their instructors when in the virtual environment. Truancy elimination plans will be developed, in collaboration with the sending districts, for any student who does not demonstrate satisfactory regular attendance. Parents and guardians are encouraged to regularly check their email for information regarding student assignments and progress.

Good Faith Efforts for Access and Equity for All Students

EWCTC recognizes that some students have unique learning needs. Individual educational plans may need to be developed through a team approach for certain students. Any parent/guardian of a student with a disability, suspected disability, medical need, limited English proficiency, or other unique educational need should contact the Director of Pupil Services from their sending district in order to schedule a meeting to discuss these needs and possible accommodations. They may also contact EWCTC's Special Populations Coordinator. Decisions will always be made through a team approach. Team members may include: student (if applicable), parent, teachers, building principal, school nurse, school counselor, school psychologist, Director of Pupil Services, Special Populations Coordinator.

Students who are identified as eligible for gifted educational supports will receive regular opportunities for enrichment and acceleration during any phase of reopening.

Building/Grade Level Contacts

Chris Campbell, Principal, chris.campbell@ewctc.net, 724-539-9788

Dane Zimmer, Special Populations Coordinator, dane.zimmer@ewctc.net, 724-539-9788

Resource Links

Education Links:

[Schoology](#)

[Powerschool](#)

[Google Classroom](#)

Health Links:

[PA Department of Health](#)

[Center for Disease Control and Prevention](#)

District School Links:

[Eastern Westmoreland CTC](#)