## Continuity of Education Plan

<table>
<thead>
<tr>
<th>School District</th>
<th>Central Westmoreland Career and Technology Center</th>
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<tbody>
<tr>
<td>Superintendent</td>
<td>Brad Elwood</td>
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<td></td>
<td>Administrative Director</td>
</tr>
<tr>
<td>Address</td>
<td>240 Arona Road</td>
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<tr>
<td></td>
<td>New Stanton, PA 15672</td>
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<tr>
<td>Email/Phone</td>
<td><a href="mailto:belwood@cwctc.org">belwood@cwctc.org</a></td>
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<td></td>
<td>724-925-3532 ext. 1306</td>
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<tr>
<td>Website</td>
<td><a href="http://www.cwctc.org">www.cwctc.org</a></td>
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### Goal of Plan

To provide continued education for all students at the center through online platforms and/or packets provided to those without access to devices and/or connectivity.

### Overview of Plan

#### Vision

The vision of Central Westmoreland Career and Technology Center is to provide industry based technical programs that will meet the needs of an evolving workforce and develop skills for lifelong learning and living.

#### Mission

The mission of Central Westmoreland Career and Technology Center is to provide students with an extensive technical education to meet the demands of an evolving workforce.

During the pandemic and associated school closure, Central Westmoreland CTC will continue to provide instruction towards preparing students for employment. Online instruction (or packets) will be based on knowledge of tasks associated with their program of study and the career objective for each student.

### Expectations for Teaching and Learning

The CTC will, in good faith, provide content to all 9-12 grade students in our 23 CTE programs, as well as Wellness which is a blended health and physical education elective. Students will learn primarily online with those who cannot access technology being provided the content by way of packets sent via postal mail. The needs of all students will be accommodated as necessary. Instructors will provide assignments via Google Classroom and Remind. Active teaching and learning will be provided by the instructor, paraprofessional, and special education facilitator via Zoom Meetings and/or Google Meets during multiple sessions to promote the understanding of all students.
## Communication Tools and Strategies

Communication with stakeholders will be accomplished through the school website, Facebook, automated phone messages, and mailings. The first communication occurred three (3) days prior to the launch date via automated phone message and a posting on the school website and Facebook. A second automated call will go out to inform those who missed the first. Instructors and guidance counselors will contact students via phone and email to maximize participation.

## Access (Devices, Platforms, Handouts)

The 10 sending schools are providing most of the technology for students. CWCTC will provide devices as needed when the sending schools are unable to provide devices. Hard copies will be available for mailing for those students who lack internet service. Instructors have been communicating with students via @cwctc emails and posting assignments on their respective Google Classrooms.

## Staff General Expectations

Instructors are asked to post assignments, hold and active/interactive instructional session, maintain daily office hours, and frequent email checks. Special Ed. Facilitators are to host an interactive meeting with those students with IEP’s after the instructor hosts their instructional meeting. Expectations for parent communications are consistent with the normal operation of the school.

## Student Expectations

Whether online or by completing assigned packets, students are expected to participate in the activities provided by the instructor and complete them within the timeframe established by the instructor; with accommodations made for those with IEPs or 504 Plans.

## Attendance / Accountability

Attendance will be monitored by daily activity and engagement of posted assignments. If no contact is made within two days, instructors are expected to escalate the names of students to their counselor. If the counselor doesn’t make contact within two additional days, the names are escalated to building Principal. Meaningful participation is at the discretion of the instructor. Grades will be issued as normal based on the instructor’s assessment of the students’ work. Credits are determined by the sending districts upon receipt of grades from CWCTC.

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

Our biggest challenge is the technology available for students. Once the sending schools have exhausted their supply of technology we are providing our students’ needs. Those students who are in areas which do not have internet access are provided with paper packets via mail with self-addressed stamped envelopes for the return.
### Special Education Supports

Special Education supports will continue to be provided during this continuity of education. As necessary, our Special Ed. Facilitators will assist the IEP team in revising the IEP to accommodate the needs of each student. Special Ed. Facilitators are also tasked with ensuring that SDIs are met, continuing with existing progress monitoring, and providing virtual office hours to make themselves available to students.

Instructors are required to hold daily office hours for students to answer questions and provide remediation.

Paraprofessionals are shouldering in with instructors and Special Ed. Facilitators in the online platforms to provide the same supports they would in the physical school setting.

Parents can communicate directly with their child’s CTE Instructor, Special Ed. Facilitator, School Counselor, and/or Principal should they have questions or concerns.

### EL Supports

In collaboration with the sending districts, Central Westmoreland CTC will provide EL supports as necessary.

### Gifted Education

Central Westmoreland CTC will continue to provide gifted education as necessary.

### Building/Grade Level Contacts

Richard Capraun (724) 925-3532 ext. 1360

### Resource Links

Central Westmoreland CTC is conducting planned instruction, review, remediation and enrichment through a variety of platforms, including Google Classroom, Remind, Google Hangout/Meet, Google Chat, Zoom, Kahoot, Quizizz, SP/2, Todays Classroom, electronic textbooks, and other platforms as discoverable by the staff.