

## Continuity of Education Plan

School District	Northern Westmoreland Career & Technology Center
Superintendent	Director - Kurt Kiefer
Address	705 Stevenson Blvd. New Kensington, PA 15068
Email/Phone	kkiefer@northwmctc.org
Website	nwctc.k12.pa.us

### Goal of Plan

Northern Westmoreland Career & Technology Center's goal is to provide enrichment and review activities so that students can remain engaged in curriculum and learning activities during the extended school closure caused by the worldwide Coronavirus Pandemic.

### Overview of Plan

Starting March 30, 2020 Northern Westmoreland Career & Technology Center went to a Remote Educational delivery system where vital student/teacher communication through email and phone will compliment these learning activities. Learning activities will be updated weekly by instructors and will be comprised of informal exercises that reinforce students' prior experiences and knowledge. Students who do not have internet and/or data availability will be mailed packets upon request.

### Expectations for Teaching and Learning

Enrichment and review activities provided weekly by instructors are meant to keep students engaged in previously taught concepts and competencies from the home setting. Instructors may provide opportunities that allow students to expand on prior learning through exposure to resources that may not have been made available during previous instruction.

### Communication Tools and Strategies

- Electronically through student email accounts
- If access is available, other forms of electronic services/outlets
- Students can have all lessons and assignments mailed to their mailing address on record
- Teachers will be available to answer student's questions, online or by phone
- Parents can contact instructors using their email accounts and phone

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Access (Devices, Platforms, Handouts)
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Access to lessons and assignments will be provided electronically and through the US mail. Platforms are email communications between students and parents containing lessons, assignments and online instruction. This includes the mailing of worksheet packets with lessons and assignments and industry certifications to students.
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Staff General Expectations
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| <ul style="list-style-type: none"><li>• Utilize the Monday through Friday, 8am-10am and 1pm- 3pm timeframes for preparation and planning, collaboration with Learning Facilitators, participation in professional development, and contacting parents or students as necessary.</li><li>• Be accessible to students online Monday through Friday, 10am-1pm.</li><li>• Maintain calendar of competencies taught and make the calendar available to Administrative Director, Kurt Kiefer if requested to do so.</li><li>• Maintain accurate and up-to-date records.</li><li>• Ensure the protection and confidentiality of school and student information accessible from home office.</li><li>• While using NWCTC Remote Learning, all students will adhere to the NWCTC Computer Networking/Internet Access and Usage Policy: Student discipline is handled the same way in an online environment as it is in school, even if the activities are optional. If a student's behavior is inappropriate, it should be brought to the attention of the administrator. Wherever possible, schools should refrain from kicking students out of the online classroom just as they would in a physical classroom. But if the student is overly disrupting the learning process, the student can be removed and referred to administration, just as they would in the physical classroom.</li></ul> |
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Student Expectations
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Students are expected to complete online or mailed assignments weekly and submit to their teachers when completed. Students are expected to complete all assignments, activities, discussion boards, etc. assigned by teachers. Students who do not complete work during the remote learning will be required to make that work up without penalty when normal operations resume. Teachers will not deduct late points for assignments not completed during the remote learning period.
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Attendance / Accountability
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Attendance is based upon completion of assignments. Teachers must log attendance on a regular basis. The time restrictions for attendance have been removed. Work ethic grades will not be tied to attendance during the remote learning period due to potential limitations of student access.
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Good Faith Efforts for Access and Equity for All Students
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Students who have internet access will utilize the enrichment activities online. Packets will be provided to students without online. Students and parents are to notify the Career Technology Center if they require packets to be mailed home.
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Special Education Supports
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Please review and follow the NWCTC Teacher Guidance for Special Education Document. Instructors will continue to provide support for students to the greatest extent possible in this format.
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All enrichment activities will be differentiated to meet the needs of all students keeping in mind accommodations and/or modifications per the students' IEP and Section 504 Plans. Questions should be directed to Diane Bzorek <a href="mailto:dbzorek@wiu7.org">dbzorek@wiu7.org</a> .
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EL Supports
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N/A
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Gifted Education
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N/A
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Building/Grade Level Contacts
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Contact the Administrative Director – Kurt Kiefer <a href="mailto:kkiefer@northwmctc.org">kkiefer@northwmctc.org</a> 724-335-9389 ext. 203
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Resource Links
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Nwctc.k12.pa.us
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Resources will be provided by instructors
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