



**TOGETHER  
WE BUILD  
*WMCTC***

# **Virtual Instructional Days Plan for School Year 2021-2022**

**Western Montgomery Career and  
Technology Center  
77 Graterford Road  
Limerick, PA 19468  
610-489-7272**

**[www.westerncenter.org](http://www.westerncenter.org)**

**Email Contact:**

**[dlivengood@westerncenter.org](mailto:dlivengood@westerncenter.org)**

**David Livengood, Administrative Director**

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## Welcome and Introduction

January, 2022

Dear Students, Parents/Guardians, and Community Members,

The Virtual Instructional Day Plan is the overall term for any educational practices that occur in the event of a prolonged school closure. We at Western Montgomery CTC believe it is important for our students to have the opportunity to maintain and develop skills during this time. This is particularly challenging for our teachers because the key feature of our programs is the opportunity to engage in authentic, hands-on learning in our career fields. While a large part of our program instruction is hands-on, we have always stressed the importance of the theoretical knowledge that underpins our technical tasks. We have also always focused on developing leadership and employability skills. Our teachers have been working collaboratively over the past week to develop a Virtual Instructional Day Plan to continue to engage our students in new learning.

All learning provided by our teachers will align to industry standards and the program's approved task list. We are committed to helping our students reach their career goals. We are fortunate that many of our industry certifications can be obtained online and offered during this time. We are also fortunate the State Board of Cosmetology is now allowing our students to earn up to 250 hours via online instruction. Our Virtual Instructional Day Plan will go into effect at any time and will remain in effect for the duration of the school closure. Our school may be closed, but we are going to continue to provide instruction to our students.

Western Montgomery Career and Technology Center is prepared to move any program to partial or full on-line learning at any time. All students have been issued individual technology devices to use through their Home districts. Instructional materials are available electronically for both in person and remote learning. Staff has engaged in professional development to provide instruction to students using tools and systems for remote instruction. Remote learning will include instructor led activities, instructor defined expectations for student engagement, attendance requirements, and work completion. Program instruction will include synchronous and asynchronous delivery models.

We understand that these are unprecedented times for all of us. We ask that our students take advantage of this opportunity and to communicate with their teachers or our student success coordinators so that we may assist in removing any barriers to learning.

The Virtual Instructional Day Plan will help to clarify expectations and provide additional information.

We wish everyone good health. We will continue to send updates to families through our SchoolMessenger system.

Sincerely,

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David Livengood  
Administrative Director

## Goal of the Plan

The goal of our plan is to assist 100 percent of our students in continuing their Programs of Study in all levels and all programs through the implementation of online learning.

## Overview of Plan

- All work (or a link to all work—including Google Classroom or other digital resources needed for virtual learning) will be posted daily on Teachers' Class Webpages found on [www.westerncenter.org](http://www.westerncenter.org). Work assigned will be a continuation of the curriculum, supplement of and review of the Program of Study that your child is in.
- Work will be posted for each level daily. An electronic notification will come to the student and/or parent from the teacher each day it is posted. Work is expected to be turned in and will be graded.
- All work will be due the Friday following the week it is assigned so students will have at least one full week or more to complete all work assigned.
- All work will be graded and weighted as a Theory grade.
- Attendance will not be taken during this time period; Attitude and Skill grades will not be implemented during this time.
- Teachers will utilize office hours twice a day for the AM and PM groups to answer questions and help students with new content. In addition, teachers are available via email throughout the day and many teachers utilize the app "Remind 101".
- These office hours will take place in a Zoom Meeting Place. The Zoom Meeting link will be shared daily. The session will be recorded and posted daily for any students that cannot make the designated office hour time.
- Student Success Coordinators and Instructional Assistants will join these office hours to provide support for our IEP and 504 students. Student Success Coordinators can be contacted at [SSC@WesternCenter.org](mailto:SSC@WesternCenter.org) if support is needed for IEP students as we progress through online learning.
- Ms. Landis and Ms. Powers, our School Counselors, will be available by email throughout this time period as well. If you need to contact her for any reason, she is here to provide support to our students.
- Mrs. Mueller, our Co-Op Coordinator, will be available daily as well to support all students academically.
- Most importantly, if your student does not have internet access please let WMCTC Administration know immediately and we will mail paper copies of assignments home for your student to complete.

## Instructional Delivery/Communication Tools

Western Montgomery Career and Technology Center's (WMCTC) teachers will be providing meaningful education that relates to the Pennsylvania Department of Education Programs of Study and will be communicating this to students.

WMCTC's programs will use Google Classroom and Zoom as a platform for educational delivery. This will allow instructors to post assignments, task sheets, videos, links, and other related material as needed. Students will be able to access course material, post questions, and receive answers from their instructional staff. Additionally, the Remind Application (App) has been set up in most courses for instructors and students to communicate.

In addition to Google Classroom and Zoom, many programs will provide curriculum from other sites such as (but not limited to):

- Automotive Technology: Today's Class, ASE (Automotive Service Excellence) online, SP2
- Collision Repair Technology: SP2 Automotive, Quizlet and iCar Collision online
- Construction Technology: SP2 Construction online
- Cosmetology: Pivot Point Lab
- Electrical Occupations: Practical Problems For Electrician's Mathematics textbook

*\*\*Please be sure to check your Program Specific Pages for more detailed information\*\**

## Expectations for Teaching and Learning

Teacher Expectations:

We expect our teachers to have their assignments posted every by 8:00 AM

We expect our teachers to email parents and students every day after the assignment is posted.

We expect our teachers to be available every day for at least 3 hours (1.5 in the AM and 1.5 in the PM) via the Zoom Communication tool.

We expect our teachers to publicly post these office hours so that they can be easily accessed with links to that Zoom meeting room.

We expect our teachers to immediately notify administration if they become aware of students that cannot turn in or work on assignments electronically. At that point, administration will have paper assignments sent to that student.

## Student Expectation/Attendance and Accountability

WMCTC will not be taking attendance at this time, however, students are expected to turn in all assigned work in a timely manner (by the stated due date).

Students are expected to communicate with their instructor if they do not have consistent internet access so that WMCTC can provide alternative methods of delivering content.

Students are expected to log in to Zoom Classrooms for assistance and instruction in relation to the posted lessons.

## Schedule

The instructional delivery for all WMCTC remote classes/courses will commence at the normal start of the academic/school day, indicated in the [Student Handbook](#). Instructors will be available during regular school hours, 7:50 am to 2:10 pm, and instructors will provide each student/parent the time when their office hours will occur via email and be posted on our website. If the need arises for hybrid learning, faculty will create and publish Zoom links for the students to join at the set time, this is usually within the normal school hours of 7:50-2:10, however, hybrid learning is within the purview of the instructor as they may utilize asynchronous independent work as well as live remote instruction via the hybrid class periods.

Western Montgomery CTC is not a comprehensive CTE, therefore, the daily schedule is as follows: Morning classes begin at 7:50 and end by 10:00. Afternoon classes commence at 11:00 and end by 2:10.

Office hours will be implemented using Zoom technology. If you wish to have your student opt out of using Zoom for the delivery of instruction, please contact [MHoltzman@westerncenter.org](mailto:MHoltzman@westerncenter.org) and we will provide you with paper copies of assignments.

## Communication Tools

The WMCTC will utilize SchoolMessenger for large format announcements to all families. This will be done via email and phone calls. Teachers/SSC's will utilize Skyward, Remind, and Zoom to communicate with students and families.

## Grading Practices

Our teachers will provide grades and feedback on assignments given during this time. Currently, students are graded on Attitude, Skill Work and Theory Grades. Attitude and skill grades will not be implemented at this time. Students will only be assessed on their theory grades.

All work due dates will be provided by the teacher on their webpage.

## Marking Periods

Marking periods are indicated at the start of the school year and are adjusted accordingly. Each marking period shall consist of 45 school days. Faculty, staff, students and caregivers will be notified of calendar changes.

## Teaching Staff Points of Contact

Please contact your teacher if you have difficulty logging on, accessing instruction, or need assistance with assignments.

**Automotive Technology:** Mr. Don Bray, [dbray@westerncenter.org](mailto:dbray@westerncenter.org)

Mr. Will Soleau, [wsoleau@westerncenter.org](mailto:wsoleau@westerncenter.org)

**Biomedical Science:** Ms Lisa Cassidy-Lawler, [lcassidy-lawler@westerncenter.org](mailto:lcassidy-lawler@westerncenter.org)

**Carpentry:** Mr. Stephen Antrim, [santrim@westerncenter.org](mailto:santrim@westerncenter.org)

**Collision Repair Technology:** Mr. Charles Smith, [csmith@westerncenter.org](mailto:csmith@westerncenter.org)

**Commercial Art:** Mr. David Batory, [dbatory@westerncenter.org](mailto:dbatory@westerncenter.org)

**Computer Information Systems:** Mr. Zack Woodruff, [zwoodruff@westerncenter.org](mailto:zwoodruff@westerncenter.org)

**Cosmetology:** Mrs. Angela Reichert, [areichert@westerncenter.org](mailto:areichert@westerncenter.org)

Ms. Jenni King, [jking@westerncenter.org](mailto:jking@westerncenter.org)

Mrs. Danielle Longacre, Cosmetology Assistant, [dlongacre@westerncenter.org](mailto:dlongacre@westerncenter.org)

**Culinary Arts:** Chef Tim McGinnis, [tmcginnis@westerncenter.org](mailto:tmcginnis@westerncenter.org)

Chef Tina Arnt, [tarnt@westerncenter.org](mailto:tarnt@westerncenter.org)

**Dental Assisting:** Mrs. Heather Zornek, [hzornek@westerncenter.org](mailto:hzornek@westerncenter.org)

**Diesel Technology:** Mr. Russ Keller, [rkeller@westerncenter.org](mailto:rkeller@westerncenter.org)

**Early Childhood Education:** Mrs. Stephanie German, [sgerman@westerncenter.org](mailto:sgerman@westerncenter.org)

**Electrical Technology:** Mr. Evan Ducko, [educko@westerncenter.org](mailto:educko@westerncenter.org)

**Health Science Technology:** Mrs. Patricia King, [pking@westerncenter.org](mailto:pking@westerncenter.org)

**HVAC:** Mr. Phil Mest, [pmest@westerncenter.org](mailto:pmest@westerncenter.org)

**Physical Education:** Ms. Angela Johnson, [ajohnson@westerncenter.org](mailto:ajohnson@westerncenter.org)

**Protective Services:** Mr. Ray Bechtel, [rbechtel@westerncenter.org](mailto:rbechtel@westerncenter.org)

Ms. Maureen McCormick, [mmcormick@westerncenter.org](mailto:mmcormick@westerncenter.org)

**Sports Medicine:** Mr. Grant Greisler, [ggreisler@westerncenter.org](mailto:ggreisler@westerncenter.org)

**Advanced Manufacturing:** Mr. Andrew Klein, [aklein@westerncenter.org](mailto:aklein@westerncenter.org)

**Welding Technology:** Mr. Rock Durant, [rdurant@westerncenter.org](mailto:rdurant@westerncenter.org)

### Special Education Supports (E.L. , Gifted, Etc...)

Working in conjunction with the LEA and their special education staff, the WMCTC will work to provide support for those students in need.

Student Success Coordinators and Instructional Assistants will join Zoom lessons daily and create individual Zooms if needed for individual student support of IEP students.

### Student Success Coordinators (SSC) Points of Contact

Additional support will be provided by our SSCs to our students with special needs. Our Student Success Coordinators are making sure our content is accessible and appropriate for all students. All SSC's are available at their email or at [SSC@westerncenter.org](mailto:SSC@westerncenter.org)

Mrs. Allison Stanziani, [astanziani@westerncenter.org](mailto:astanziani@westerncenter.org)

-Will provide student support to Upper Perkiomen High School Students

Mrs. Cindy Prindle, [cprindle@westerncenter.org](mailto:cprindle@westerncenter.org)

-Will provide student support to Pottsgrove High School Students

Mrs. Amy Rybnik, [arybnik@westerncenter.org](mailto:arybnik@westerncenter.org)

-Will provide student support to Spring-Ford High School Students

### Instructional Assistant Points of Contact

Additional support will be provided by our Instructional Assistants (IAs) to all students.

Mrs. Beth Murphy, [bmurphy@westerncenter.org](mailto:bmurphy@westerncenter.org)

Mrs. Cindy McDaniel, [cmcdaniel@westerncenter.org](mailto:cmcdaniel@westerncenter.org)

Mrs. Leahanne Edelman, [ledelman@westerncenter.org](mailto:ledelman@westerncenter.org)

Mrs. Christel Smith, [Christel.Smith@westerncenter.org](mailto:Christel.Smith@westerncenter.org)

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

The WMCTC and the LEA's have worked together to make a Good Faith Effort to provide equal access for all students. Those identified by the LEA as not having internet or technology access will be provided hard copies of all assigned work sent via certified mail. The LEA has also provided information to all stakeholders on various

options for access to the internet through the local internet providers. All LEA's have also provided 1:1 technology for their students.

### Leadership Points of Contact

Contact any of the staff listed below if you have questions or concerns regarding our plan, implementation of instruction, or support received. We will answer your questions or direct your question to the appropriate staff member.

**Administrative Director** – Mr. David Livengood, [dlivengood@westerncenter.org](mailto:dlivengood@westerncenter.org)

**Principal** – Mr. Mark Holtzman, [mholtzman@westerncenter.org](mailto:mholtzman@westerncenter.org)

**Director of Technology**– Ms. Rachel Hetzel, [rhetzal@westerncenter.org](mailto:rhetzal@westerncenter.org)

**Business Manager** --Ms. Donna Wilson, [dwilson@westerncenter.org](mailto:dwilson@westerncenter.org)

**Facilities Manager** --Mr. Edward Plowfield, [eplowfield@westerncenter.org](mailto:eplowfield@westerncenter.org)

### Resources

Please visit our website for resources at [www.westerncenter.org/onlineresources](http://www.westerncenter.org/onlineresources)