



**TOGETHER
WE BUILD
WMCTC**

Continuity of Education Plan Spring, 2020

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Christopher Moritzen, Administrative Director

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Welcome and Introduction

March 25, 2020

Dear Students, Parents/Guardians, and Community Members,

Continuity of Education 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 Continuity of Education 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 Continuity of Education Plan will go into effect Monday, March 30, 2020 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.

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 Continuity of Education 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 e-messenger system.

Sincerely,

Christopher E. Moritzen
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 will be posted daily on Teachers' Class Webpages found on 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 email will come to the student and 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.
- Currently, work will count towards the 3rd marking period. If school is delayed further, it will count for the 4th marking period.
- 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 if support is needed for IEP students as we progress through online learning.
- Ms. Landis, our School Counselor, 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 th 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 courses will commence online starting March 30th. 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.

Office hours will be implemented using Zoom technology. If you wish to have your student opted out of using Zoom for the delivery of instruction, please contact Dchominski@westerncenter.org and we will provide you with paper copies of assignments.

Communication Tools

The WMCTC will utilize School Messenger 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

The third marking period was scheduled to end on March 29th. Due to the state-mandated closure, we will extend the marking period deadline based on the extensions provided by our districts. We will send an e-message when a new date is determined.

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

Mr. Will Soleau, wsoleau@westerncenter.org

Biomedical Science: Ms Lisa Cassidy-Lawler, lcassidy-lawler@westerncenter.org

Carpentry: Mr. Stephen Antrim, santrim@westerncenter.org

Collision Repair Technology: Mr. Charles Smith, csmith@westerncenter.org

Commercial Art: Mr. David Batory, dbatory@westerncenter.org

Computer Information Systems: Mr. Joseph Vecchio, jvecchio@westerncenter.org

Cosmetology: Mrs. Angela Reichert, areichert@westerncenter.org

Ms. Jenni King, jking@westerncenter.org

Culinary Arts: Chef Ken Kaufmann, kkaufmann@westerncenter.org

Chef Tina Arnt, tarnt@westerncenter.org

Dental Assisting: Mrs. Heather Zornek, hzornek@westerncenter.org

Diesel Technology: Mr. Russ Keller, rkeller@westerncenter.org

Early Childhood Education: Mrs. Stephanie German, sgerman@westerncenter.org

Electrical Technology: Mr. Evan Ducko, educko@westerncenter.org

Health Science Technology: Mrs. Patricia King, pking@westerncenter.org

HVAC: Mr. Phil Mest, pmest@westerncenter.org

Physical Education: Mrs. Carisa Long, clong@westerncenter.org

Protective Services: Mr. Ray Bechtel, rbechtel@westerncenter.org

Ms. Maureen McCormick, mmcormick@westerncenter.org

Sports Medicine: Mr. Grant Greisler, ggreisler@westerncenter.org

Metal Technology: Mr. Andrew Klein, aklein@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 supports 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

Mrs. Kate Blitzstein, kblitzstein@westerncenter.org

-Will provide student support to Upper Perkiomen High School Students

Mrs. Cindy Prindle, cprindle@westerncenter.org

-Will provide student support to Pottsgrove High School Students

Mrs. Amy Rybnik, 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. Diane Gilette, dgilette@westerncenter.org

Mrs. Cindy McDaniel, cmcdaniel@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 internet through the local internet providers. All LEA's have also provided 1:1 technology for their students.

Leadership Points of Contact

Contact the any of 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. Christopher Moritzen, cmoritzen@westerncenter.org

Principal – Mr. Daniel Chominski, dchominski@westerncenter.org

Director of Technology– Ms. Rachel Hetzel, rhetzal@westerncenter.org

Business Manager --Ms. Donna Wilson, dwilson@westerncenter.org

Maintenance Director --Mr. Zachary Charles, zcharles@westerncenter.org

Resources

Please visit our website for resources at www.westerncenter.org/onlineresources