

## Continuity of Education Plan

School District	Dr. Robert Ketterer Charter School
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Goal of Plan
To provide planned instruction that offers authentic opportunities to help students stay engaged and connected to instructors and learning. Our focus is on the continuity of learning and creating learning environments that are inclusive of all learners during our Phased Reopening and Health and Safety Plan.

Overview of Plan
Dr. Robert Ketterer Charter School’s Phased Reopening Health and Safety Continuity of Education Plan will provide direction and guidance to its students, families, school districts, providers and other stakeholders as we reopen our schools due to the continued COVID-19 pandemic.

Expectations for Teaching and Learning
<p>Classrooms will be organized to facilitate social distancing to the greatest extent possible. All tables will be removed and replaced with individual desks to maintain six feet of social distancing to the greatest extent possible. Instructional staff will be encouraged to ONLY facilitate learning from the front of the classroom to mitigate possible transmission. Each instructional space has been measured for maximum capacity and signage will be placed on the floors as to where student desks will be positioned.</p> <p>Dr. Robert Ketterer Charter School will use the Center of Disease Control and Prevention (CDC) recommendations and established guidelines from the PA Department of Education (PDE) to determine use of communal space. At this time, students will consume all meals within their classroom, meals will be individually packaged and delivered by food service staff. Also, indoor physical education classes will be suspended. Weather permitting, physical education classes can be held outdoors utilizing activities that will promote social distancing to the greatest extent possible.</p> <p>It is the expectation of all staff and students that masks are worn covering the mouth and nose. If a student or staff is unable to meet this expectation, a physician’s note will be required and accommodations will be put into place. It will be the goal of Dr. Robert Ketterer Charter School to implement mask-free intervals throughout the day.</p>

Throughout the GREEN and YELLOW phases, students and families will have the option not to return to the brick and mortar school. Since learning is essential to a child's development, online instruction will be provided, asynchronously or synchronously, to students who choose to learn from home. All students will have the opportunity to obtain a Chromebook and WiFi access as needed. Students who choose to attend the brick and mortar school will not be required to participate in online instruction. Students' academic schedule may need to be altered based upon instructional staff deficiencies and/or instructional programming.

While in the GREEN phase, Dr. Robert Ketterer School students will return to the brick and mortar setting with a traditional instructional schedule which will provide ability to exchange classes following CDC recommendations and PDE guidelines. Families who choose not to return to the brick and mortar school will have the option of participating in a full Online Instructional educational program using Google Classroom with synchronous and asynchronous instruction.

Should we move to the YELLOW phase, students will be grouped and self-contained. Instructional staff will move from classroom to classroom. Families who choose not to return to the brick and mortar school will have the option of participating in a full Online Instructional educational program using Google Classroom with synchronous and asynchronous instruction.

IF at any point we move to the RED phase, all learning will occur via Online Instruction using Google Classroom along with live and/or pre-recorded video. All support staff will be available during traditional school hours. Students with special learning needs, medical needs, limited English proficiency, or any other educational needs may meet with Dr. Robert Ketterer Charter School teams to discuss individual learning plans to meet their unique needs.

Regular attendance and participation in the educational environment is required of all students. Truancy elimination plans will be developed for any student who does not demonstrate satisfactory regular attendance.

#### Transportation

Although Dr. Robert Ketterer Charter School does not provide transportation for our students, we will work with sending school districts to stagger arrival and dismissal schedules. Prior to the pandemic, all students and staff entered through in one central location. We will now use multiple points of entrance and exits to mitigate to the greatest extent large gatherings.

#### 2020-2021 Temporary Exclusions

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

- School Visitors
- Open Houses
- Assemblies

- Field Trips
- Any other activities determined by Dr. Robert Ketterer Charter School Administration that may pose a potential threat to the health and safety of students and staff

#### Communication Tools and Strategies

Zoom  
Skype  
Google Classroom  
Phone  
E-mail  
District Website  
Letters

#### Available Services

- Truancy Elimination Planning
- Guidance Counseling
- Post-secondary enrollment support
- Special Education
- Westmoreland Intermediate Services – speech, etc.
- County collaboration – JPO, Justice Works, WCSI, etc.
- Mental Health Referral
- Social-Emotional Support
- School-Based Therapy
- ESL services
- Assistance with food/clothing needs
- Tutoring
- Any other service necessary to reduce barriers to education

#### Access (Devices, Platforms, Handouts)

Dr. Robert Ketterer Charter School will utilize the G-Suite platform of productivity and collaboration tools. Chromebook, laptops and Internet access will be provided as needed. Other tools that may be utilized are Skype, Zoom, Group Cast, and email.

#### Staff General Expectations

- All staff are expected to work their contractual hours
- provide synchronous and asynchronous instruction to all learners
- promote and model good hygiene practices (handwashing, disinfecting, etc.)
- promote social distancing
- record and save each class for students learning remotely
- conduct office hours daily for students needing help/assistance
- Special Education Coordinators, School-based Therapist and Caseworker are expected to check in with students, provide therapy, counseling and related services as needed/warranted in their IEPs and 504 plans.
- Teachers are expected to make reasonable accommodations in educational material for students with IEPs and 504 plans.
- Special Education Coordinators are expected to document interactions and adaptations/modifications for students with IEP's and 504 plans.
- all staff trained in Google Classroom and utilize daily
- regular communication and collaboration with team members
- participation in team meetings
- adhere to all COVID-19 organizational policies and procedures

#### Attendance / Accountability

Dr. Robert Ketterer Charter School personnel will take daily attendance and report absent students 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. Truancy elimination plans will be developed for any student who does not demonstrate satisfactory regular attendance.

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

Dr. Robert Ketterer Charter School 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 Supervisor of Special Education in order to schedule a meeting to discuss these needs and possible accommodations.

#### Dr. Robert Ketterer Charter School Administration Team

Eric Guldin – Chief Executive Officer

Brooke Pierce – Principal/ Supervisor of Curriculum and Instruction

Nicole Myers – Assistant Principal/Supervisor of Special Education

Tara Achtziger – Assistant Principal/Supervisor of Federal Programs

#### EL Supports

-ELL teacher will be responsible for supporting ELL students and providing assistance to content teachers to ensure needs are being met

#### Building/Grade Level Contacts

-Provide sheet with all contacts (see attached)

#### Resource Links

<https://www.health.pa.gov/topics/disease/coronavirus/Pages/Coronavirus.aspx>

<https://www.cdc.gov/coronavirus/2019-ncov/>

<https://www.youtube.com/watch?v=d914EnpU4Fo&feature=youtu.be>

<https://www.health.pa.gov/topics/Documents/Diseases%20and%20Conditions/Coronavirus.pdf>