Remote Learning Plan

District Name:	Mahoning County Career and Technical Center
District Address:	7300 N. Palmyra Rd. Canfield, Ohio 44406
District Contact:	John Zehentbauer, Superintendent
District IRN:	051243

The goal of remote learning is to ensure learning continues even though school buildings are closed. Remote learning engages students through a variety of learning opportunities, which can be delivered online and/or offline. Remote learning does not just mean online learning. Technology certainly is a supportive tool for remote learning, but powerful remote learning can occur through thoughtful offline lessons that encourage students to explore the natural world and engage in interdisciplinary and artistic hands-on learning.

HB 164 (June 2020) indicates that *"Each qualifying public school governing body may adopt a plan to provide instruction using a remote learning model for the 2020-2021 school year. An adopted plan shall not be subject to approval by the Department. Each plan shall include all of the following: (1) A description of how student instructional needs will be determined and documented; (2) The method to be used for determining competency, granting credit, and promoting students to a higher grade level; (3) The school's attendance requirements, including how the school will document participation in learning opportunities; (4) A statement describing how student progress will be monitored; (5) A description as to how equitable access to quality instruction will be ensured; (6) A description of the professional development activities that will be offered to teachers...The Department shall make each plan it receives under division (B) of Section 16 publicly available on its website."*

The deadline for qualifying public schools to submit their adopted Remote Learning Plans to the Ohio Department of Education has been extended to August 21, 2020 to allow school leaders sufficient time to develop their plans. Adopted Remote Learning Plans should be submitted electronically to remotelearning@education.ohio.gov.

NOTE: As the school year proceeds and circumstances evolve, school districts are able to amend their respective remote learning plans to address changing needs. District superintendents are able to make amendments to the remote learning plan on behalf of the school district without additional local school board approval. Amended plans, however, must be resubmitted to ODE by email at remotelearning@education.ohio.gov. The Department will make all plans publicly available at www.education.ohio.gov.

For more details, the Ohio Department of Education has prepared informational resources outlining the features and differences between blended learning declarations and remote learning plans on the Remote Education Planning website. Additionally, important information about attendance policies intended to assist schools that chose to adopt remote learning plans for the 2020-2021 school year is available on the Attendance Considerations for Remote Learning Plans website. Districts are encouraged to refer to this important information when planning attendance policies for remote learning.

Remote Learning Plan

Consider how instruction will take place? (check <u>all</u> that apply)

- ✔ Teacher-student interaction through online learning platforms
- ✔ Online lessons for student to work on at home
- ✔ Offline lessons and instructional packets for students

SECTION ONE	INSTRUCTIONAL NEEDS
Resource Link(s):	Determination of Student Educational Needs Remote - Blended Instructional Delivery Resources Exceptional and At-Risk Youth
Determining Instructional Needs	How will **instructional needs** be **determined**? • Instructional Sequencing • Aligned Instruction to Learning Standards • Gap Analysis for ELA, Math, Science, and Social Studies • Created a plan for IEP and students with disabilities • Created a plan for students identified as gifted served with a Written Education Plan (WEP)

Determining Instructional Needs:

Students will be given a competency/standards-based pre-assessment. Instructors will spend the first three weeks getting to know new students, and their strengths/weaknesses/interests. Additionally, prior trend data will be examined. Teachers have common planning, which is time designated to examining data and planning instructional practices. Additionally, this time will be used to gauge proficiency in utilizing online learning management platforms, and instruction towards this skill set will be driven based on data. Students will set individual goals with the instructor, using the standards/competencies as the targets. When applicable, IEP's, 504's, and other forms of documentation will be integrated into lesson design at the individual level. Each student has an individualized learning plan from the start of school to graduation.

Remote Learning Plan

Documenting Instructional Needs	How will **instructional needs** be **documented**? ✔ Clear instructional plans have been created ✔ Clear instructional plans have been communicated with staff, parents, and other stakeholders ✔ Each student has an individualized learning plan
Documenting Instructional Needs: Instructional needs will be documented through the students' individualized learning plans. The needs of each student will be incorporated into each lesson, and tailored to student interests and career pathways. Each student has a student success plan, and all instructors are expected to be familiar with each student's needs	

SECTION TWO	DETERMINE COMPETENCY, GRANTING CREDIT, & PROMOTING STUDENTS TO A HIGHER GRADE LEVEL
Resource Link(s):	District & Building Level Educational Considerations & Planning Teacher Level Educational Considerations and Planning Non-Building Based Learning Opportunities
Determine Competency	What method(s) will be used to **determine competency** for remote learning? Possible/Optional item(s) to consider: ✔ Developed and communicated a plan for determining competency (grading and assessments)
Determining Competency: The instructor will utilize the competency/standards-driven pre-assessment to determine baseline knowledge, and measure growth compared to the benchmark throughout the term. Staff will use the testing blueprints to mirror the assessment questions. Students will be assessed formatively and summatively throughout the year.	
Granting Credit	What method(s) will be used for **granting credit** for remote learning? Possible/Optional item(s) to consider: ✔ Developed and communicated a plan for granting credit (grading and assessments)
Granting Credit: Students will be required to log in during scheduled times (see attached restart	

Remote Learning Plan

plan). Daily attendance will be taken, as well as period attendance on remote days.Students will have to earn all credits required by the state. For CTE, students who pass all programs in year 1 will advance to the second level for courses 3 & 4.	
Promoting Students	What method(s) will be used for **promoting students to a higher grade level** with remote learning? Possible/Optional item(s) to consider: ✔Developed and communicated a plan for promoting students to higher grade level (grading and assessments)
Promoting Students to a Higher Grade Level: Students who pass courses will be promoted to the next grade, Students who earn credits during senior year will be eligible for graduation. All students have a student success plan tracking credits towards graduation, EOC results, and credentials & Seals earned.	

SECTION THREE	ATTENDANCE AND PARTICIPATION
Resource Link(s):	Communications Planning Attendance Considerations for Remote Learning Plans ODE Website (Districts are encouraged to refer to this important information when planning attendance policies for remote learning.)
Attendance Requirements	What are your school district's **attendance requirements** for remote learning? Possible/Optional item(s) to consider: ✔ Created a communication and attendance plan for staff and students
Attendance Requirements: Teachers will follow the fixed daily schedule (see attached) and will be required to take daily attendance (homeroom attendance). They will be required to take attendance during every	

Remote Learning Plan

scheduled period. The teacher handbook outlines procedures for staff to intervene attendance issues. If a student misses a period, it is considered unexcused unless a doctor's note is provided. Staff will use with admin and counselors through common planning meetings.	
Participation Requirements	How will your school district document **student participation** in remote learning opportunities? Possible/Optional item(s) to consider: ✔ Created a plan for documenting student participation in remote learning ✔ Communicated the plan with families and other stakeholders
Student Participation Requirements: Student participation will be tracked through Google Classroom, and entered as participation through Progressbook/Parent Assist. All information is communicated to parents through the restart website, www.mahoningctc.com/restart	

SECTION FOUR	PROGRESS MONITORING
Resource Link(s):	Exceptional and At-Risk Youth
Progress Monitoring	How will your school district **progress monitor** student progress with remote learning? Possible/Optional item(s) to consider: ✔ Developed a Plan to monitor student progress with remote learning
Monitoring Student Progress: Every single student has a student success plan, which closely tracks progress made towards: Credits Towards Graduation Industry Credentials Earned Progress Towards Seals EOC Results Program-Specific Exams The Coordinator meets with administrators, who carry student-specific conversations to the common plan meetings. Progress reporting will be consistent through google classroom and	

Remote Learning Plan

Progressbook/Parent Assist. Teachers are required to document parent phone calls and communicate progress. We have a staff member designated to tracking online learning progress, and intersects students as needed.

SECTION FIVE	EQUITABLE ACCESS
Resource Link(s):	Technology Needs Data Use: Gathering Stakeholder Input
Equitable Access	What is your school district's plan to ensure **equitable access** to quality instruction through remote learning? Possible/Optional item(s) to consider: ✔ Parent/Student surveys have been reviewed ✔ Technology Plan has been created to ensure equitable access

Equitable Access to Quality Instruction:
Parents were involved in planning for online instruction and delivery (see attached survey results in the restart plan). Our District Technology Supervisor is working with our consortium to apply for money designated to offer broadband capabilities. Additionally, every student receives a chrombook for use.

SECTION SIX	PROFESSIONAL LEARNING
Resource Link(s):	Professional Learning Needs
Professional Learning	What **professional development** activities will be offered to your school district's teachers to ensure remote learning is successful? Possible/Optional item(s) to consider: ✔ Created and communicated a Professional Learning plan that includes professional development to help teachers enhance remote learning.

Professional Learning/Development: Instructors were surveyed at the end of spring 2020 to see what their needs are in terms of offering remote instruction. All professional staff activities are planned based on these results. We added more structure to the remote instruction so teachers have more concrete time for engagement. Professional development will take at the beginning of the year, and

Remote Learning Plan

will be differentiated based on need. Additionally, all teachers have the same planning period, allowing for target professional development.

Mahoning County Career and Technical Center

&

Valley STEM

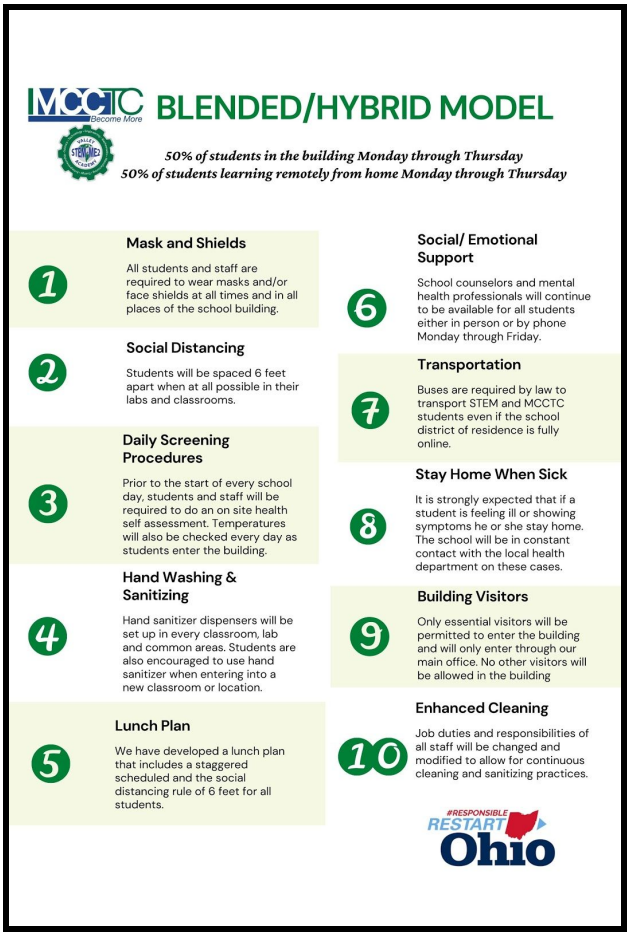
Reopening Plan - August 2020

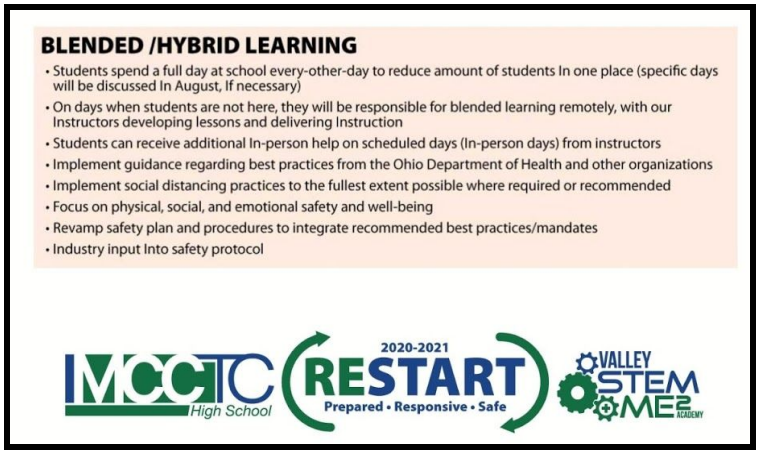
TABLE OF CONTENTS

Introduction from the Superintendent	……..	**3**
Engaging Stakeholders	……..	**4**
Family Survey Results	……..	**5-6**
A Day in the Life of a Student	……..	**7**
Parking Information	……..	**8**
Entering and Exiting the Building	……..	**9**
Blended Schedule Information-Specific	……..	**10-12**
STEM Schedule	……..	**13**
Remote & Traditional Learning Information/Schedule	……..	**14**
Behavioral Expectations	……..	**16**
Lunches; Drinking Fountains	……..	**16**
Mitigating Spread, Symptoms	……..	**17**
Face Coverings	……..	**17**
Enhanced Sanitation and Cleaning Practices	……..	**18-19**
Lockers, Online Forms, Clubs, Field Trips, Visitors	……..	**20**
Class Seating/Arrangement	……..	**20**
School Calendar	……..	**21**
Signage	……..	**22**
Social/Emotional Support, Role of Families, IEP/504, Resources, CDC Screening Checklist	……..	**23-25**

INTRODUCTION~ From the Superintendent, John Zehentbauer

In spring and summer 2020, MCCTC & VALLEY STEM administration worked with students, staff, parents, and other stakeholders. This was in response to the remote learning environment that took place in the spring, and to prepare for a safe return in August. Based on the many sources of data, the MCCTC & Valley STEM have decided to start the year in the **Blended/Hybrid** format. This decision was made after considering many sources of data, including numerous focus groups with stakeholders, multiple surveys to different audiences, and COVID-related statistical trends. It is the determination by the administration at MCCTC & Valley STEM that this is the **safest** model for our school due to the nature and style of educational practices, and layout of the facilities. We are a school focused on workforce development, and our approach will be to prepare students with real-world skills while implementing recommended best practices to keep students and staff healthy. To allow for families to properly plan, we are committing this educational delivery to the first nine weeks, and will then reevaluate. *Please note: Only if the Governor mandates closing of school would we move towards remote learning for the period of time he indicates, or if the Superintendent deems it necessary.* This booklet contains a great deal of information and resources to help prepare our students and families to start the year. All of this information can be found at https://mahoningctc.com/restart/.





ENGAGING STAKEHOLDERS

Arriving at the decision to start the school year blended was not an easy one. Many sources of data, both quantitative and qualitative, were examined in order to make this determination:

- *Two parent/family surveys (in June and July). Results suggested that a decision to offer blended would not discourage students to attend. Results shifted from the first survey as environmental conditions changed.*
- *Teacher and student surveys*
- *Multiple Restart Focus Groups: We met with groups such as teachers, parents, health industry professionals, public safety forces, the MCESC, home district partners, and other MCCTC staff to engage them in the process and discuss questions and concerns.*
- *We are consistently monitoring COVID-related statistical trends and industry-driven recommended best practices to influence our decisions.*

For questions related to the process, contact John Zehentbauer, Superintendent at john.zehentbauer@mahoningctc.com, or Mara Banfield, Director, at mara.banfield@mahoningctc.com.

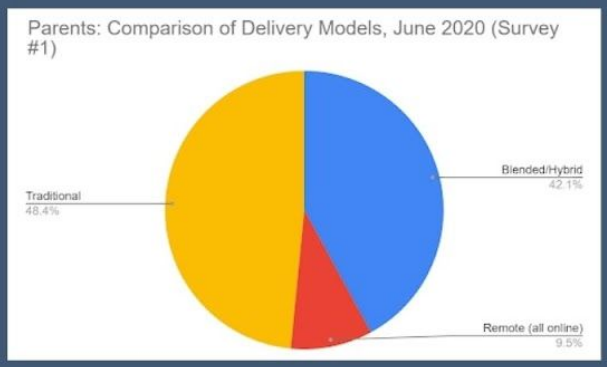
Students and Staff- May 2020 Surveys

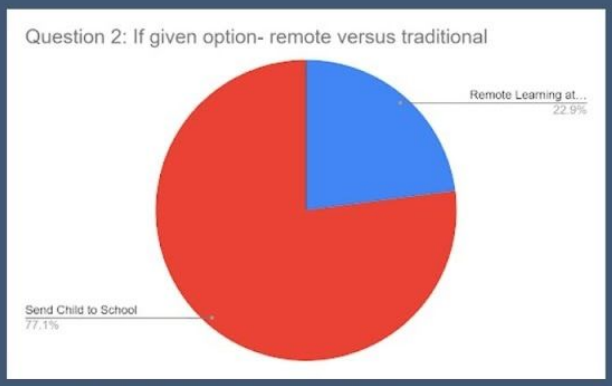
In May 2020, students and staff were surveyed to see how they feel about remote learning compared to attending school daily. Overall, most students indicated they miss their peers and their teachers. Likewise, teachers indicated they miss their students and their colleagues. Other feedback from the surveys included a need for additional training in blended/remote learning resources, and more structure during online days. These adjustments will be made for the upcoming year.

PARENT/FAMILY SURVEY 1: JUNE 2020

QUESTION 1

If there is no change to the conditions regarding the COVID-19 pandemic this fall (2020-2021 academic year), what educational mode would you prefer (*chart to the right*)?



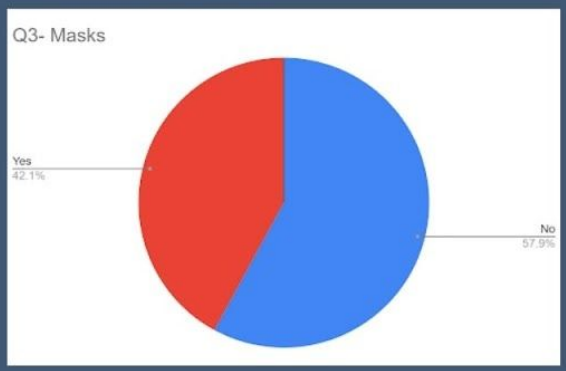


QUESTION 2

If you had the option to send your child to school or continue with remote learning, what would you choose (*chart to left*)?

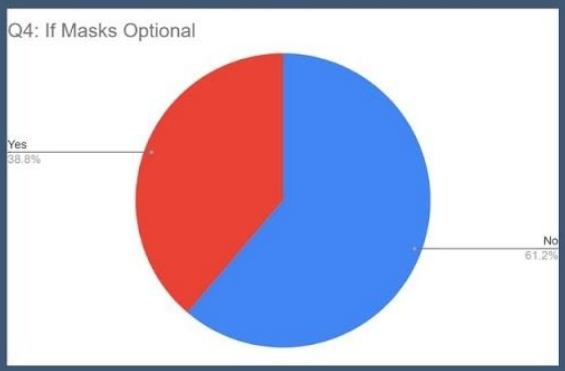
QUESTION 3

Do you prefer the school require masks (*chart below*)?
**Note: this was asked prior to statewide mask mandate*



QUESTION 4

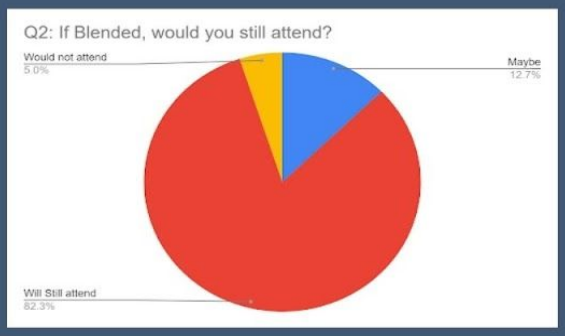
If masks were optional, would you require your child to wear a mask (*chart below*)?
**Note: this was asked prior to statewide mask mandate*



PARENT/FAMILY SURVEY 2: JULY 20, 2020

QUESTION 1

If there is no change to the current conditions regarding the COVID-19 pandemic this fall (2020-2021 academic year), what educational mode would you prefer (*chart to the right*)?

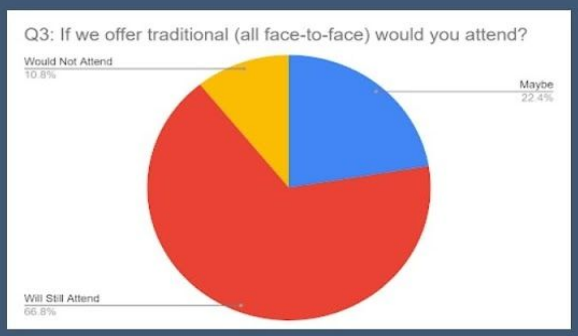


QUESTION 2

Based on your response to question 1 if we offer blended/hybrid, would this affect your decision to come to school here *(chart to the left)*?

QUESTION 3

If we decided to start school 100% traditional (all students here every day) would this affect your decision to come to school here? (*chart below*)?



QUESTION 4

MCCTC will require masks. Will this affect your decision to attend school here (*chart below*)?

**Note: this was asked prior to statewide mask mandate*

What Does A Day in the Life of a Student Look Like?

Prior to Leaving the House

Please make sure to take your child's temperature prior to departure in the morning, and check for symptoms. Please keep them home if they are sick (see p. 17 for symptoms); we will ensure they receive all make-up work.

Bus

Face coverings are required on buses. MCCTC & Valley STEM support home district bus policies and procedures. For questions related to transportation specific to the district of residence, contact the appropriate contact person below. *Bus entry into the building will be located at door 1.* The MCCTC/STEM contact for transportation is Ralph Sandy, Principal~ ralph.sandy@mahoningctc.com.

Home District Contact Information~Transportation

Austintown	330-727-1254
Boardman	330-726-3408
Campbell	330-799-8565
Canfield	330-533-3832
Jackson-Milton	330-720-3701
Lowellville	330-536-6318
Poland	330-757-7022
Sebring	330-938-6165
South Range	330-549-4086
Springfield	330-542-2630
Struthers	330-750-1056
West Branch	330-938-6246
Western Reserve	330-233-0831

Parking- Student Driver/Parent Drop off Locations

Students who drive will have specific doors through which to enter. If a passenger is riding with a driver that is assigned to a door different from the passenger's lab, they will be permitted to enter the same door as the driver. The doors are labeled and there will be people to guide you at the beginning of the year. Parent Drop Off must occur per the chart below (*if multiple students choose a single point of entry*). ***Student drivers will be required to park in the lots below:***

CT Labs	Student Parking Area (Entry Door)	Bus Riders and Parent Drop off Entrance
Animal Science	Greenhouse Lot (**Door 4**)	Door 4
Auto Tech	Auto Collison (**Door 65)**	Door 1 &2
Auto Collision/Design	Auto Collison (**Door 65)**	Door 1 &2
Aviation	Bistro Back Lot (**Doors 36 or 50**)	Door 1 &2
Biomed	Student Lot (**Door 77**)	Door 1 &2
Building Construction	Bistro Back Lot (**Doors 36 or 50**)	Door 1 &2
Child Care	Student Lot (**Door 77**)	Door 1 &2
Cosmetology	Student Lot (**Door 77**)	Door 1 &2
Creative Arts	Bistro Back Lot (**Doors 36 or 50**)	Door 1 &2
Culinary Arts	Bistro Back Lot (**Doors 36 or 50**)	Door 4
Cyber-Security	Student Lot (**Door 77**)	Door 4
DDP	Student Lot (**Door 77**)	Door 1 &2
Engineering	Greenhouse Lot (**Door 4**)	Door 4
Electricity	Auto Collison (**Door 65)**	Door 1 &2
Exercise Science	Bistro Back Lot (**Doors 36 or 50**)	Door 1 &2
Fire/EMT	Student Lot (**Door 77**)	Door 1 &2
Health Science	Greenhouse Lot (**Door 4**)	Door 4
Manufacturing Technology	Bistro Back Lot (**Doors 36 or 50**)	Door 1 &2
Natural Resources	Greenhouse Lot (**Door 4**)	Door 4
Public Safety	Bistro Back Lot (**Doors 36 or 50**)	Door 1 &2
Software Engineering	Student Lot (**Door 77**)	Door 4
Diesel Power Tech	Auto Collison (**Door 65)**	Door 1 &2
Welding	Bistro Back Lot (**Doors 36 or 50**)	Door 1 &2
STEM	Greenhouse Lot (**Door 4**)	Door 4

Entering the Building

Students must have masks to enter the building. They will enter through the assigned door, and will report immediately to lab/period 1. If they want breakfast, they will report to the vending location outside room A-09 or the cafeteria. From there they will report immediately to lab/period 1. Please plan ahead! *Drivers/parent drop offs will not be permitted to get breakfast late* in order to reduce hallway traffic and congestion and sanitize the cafeteria.

Entering 1st Period Class/Lab

Students will be required to have their temperature checked by a staff member prior to entering the room. They will utilize the hand sanitizing station as they enter the room. They will then sit in their designated seats/stations and await further direction from the instructor. Each desk and work station will be sanitized prior to student arrival. Students will be required to wipe down desks after each class, or when they leave the room. Each lab will have specific safety protocols. Hallpasses will be printed for each instructor and disposed of by the student after use. Traffic hallway will be at a minimum.

Lunches

Lunches will look very different this year, and will be staggered to avoid traffic and congestion. CTC students will purchase breakfast and lunch and eat in their CT labs, STEM students will eat both meals in the cafeteria. Vending machines and a cashless system will be implemented. All students will be socially distanced. More information will come on the student's first day.

Hallway Traffic

This will be kept at a minimum. The class schedule has been created to avoid class changes and large crowds. In STEM, arrows will indicate traffic patterns in the hallways for class changes. On the CTC side, labs will not change classes. CTC Students must remain in lab at all times with their cohort.

Dismissal

Students will be dismissed to their assigned locations (see above for parking/student drop off). Students will leave the same door as they entered. Students will dismiss in an orderly manner, and staff will be in the hallways to ensure social distancing. Masks must remain on until students leave the building, or get dropped off by the bus.

Blended Schedule/Times

Grades 11 and 12 will have CTC Lab on alternating days. Grades 9 and 10 STEM will attend every-other-day based on the alphabet. ****STEM students**: *if you have an older sibling that you need to attend school with on the same days, contact the STEM office.*

Grades 11 and 12 (MCCTC)

MCCTC	Monday	Tuesday	Wednesday	Thursday	Friday
Grade 11	**Face-To-Face- All day Lab**	Remote Learning Academics Courses	**Face-To-Face- All day Lab**	Remote Learning Academics Courses	Remote Learning/ Extra Help
Grade 12	Remote Learning Academics Courses	**Face-To-Face- All day Lab**	Remote Learning Academics Courses	**Face-To-Face - All day Lab**	Remote Learning/ Extra Help

Grades 9 and 10 (Valley STEM)

Valley STEM ME2	Monday	Tuesday	Wednesday	Thursday	Friday
Last Names **A-K**	**Face-to-face Instruction (regular schedule)**	Remote Learning	**Face-to-face Instruction (regular schedule)**	Remote Learning	Remote Learning/ Extra Help
Last Names **L-Z**	Remote Learning	**Face-to-face Instruction (regular schedule)**	Remote Learning	**Face-to-face Instruction (regular schedule)**	Remote Learning/ Extra Help

MCCTC High School 2020-2021 RESTART Prepared • Responsive • Safe VALLEY STEM ME2 ACADEMY

Specific Schedule Times (Blended)- 11th & 12th Grades, MCCTC

**All schedules will be explained for new students during orientation, as well as on the first day of school. Labs will be all day twice a week, since we are a workforce development school.*

BLENDED MASTER SCHEDULE (ACADEMICS)-MCCTC	
Alternates M/W - T/Th and every other Friday	
7:55 - 9:19~ 84 min	Academic teachers are providing intervention and support within CT Labs
9:23 - 10:06~42 min	Block A - Online Academics
10:10 - 10:52~42 min	Block B - Online Academics
LUNCH (Academic) 10:56 - 11:26 ~30 min LUNCH (CT) 10:05-12:05 During assigned times	Academic teacher's lunch
11:30 - 12:12~42 min	Block C - Online Academics
12:16 - 12:58~42 min	Block D - Online Academics
1:02 - 2:08~66 min	Block E - Extra Help & Project Based Learning
2:08 - 2:50~42 min	Building Planning Period

BLENDED MASTER SCHEDULE (MCCTC)	
Alternates M/W and T/Th	
7:55 - 2:20	CT Lab
LUNCH (CT) 10:05-12:05 During assigned times	CT Lunch - Parapros will cover lunch with students when CT teachers take their lunch
2:08 - 2:50 ~ 42 min	Building Planning Period

BLENDED MASTER SCHEDULE (CT)	
Alternates Friday	
7:55 - 9:19 ~ 84 min	BUILDING-WIDE INTERVENTION
9:23 - 10:52 ~86 min	CT INSTRUCTION (online)
LUNCH 10:56 - 11:26 ~30 min	Teacher's lunch
11:30 - 12:12 ~42 min	CT INSTRUCTION (online)
12:16 - 12:58 ~42 min	OMJ
1:02 - 2:08 ~66 min	Extra Help & Project Based Learning
2:08 - 2:50 ~42 min	Building Planning Period

FRIDAY ROTATION (CT)		
Fridays will alternate per schedules above		
FRIDAY DATE	**Junior**	***Seniors***
8-28	No Class Meetings	
9-11	**Academic**	***Lab***
9-18	**Lab**	***Academic***
9-25	**Academic**	***Lab***
10-2	**Lab**	***Academic***
10-16	**Academic**	***Lab***
10-23	**Lab**	***Academic***

STEM Schedule ~Blended/Hybrid

STEM will have the typical 9-period day with lunch. Lab periods are a double-block class, and take place daily. The modification to the blended schedule means that approximately half of the student population is here on their assigned day, going through their normal schedule. The student population in each class will be much smaller, allowing students to socially distance. They will also have a smaller teacher-to-student ratio on days they are here to get extra assistance. The model is a "flipped model", where most activities will be done in the classes, while front-loading material will occur during the at-home days.

How long will we be blended?

We will evaluate the conditions every nine-weeks to determine the educational delivery model. Additionally, we monitor conditions daily to ensure our students and staff are safe. We do not want to disrupt families by consistently changing, and wanted to provide plenty of notice for planning purposes. In an ideal scenario, we will eventually return to school full time at full capacity, but we will carefully analyze multiple sources of data and monitor COVID-related statistical trends prior to making decisions. Only if we are mandated to close, or the Superintendent deems the local conditions unsafe, would we move to the 100% virtual model. The models vary in the educational delivery:

SCENARIO 1: RETURN FULLY TO FACE-TO-FACE INSTRUCTION *(IDEAL)*

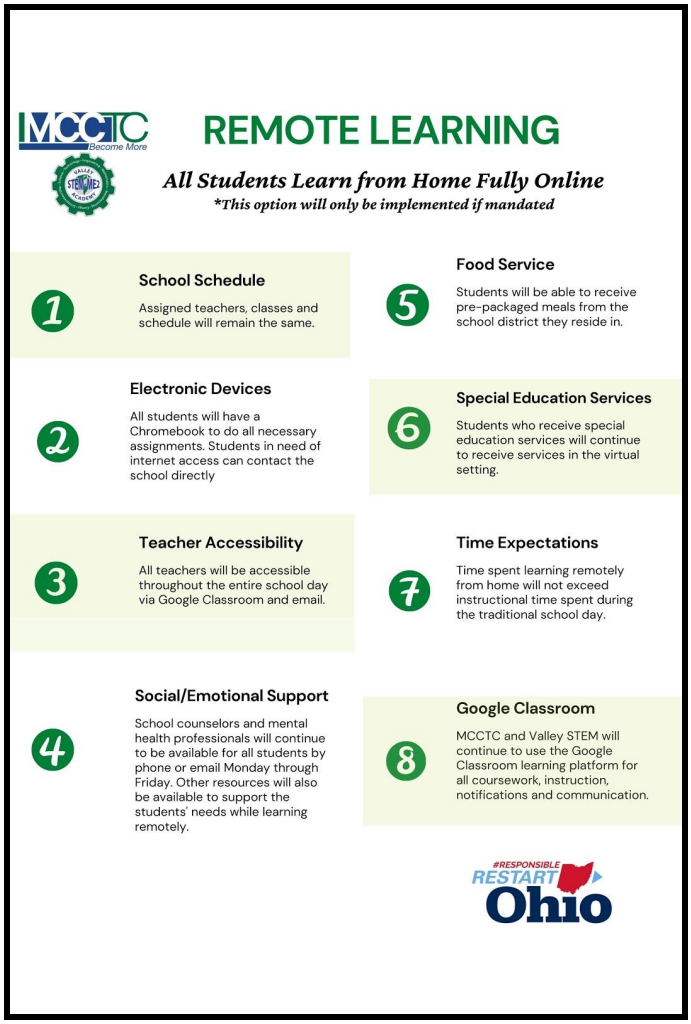
- Students return in-person using guidance regarding best practices from the Ohio Department of Health and other organizations
- Implement social distancing practices to the fullest extent possible where required or recommended
- Focus on physical, social, and emotional safety and well-being
- Revamp safety plan and procedures to integrate recommended best practices/mandates
- Industry input into safety protocol

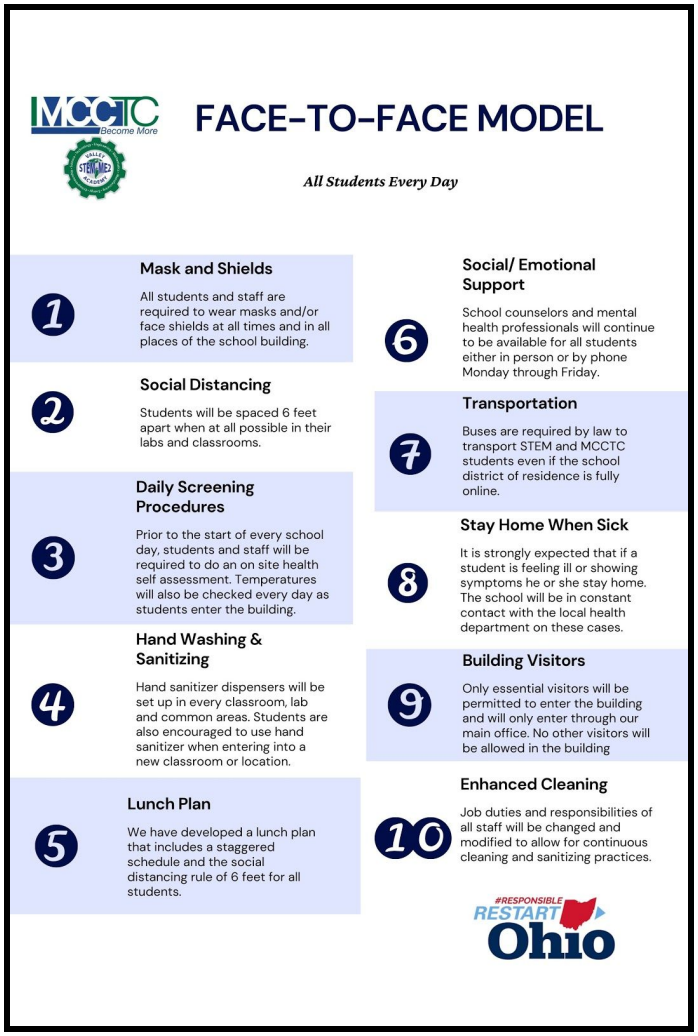
SCENARIO 2: BLENDED/HYBRID LEARNING

- Students spend a full day at school every-other-day to reduce amount of students in one place (specific days will be discussed in August, if necessary)
- On days when students are not here, they will be responsible for blended learning remotely, with our instructors developing lessons and delivering instruction
- Students can receive additional in-person help on scheduled days (in-person days) from instructors
- Implement guidance regarding best practices from the Ohio Department of Health and other organizations
- Implement social distancing practices to the fullest extent possible where required or recommended
- Focus on physical, social, and emotional safety and well-being
- Revamp safety plan and procedures to integrate recommended best practices/mandates
- Industry input into safety protocol

SCENARIO 3: REMOTE LEARNING/FULLY ONLINE

- Students participate in remote learning from home, designed and delivered by our instructors
- A specific, consistent schedule will be followed with class start and end times
- Consistent group lessons as well as individual assistance provided by our instructors
- Focus on physical, social, and emotional safety and well-being
- *This option will only be implemented if mandated





Traditional (Face-To-Face) Schedule (<u>if</u> we move to this):

The schedule would look similar to the blended version, except every class is in-person, 5 days a week. If we move to this model, students will be introduced to this at school and in person.

Remote Learning Schedule (if we move to this):

Career Center:

ACADEMICS (Seniors M/W; Juniors T/Th)			CT LABS (Juniors M/W; Seniors T/Th)	
7:55 - 9:19~84 min	BUILDING-WIDE INTERVENTION		7:55 - 9:1 ~ 84 min	BUILDING-WIDE INTERVENTION
9:23 - 10:06~42 min	Block A - Online Academics		9:23 - 10:52 ~86 min	CT INSTRUCTION
10:10 - 10:52~42 min	Block B - Online Academics			
LUNCH 10:56 - 11:26 30 min	Teacher's lunch		LUNCH 10:56 - 11:26 30 min	Teacher's lunch
11:30 - 12:12~42 min	Block C - Online Academics		11:30 - 12:12 ~42 min	CT INSTRUCTION
12:16 - 12:58~42 min	Block D - Online Academics		12:16 - 12:58 ~42 min	OMJ
1:02 - 2:08~66 min	Block E - Extra Help & Project Based Learning		1:02 - 2:08 ~66 min	Extra Help & Project Based Learning
2:08 - 2:50~42 min	Academy Common Planning		2:08 - 2:50 ~42 min	Academy Common Planning

STEM: Would follow the same schedule except online.

Behavioral and Academic Expectations

All students will be expected to comply with the rules set forth in the student handbook, which is posted online. Teachers will thoroughly explain procedures and protocol regarding school functions. Students will be expected to fully participate on blended days, and will have the opportunity to seek extra help from teachers in-person while in the building. Violations of safety protocol, including those related to COVID and other communicable diseases, are taken very seriously.

Lunches

MCCTC and Valley STEM will still provide our students with their nutritional needs although the process will look a little different this year. Students will be assigned a specific lunch time. CTC students will purchase breakfast and lunch and eat in their CT labs, STEM students will eat both meals in the cafeteria. All students will be socially distanced.

Due to COVID-19 we are moving to a cashless system for the 2020-2021 school year. Students and parents can load money on their students' accounts via the "**Pay School Central**" link on our website. (A tutorial video will also be available on the website in the near future). Students on free and reduced lunch can just swipe their student ID's at the register or vending machine options. In addition, our new snack, breakfast and lunch vending machines will take loaded student IDs, credit/debit cards and cash.

Due to the blended/hybrid schedule, students on free and reduced lunches will be provided the next school day(s) lunch(es) on their last day of attendance that week.

Career and Technical Students (grades 11 and 12) will eat in their labs, and have staggered assignments for when they are permitted to go to the cafeteria to get their lunches. This schedule will be provided on the first day of school (in-person). STEM students (grades 9 and 10) will have an assigned lunch period, and will be in a group small enough during staggered times to allow students to sit a minimum 6 feet apart.

Drinking Fountains

Drinking fountains will not be operational; however, students will be permitted to refill water bottles at the refilling locations. These stations will be clearly marked with instructions and stocked with hand sanitizer.

Clear signage for proper water filling station usage

Mitigating Spread

MCCTC & Valley STEM continue to monitor the spread of COVID-19. With more than 1,000 students and employees, we all play an important role in minimizing the risk and impact to each other and our operations. The health and safety of students and staff is our top priority. As a result, we will implement a variety of measures to keep everyone as safe as possible.

Face Coverings

All staff/adults are required to wear a face covering. All students are expected to wear face coverings. Families must provide the student with his/her own face covering on a daily basis. Additionally, industry-specific Personal Protective Equipment (PPE) may be required. Properly worn face masks and approved (covering the nose and mouth) will be expected **at all times, and strictly enforced**, including the following:

- On the buses
- Entering and exiting school buildings
- In the health clinic
- Anytime a student is in the hallway
- In the restrooms

Students

*Prior to the start of the school year, families will complete a waiver indicating they will **NOT** send their child(ren) to school throughout the year, if they exhibit the following symptoms:*

~Temperature of **100.4 or greater** to be taken prior to leaving home

~Shortness of breath or difficulty breathing

~Repeated shaking with chills

~Sore Throat

~New loss of taste or smell

~Cough

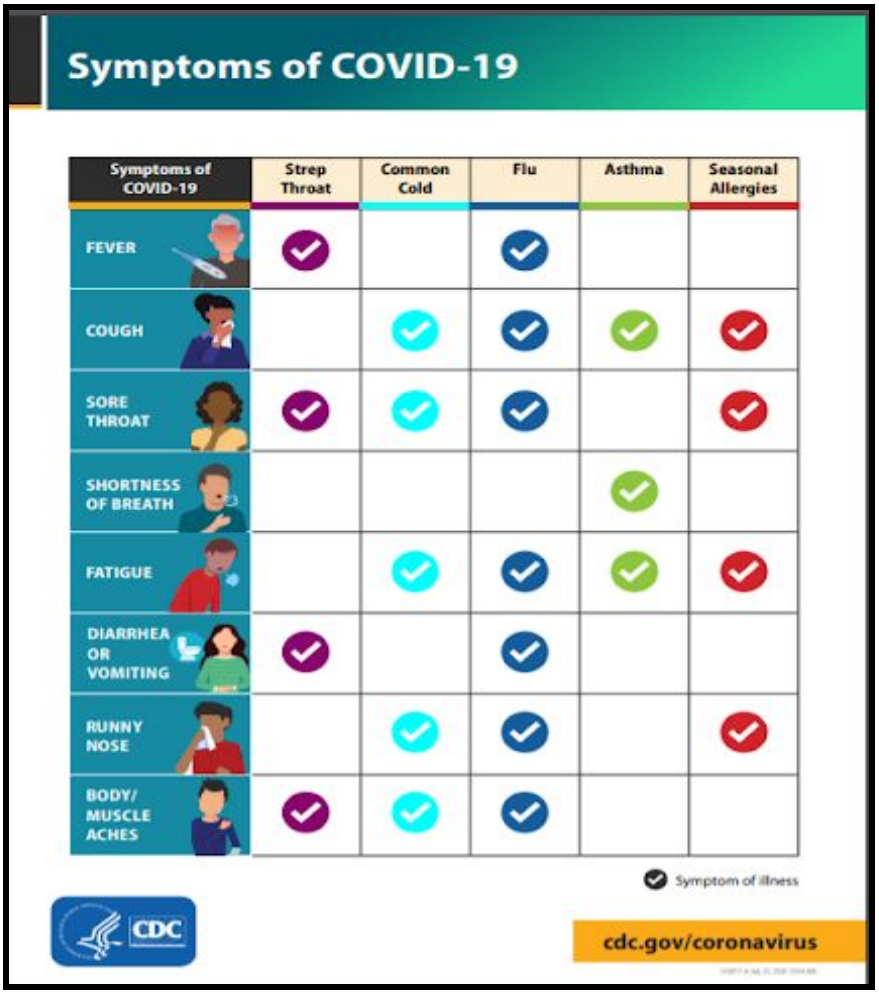
~Rash

~Nausea

~Diarrhea

~Muscle Pain

~Congestion or Runny Nose



Staff

Staff will participate in a screening process prior to coming to work, assessing whether they should stay home from work.

COVID Response Protocols

Plans and procedures have been developed in collaboration with the Mahoning County Health Department, Ohio Department of Health and the Ohio Department of Education. These guidelines are fluid and are likely to change as we receive more information and work our way through the school year. Please be patient and flexible, as we are monitoring this daily.

Exhibiting COVID Symptoms

- If a student or staff member presents with symptoms consistent with COVID-19, the individual will be sent home and presumed to have COVID until such time as a healthcare provider determines the illness is caused by something else and provides a note.

- Without a healthcare provider's note, the individual would need to stay home for 14 calendar days and be fever-free for 72 hours without the use of fever-reducing medication.
- If a student has symptoms they will be sent to a room designated for this purpose, and monitored by a medical professional. ***The room will be equipped with portable UV lighting that is designed to assist in the sanitation process as needed throughout the building.***

Contact Tracing

- MCCTC & Valley STEM will immediately contact the Mahoning County Board of Health upon learning of a positive COVID case among the student body or staff. The Ohio Department of Health will lead contact tracing and case investigation in consultation with the Mahoning County Board of Health.

School/Building Closure

- Decisions on whether part of a school or an entire school will need to close will be made in consultation with the Mahoning County Health Department as part of the contact tracing and case investigation. These decisions will depend on how the students were grouped and movements of the ill individual. We will follow the direction of the Health Department.

Enhanced Cleaning

MCCTC & Valley STEM will continue to utilize enhanced cleaning and disinfecting procedures in all buildings. We have completely revamped our procedures to allow for proactive sanitation prior to school, throughout the day, and overnight. Custodial crews will focus on high traffic common areas throughout the school day where bacteria and viruses are most likely to be transmitted, which include but are not limited to:

- Desks, Chairs, Tables
- Door handles and push plates
- Stair Rails
- Water Bottle Refilling Stations
- Lockers

- Restrooms
- Office Equipment
- Electrostatic disinfectants for intense after-hours cleaning of hallways & classrooms will be used in buildings as needed.

Additionally, students and staff will work hard to limit any sharing of tools/supplies. Staff will disinfect throughout the day and during the overnight hours. Staff will be on-hand before and after school, as well as during lab, to follow this example procedure (may vary depending on lab):

A.M (7:15am):

- Wipe down all table surfaces
- Wipe down all keyboards/mice/computer table surfaces (do not spray technology directly)
- Wipe all door handles
- Wipe all drawer handles on cabinets
- Wipe down handles on cubby doors/storage areas
- Sink, faucet handles, countertop all get wiped down

P.M (2:20 pm):

- Wipe down all table surfaces
- Wipe down all keyboards/mice/computer table surfaces (do not spray technology directly)
- Wipe all door handles
- Wipe all drawer handles on cabinets
- Wipe down handles on cubby doors/storage areas
- Sink, faucet handles, countertop all get wiped down

Example (to the right) ~ Lab Specific Safety Protocol: Allied Health and Pre-Nursing (all labs will have this per specific industry standards)

MCCTC High School — 2020-2021 RESTART Prepared • Responsive • Safe — VALLEY STEM ME²

ALLIED HEALTH AND PRE-NURSING

Mandatory Guidelines

- 6 foot social distancing where possible and protective barriers or equipment where not
- Frequent Disinfecting
- Avoiding sharing of materials and resources as much as possible

Lab Focused Precautions and Strategies

- As we emulate a real and current healthcare workplace, students will be required to wear masks **AT ALL TIMES.**
- Students will be required to wear EYEWEAR/EYE PROTECTION *(i.e. safety goggles/glasses or face shield)*. Eye protection/Face Shields will be required when performing certain patient procedures and/or patient care *(i.e. collecting vital signs, blood draws, EKG collection, mouth care and more)*
- Additional PPE, such as head caps, will also be required during certain procedures.
- Students will be required to have their OWN set of markers, colored pencils, etc for lab projects and/or assignments.
- Tools that have to be shared will be properly sanitized and checked out by teachers and /or the lab parapro.
- Students will be **REQUIRED** to purchase a **PERSONAL** stethoscope, Sphygmometer and eye protection with school uniforms (*Fee for uniform and equipment will be included in student fees that is paid through student activities)*
- When students work in the lab, they will be required to disinfect all surfaces before they are permitted to leave.
- For safety, students will be **REQUIRED** to come to school prepared for the day in lab WEARING SCRUBS.

****The State of Ohio's General Office Space Recommendations will be utilized where applicable. For more information visit: https://coronavirus.ohio.gov/***

Lockers

Students will not be assigned lockers at the beginning of the year in the main hallways. Some labs have lockers, and you would only be assigned if you would have your own. You will be permitted to carry a backpack, but please keep items to a minimum.

Chromebook Distribution

Information will be provided during the first in-person day, and students will have their chromebooks within the first week.

Forms/Paperwork

Forms will all be available online, and there will be "how to fill out the forms" videos in the near future (*Emergency Medical, Chromebook Agreement, Student Network/Use Policy*).

COVID Training

All staff will be provided training on safety protocols related to the prevention and transmission of COVID and the proper hygiene protocols necessary for prevention. We will take advantage of opportunities to learn about the virus and the prevention of spread.

School Volunteers, Guests, Clubs, Competitions

The following school building visitor/volunteer activity is **suspended** until further notice:

- Classroom Volunteers, Non-School personnel, Events, Competitions (in-person), Clubs (in-person)
- Field Trips are **suspended** until further notice.

Protective Barriers

Appropriate barriers may be implemented in some classrooms where deemed appropriate. All students will be provided a mask, and some labs will have face-shields in addition to masks.

Classroom and Lab Seating

- Efforts will be made to socially distance students in the classrooms, when possible. Seating may be arranged to all face the same direction and/or be spaced far apart.
- Teachers will rearrange and label seating/workstations to prevent students from crossing paths and violating the social distancing parameters
- All district purchased furniture will remain in the classrooms, including chairs, desks and teacher desks. All equipment and furniture that has not been purchased by the district (including staff personal items within the classroom must be removed).

Calendar

We follow the calendar below, regardless of the home district calendar. They are required to transport students even when they are not in session. *The school day is 7:55 am to 2:20 pm.*

Approved 3/16/2020

MAHONING COUNTY CAREER & TECHNICAL CENTER
2020-2021 SCHOOL CALENDAR

AUGUST 2020

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	**12**	**13**	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

12 – STEM Orientation Night
13 – Junior Orientation Night
20 & 21 - Teacher In-service Days
24 - First Day of Classes

SEPTEMBER 2020

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	29
27	28	29	30			

4 & 7 - Labor Day Break (No Classes)

OCTOBER 2020

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

9 - NEOEA Day (No Classes)
23 – End of First Grading Period
26 – Waiver Day (No Classes)

NOVEMBER 2020

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

24 - Parent Teacher Conferences (3-9 pm)
25-27 - Thanksgiving Break (No Classes)

DECEMBER 2020

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

21-31 - Winter Break (No Classes)

JANUARY 2021

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1 - Winter Break (No Classes)
15 - End of Second Grading Period
18 - MLK Day (No Classes)
22 & 25 – Sophomore Orientation & Jr/Sr Job Shadowing

FEBRUARY 2021

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

4 - Parent Teacher Conferences (3-9 pm) & Open House
5 – Waiver Day (No Classes)
12 & 15 - Presidents' Day Break (No Classes)

MARCH 2021

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

26 - End of Third Grading Period

APRIL 2021

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

2 & 5 - Spring Break (No Classes)

MAY 2021

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

26 - Senior Awards Day/Last Day for Seniors
27 - End of Fourth Grading Period / Last Day of Classes
28 - Teacher Report Day

JUNE 2021

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

JULY 2021

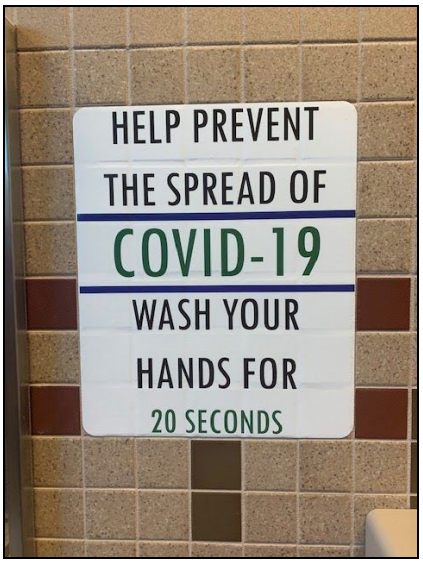
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

First Grading Period	August 24 - October 23	42 days
Second Grading Period	October 27 - January 15	46 days
Third Grading Period	January 19 - March 26	46 days
Fourth Grading Period	March 29 – May 27	42 days
		176 Student Attendance Days
		2 Student Waiver Days
		2 Parent Teacher Conference Evenings
		4 Teacher Professional Days
		184 Total Days

Calamity make-up days, if necessary: May 28, June 1, 2, 3, 4 unless otherwise scheduled.
If one or more calamity make-up days are necessary, Teacher Report Day will be the school day following the last make-up day.

Signage

MCCTC & Valley STEM have printed signs and graphics strategically located in halls and classrooms to help students with proper COVID prevention best practices.



Hand Sanitizer Stations

We purchased many hand sanitizer stations that are placed around the building and are marked with clear signage. Students will be required to hand sanitize prior to entering their classrooms.

Social and Emotional Supports

- Teachers will give developmentally appropriate lessons to ensure understanding of COVID safety protocols, relationship building, managing difficult emotions and school expectations.
- Assistance will be provided for students needing additional support
- If you have concerns about your student's return to school, contact your student's school counselor.

There will be a website link for students to visit if they need to see a counselor. Students will not be permitted to stop in any offices, including guidance. Students may also directly ask their instructor to call the counselors.

IEP/504 Meetings

- Any meeting with teachers and staff will be held virtually or via teleconferencing, if possible.
- If a parent does need to meet face-to-face with teachers and staff due to extenuating circumstances, all participants will be required to wear face coverings.
- Families will need to follow building safety protocols when entering a school.

Students with Exceptionalities

The MCCTC/Valley STEM Reopening Plan will be followed by all students and staff, however, there are certain additional precautions that may be put into place for students with Individual Education Programs or Section 504 Plans.

Early Work

- Students will continue to participate in transition activities, internships and jobs, as long as health and safety protocols can be followed. We will follow all industry recommended practices.
- The school will make contact with the student's place of employment to be aware of their COVID procedures and what protections are required of employees.
- If school closes, we will follow industry protocol and standards to address each situation individually.
- These situations will be evaluated case-by-case

Role of the Families: A Partnership for Success!

As we plan for a return to school, students may feel a bit of anxiety or fear about all of the changes. Teachers and staff will maximize communication so that families are aware of the procedures and safety protocols to help prevent the spread of COVID-19. Listed below are some resources that may be helpful to you as we prepare for return.

- Begin talking with the student now about what some of the changes might be when they return to school.

- Be mindful of how you talk about the return to school. The words you use can either heighten or reduce your child's stress, fear or anxiety. Try to stay calm and be positive to help increase their outlook and offer time for them to talk to you about their concerns and/or questions.
- Support our staff through proactive, two-way dialogue
- Talk with your child about the different strategies they can practice that will help keep them safe. Explain social distancing, the why behind wearing a mask and hand washing.
- Please take the student's temperature daily prior to them leaving, and keep them home if they have a temperature.
- Plan on proactively reaching out to instructors, and check progressbook/parent assist regularly.
- Remember we are a ***workforce development school***, and our practices will mirror those in industry. Please support us in these efforts.
- Understand that information to us changes frequently, and we are doing our best to make decisions that promote the safety and wellbeing of staff and students.
- Remember we are a team, and you can reach out to us at any time with questions or concerns.

CDC Daily Home Screening Checklist:

Daily Home Screening for Students

Parents: Please complete this short check each morning and report your child's information [INSERT YOUR SCHOOL REPORTING INSTRUCTIONS] in the morning before your child leaves for school.

SECTION 1: Symptoms

If your child has any of the following symptoms, that indicates a possible illness that may decrease the student's ability to learn and also put them at risk for spreading illness to others. Please check your child for these symptoms:

☐	Temperature 100.4 degrees Fahrenheit or higher when taken by mouth;
☐	Sore throat;
☐	New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/ asthmatic cough, a change in their cough from baseline);
☐	Diarrhea, vomiting, or abdominal pain
☐	New onset of severe headache, especially with a fever.

SECTION 2: Close Contact/Potential Exposure

☐	Had close contact (within 6 feet of an infected person for at least 15 minutes) with a person with confirmed COVID-19; OR
☐	Had close contact (within 6 feet of an infected person for at least 15 minutes) with person under quarantine for possible exposure to SARS-CoV-2; OR
☐	Traveled to or lived in an area where the local, Tribal, territorial, or state health department is reporting large numbers of COVID-19 cases as described in the Community Mitigation Framework
☐	New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/ asthmatic cough, a change in their cough from baseline);
☐	Live in areas of high community transmission (as described in the Community Mitigation Framework) while the school remains open

CDC

cdc.gov/coronavirus

Links to CDC Site (will be live in this document on the website~see Restart landing page):

- ***Preparing K-12 School Administrators for a Safe Return to School in Fall 2020***
- ***Screening K-12 Students for Symptoms of COVID-19: Limitations and Considerations***
- ***School Decision-Making Tool for Parents, Caregivers, and Guardians***
- ***Back to School Planning: Checklists to Guide Parents, Guardians, and Caregivers***
- ***Guidance for K-12 School Administrators on the Use of Cloth Face Coverings in Schools***
- ***FAQ for School Administrators on Reopening Schools***

Other Useful Links:

- ***CDC/COVID Homepage***
- ***COVID Landing Page- Ohio***
- ***COVID- By zip code Dashboard***
- ***Ohio Department of Education- COVID Information***

Remember to follow us on social media and visit our website for up-to-date information:

Website: www.mahoningctc.com/highschool

MCCTC/Valley STEM Restart Landing Page: https://mahoningctc.com/restart/

Facebook: Mahoning County Career and Technical Center; Valley STEM + ME2 Academy

Twitter: @MCCTC; @STEMAcademy2; @MaraBanfield; @PrincipalZ

Instagram: MCCTC; stem.me2

Not Receiving One-Calls? Email LeeAnn.Vitelli@mahoningctc.com

Not receiving emails ? Email Noreen.sabo@mahoningctc.com (CTC), or jacquelyn.duda@mahoningctc.com (STEM)