



PHILADELPHIA
E&T
CHARTER HIGH SCHOOL

SCHOOL YEAR 2020-2021
OPERATION PLAN
WWW.PETCHS.ORG

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INTRODUCTION

Welcome! Thank you for being a part of the Philadelphia E&T Charter High School community. As a member of this community, we want you to know that we consider the safety and health of our students and staff as paramount. Not only has the world been experiencing the unprecedented COVID-19 pandemic, we are experiencing the public's outrage of the systemic racism that continues to plague our country. These events compounded by the everyday violence we see in our communities is something that impacts each and every one of us and most importantly our children. As a school community, it is our duty to be open listeners and sense of support for our students and families.

As we begin to embark on the 2020-2021 School Year, school leadership has been evaluating many strategies and methods to best suit the needs of our students. Enclosed in this operation plan we will identify our health and safety protocol and procedures to respond to the COVID-19 pandemic; we will outline our strong academic plan; discuss our response and strategy to meet our students' social and emotional needs; highlight our plan to create access to learning for all; communicate our professional development, roll-out procedures and communication methodology.

We know that we will continue to be faced with many unknowns as we move into this new year so we are doing our best to build a highly adaptable academic program that has a strong design built upon our experiences from last year. We appreciate your understanding and patience as we may need to modify this plan from time to time.

At this time, we have decided to begin the 2020-2021 School Year using a 100% remote (virtual) model for the entire first semester. We believe that given the unprecedented health crisis and the changing infection patterns and predictions, this model will allow for an emphasis on the health and safety of our community and will create a stronger continuity of instruction to be delivered without interruptions and school closures. The 100% remote program will build upon the successes of the 2019-2020 School Year and allow us to dedicate significant preparation and training to our teachers while striving to deliver a remote program that feels like the traditional class setting. At Philadelphia E&T Charter High School, we pride ourselves on having a family-type atmosphere, where we are all connected and supportive of one another. During these challenging times, we ask our students and their families to be open and share with us any areas of concern, it is through open communication and support that we will improve and foster a learning community that extends beyond the classroom.

We have several phases of engagement to reach our ultimate goal of complete school opening for all students every day. Below is a description of each phase. Each phase will be determined based upon public health conditions and continuity of education methods. At this time, Philadelphia E&T will operate in Phase I for the first semester.

Phase I: 100% Remote (Virtual) learning for all students.

Phase II: Hybrid-Learning continuing to conduct classes online with small groups of students attending school on alternating days per grade level groups.

- Phase III:** Hybrid-Learning continuing to conduct classes online with grade levels reporting on alternating days.
- Phase IV:** Hybrid-Learning continuing to conduct classes online with two grade levels reporting on alternating days.
- Phase V:** In-Person learning will resume for all with optional opt-out for students who choose that method of instruction.

BACKGROUND

In March of 2020, the Philadelphia community began to feel the implications of a virus known as COVID-19. From the first potential case of COVID-19 in Pennsylvania in early 2020, school leadership publicly posted and communicated prevention efforts and emergency response planning on our school website (www.petchs.org), which was updated multiple times daily.

Our school building was closed at the direction of Pennsylvania Governor Tom Wolf effective March 16, 2020 Commonwealth's COVID-19 response efforts. Incrementally, the Governor continued to order schools to be closed throughout the duration of the 2019-2020 School Year. The Pennsylvania Department of Education communicated to schools that the administration of the Keystone Exams, PASA Exams, or NOCTI exams would not occur during the mandated closure. Therefore, our students did not need to participate in those exams.

Philadelphia E&T has had a 1:1 iPad/Chromebook Program since 2014. The traditional school program is supported with cross-curricular technology. Every teacher in the school maintains a Schoology page for each section as their Learning Management System. Each student has their own device and regularly uses it in a hybrid method in our school environment. Teachers have utilized BYOD (Bring Your Own Device) in certain occasions. The school has an Instructional Technology Coach who is available regularly for staff professional development and student support.

During the fourth academic quarter of 2019-2020, the school implemented weekly instruction and assignments for each academic course. Students worked asynchronously and teachers were available using video conferencing and scheduled office hours. This strategy was designed to afford the students the opportunity to be able to transition to this new modality of instruction and make the work load manageable for them. Teachers assigned a weekly grade that was designed to help students support their already established grade, it was a "do no harm" approach to grading.

Communication is a central component of our typical school operations. In an effort to ensure the continuity of education for our students, we communicated with our students and their families on a daily basis to support them during this unprecedented event. We have many means of communication and will enhance those during the duration of the school closure. Typical communication methods are as follow: US Mail, Email Blasts, Text Blasts, Classroom Text Blasts, Grade Level Text Blasts, Social Media accounts, phone calls, etc.

Special Education Teachers kept in contact with their caseloads to communicate with families regarding methods of support, IEP meeting dates, re-evaluations, waivers. The Special Education Department will make IEP or NOREP revisions as appropriate.

The ESL Program Director contacted the families of the students who are ELL. Communications are available in multiple languages.

The school's Homeless Liaison made a strong effort to contact students who are already known to be homeless and were available for support for anyone who is in the process of a change of housing status.

Any student/parent/guardian who did not have access to the internet was advised about Comcast's Internet Essentials Program (www.internetessentials.com) or they participated in offline remote learning. Staff was on-site for pick up and collection of materials on Wednesday mornings from 9AM to 11AM. Materials were mailed out/delivered to families, when appropriate.

School administration sent official letters and instructional information via US Mail, electronic mail and posted online for the public.

Additionally, the school has created and maintained a COVID-19 information hub (www.petchs.org/about/COVID-19informationhub) as a point of reference for all students and their families which was updated daily.

The school has created a hotline and email address for the submission of materials and for general information which is monitored by school administration.

School Hotline Phone Number
1-267-322-1278

School Email
homework@petchs.org

Admissions Hotline Phone Number
1-267-822-1618

The school's successful transition to remote learning in the 2019-2020 School Year engaged 97% of the students enrolled in the school.

Philadelphia E&T school leaders have conducted an analysis of our remote learning program and conducted a progress monitoring instrument to identify learning gaps that occurred during the 2019-2020 School Year. The school's academic board has taken the results of this analysis into account when planning the curriculum and flow of instruction during the 2020-2021 School Year.

CORONAVIRUS (COVID-19)

Coronaviruses are a large family of viruses, some causing illness in people and others circulating among animals, including camels, cats and bats. The 2019 novel coronavirus (COVID-19) is a new virus that causes respiratory illness in people and can spread from person-to-person. This virus was first identified during an investigation into an outbreak in Wuhan, China.

The symptoms of coronavirus (COVID-19) can include:

- Fever (Temperature over 100.4° F)
- Cough
- Shortness of breath
- Diarrhea
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

The symptoms may appear in as few as two days or as long as 14 days after exposure. Reported illnesses have ranged from people with little to no symptoms to people being severely ill and dying. Human coronaviruses spread just like the flu or a cold:

- Through the air by coughing or sneezing
- Close personal contact such as touching or shaking hands;
- Touching an object or surface with the virus on it
- Occasionally, fecal contamination

Ways to protect yourself from coronavirus (COVID-19)

*Wear a face covering. Cover coughs or sneezes with your elbow. **Do not use your hands;** Wash hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer if soap and water are not available; Clean surfaces frequently, including countertops, light switches, cell phones, remotes, and other frequently touched items.*

Contain: if you are sick, stay home until you are feeling better.

Information regarding coronavirus (COVID-19) was obtained from the PA Department of Health. For more information visit this link:

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

HEALTH & SAFETY PLAN

The Philadelphia E&T Charter High School established a pandemic team and coordinator to review create the school's Health & Safety Plan. The Health & Safety plan addresses facilities cleaning, sanitizing, disinfecting and ventilating; social distancing and other safety protocols; monitoring student health and staff health; other considerations for students and staff; professional development and communication protocols. The school Pandemic Coordinator will oversee the implementation of the comprehensive **Health & Safety Plan**. The pandemic coordinator is our Head of Student Services, Mr. Christopher Clayton. The Board of Trustees approved the Health & Safety Plan on July 31, 2020.

The initial planning was done by reviewing the PA Department of Education's (PDE) Preliminary Guidance for Phased Reopening of schools which summarizes safe operations recommendations by the Centers for Disease Control (CDC) and the Pennsylvania Department of Health (DoH), and to provide a starting point for school leaders to consider in preparations for the upcoming year. The school has also reviewed the comprehensive report prepared in partnership with the Regional Educational Laboratory (REL) Mid-Atlantic at Mathematica, one of the nation's foremost social policy research firms. The Health & Safety Plan identifies the specifics related to cleaning, sanitizing, disinfecting, social distancing, monitoring staff and student health, professional development and health/safety communications.

A summary of each major area is listed below:

Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

Philadelphia E&T Charter High School will follow the Board Approved Cleaning and Disinfecting Policy listed herein to guide our plan. This policy was approved at the May 29, 2020 meeting of the Board of Trustees. The pandemic response team has developed a list of materials needed to ensure the successful implementation of this plan and has been working to procure these items in bulk based upon the size of our facility and student and employee counts. The development and upkeep of inventory sheets, cleaning logs, and team meetings will be necessary to ensure that the school building is cleaned, sanitized, disinfected and ventilated. All stakeholders will be trained on COVID-19 and transmission prevention in an effort to reduce the spread of the illness. Each stakeholder group (i.e. Cleaning Staff, Administrators, Teachers, Support Staff, Security) will be given professional development to support them understanding the proper procedures for each area for which they are responsible. The school will use CDC and PA Department of Health guidelines to guide this professional development. The modifications to this plan will be based on frequency not quality based upon changing in-person uses of the school facility.

Social Distancing and Other Safety Protocols

Philadelphia E&T Charter HS understands the importance of social distancing as the primary tool in mitigating the spread of COVID-19. Philadelphia E&T occupies a 12-story office building with narrow corridors and classrooms of a variety of sizes. The total student count is 600-625 students. The school will transition from an eight-period traditional schedule into a four-

period block schedule for the 2020-2021 School Year as the first step in reducing the number of places a student typically travels and reducing the number of students a teacher is exposed to on any given day. As full in-person capacity is our end-goal, we developed a plan with our end-goal mindful of reducing exposure for students and staff. The master schedule is being created with a focus on reducing student movement, grouping students in courses which will allow teacher movement instead of student movement. The school year will begin school using a remote model on September 8, 2020 to create a focus on the continuity of education for our students. In an effort to provide continuity for our students, staff and families, we intend implementing our plans for the first semester to ensure a focus on education and course content, while actively monitoring the public health conditions in our community. During the first two weeks of the semester, we will ask students to report to school in groups of ten to pick up remote learning packages, including technology and to conduct essential school business. The school will ensure that we are following the plans that we will implement once larger groups begin attending school later in the year. Plans include utilizing the larger classroom spaces in the building will be utilized to ensure the proper distance between persons in a space, each room will have desks situated six feet apart. Communal spaces will be closed for both students and staff, lockers/water fountains will be prohibited. Clean drinking water stations will be available for all persons in the building with water in individual bottles. Each space will contain a cleaning kit with extra materials, including but not limited to: hand sanitizer, tissues, extra masks and faceguards, gloves, gowns, cleaning solution and paper towels. A handwashing schedule will be built into the schedule and will be implemented in advance of any relocation to a new space. A decision will be made in the first two weeks of January 2021 to determine whether we can begin to introduce a hybrid learning model for the second semester to allow for students to attend school in-person more frequently. Cleaning and hygiene practices will increase in frequency. Classrooms will have a footprint design, approved by the pandemic coordinator, to ensure social distancing. Communal spaces will remain closed, lockers/water fountains will be prohibited. Clean drinking water stations will be available for all persons in the building. Each learning space will contain a cleaning kit with extra materials, including but not limited to: hand sanitizer, tissues, extra masks and faceguards, gloves, gowns, cleaning solution and paper towels. A handwashing schedule will be built into the schedule and will be implemented in advance of any relocation to a new space. This will be communicated to families two weeks in advance of implementation. The hope is that the hybrid model will allow for more in-person time to occur as the health conditions in Philadelphia stabilize or improve and we await a vaccine for COVID-19. The objective of this approach is to gradually increase the number of hours per week of in-person instructional time throughout the first semester with the intention of having all students return to the building for the second semester, if possible. The school will offer in-person afterschool programs to students on the days that they are scheduled for in-person instruction, while maintaining a virtual program for those who are not in the building.

Monitoring Student and Staff Health

Although Philadelphia E&T will be implementing remote learning for the first semester, Philadelphia E&T remains focused on monitoring staff and student safety as a paramount consideration for any/all in-person school business. The following criteria will continue to be implemented when we begin to phase-in in-person sessions. Clear instructions will be communicated to staff, students and their families outlining the protocol and procedures that will be put into place for any individual who enters the school building. First, staff and students will

be asked to self-report any history of exposure or contact with anyone in their home who is exhibiting COVID-19 symptoms prior to entering the building. They will also be asked to self-report any travel to any current hot spots. Those hot spots will be listed on the school website at a minimum of once per day. All persons who enter the building will undergo a temperature check at the front door and must submit a note after each absence indicating whether or not that person has left the city during the time since they have last occupied the school building. An isolation room will be established for any persons who become sick during the school day or those who arrive at school having recently traveled from a hot spot or having any known COVID-19 symptoms. Any person who receives notice during the school day that someone they have come in contact with has tested positive will be sent to an isolation room. Any individual sent to an isolation room will be sent home and asked to self-quarantine, working remotely, for a period of 14 days. The pandemic response staff will conduct contact tracing and will communicate with any individual who has been in contact with the self-isolating individual. Any person exhibiting COVID-19 symptoms is encouraged to be tested and communicate those results to the school to contact trace if needed. Any person who has tested positive for COVID-19 must provide medical documentation indicating the absence of symptoms and supporting documentation of clearance before returning to school. Any person self-quarantining can return to school on the 15th day if they have no symptoms. The school will maintain a COVID-19 Information Hub on the school website which will have a notifications tab updated daily with regional health updates and school exposure data. The school will utilize the communication tools already in place to notify school stakeholders regarding any updates or changes. These communication methods include: website, social media sites, email/phone/text blasts, and school hotline. The pandemic response team will consist of the crisis response team listed above. Professional development sessions will be held with school employees and mass communication will be had with all school stakeholders.

Other Considerations for Students and Staff

Although Philadelphia E&T will be implementing remote learning for the first semester, we are still focused on monitoring staff and student safety as a paramount consideration for any/all in-person school business. The following criteria will continue to be implemented when we begin to phase-in in person sessions. There will be a mandatory face covering policy for any persons entering the school building. The school will purchase one reusable mask with the school logo for all students and employees. In addition, disposable masks will be available for anyone who chooses to wear one of those or who forgets their school mask. Any person who cannot wear a face mask due to health considerations will be permitted to wear a clear face guard. This will be determined as an accommodation, however, as facial guards have been found to be less effective in helping to reduce transmission of COVID-19. The school will have a fully remote academic program for the first semester and will begin a phase-in implementation of a hybrid plan in February 2021, should public health conditions improve. The LEA has changed the school's master schedule to operate on a block schedule to reduce the movement throughout the building as well as the potential exposure to less individuals upon return.

HEALTH & SAFETY PROCEDURES FOR STUDENTS/FAMILIES

Health & Safety procedures for school operations have been developed in conjunction with public health guidance and PDE school opening guidance.

General Procedures for Students and Families

- Understand the basis symptomology related to COVID-19.
 - Fever (Temperature over 100.4° F)
 - Cough
 - Shortness of breath
 - Diarrhea
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - New loss of taste or smell
- All parents/guardians of students are required to notify the Attendance Officer or School Administrator immediately if his/her child experiences symptoms of COVID-19, has a positive COVID-19 test, or has been exposed to an individual with a confirmed COVID-19 diagnosis.
- Any individual who is not feeling well or is experiencing any COVID-19 type symptoms is asked to stay at home and notify the school of absence following typical procedures.
- Students who travel outside of Philadelphia, must review the list of current COVID-19 hot-spots before determining whether they can return to school. A link to Pennsylvania's list of hot-spots requiring self-isolation can be found on Philadelphia E&T Charter High School's COVID-19 Information Hub.
- Any individual entering or occupying the building must wear a mask at all times. Individuals who need modifications to the policy must discuss suitable/approved alternatives with the Pandemic Coordinator.
- Philadelphia E&T will conduct temperature checks at the door. Any individual who registers a fever of 100.4 or higher will be prohibited from entry into the building. Parents/guardians will be immediately notified.
- If a student develops symptoms while in the school building, the following steps will be followed:
 - Staff member will inform school nurse/pandemic coordinator by telephone of the student's illness.
 - Student will be escorted by an adult to the designated COVID-19 related isolation space and the school nurse/pandemic coordinator will report there.
 - The school nurse will perform appropriate assessment and notify the parent/guardian to pick up the student.
 - Student will be escorted by an adult to the lobby to meet parent/guardian.
 - Parents/guardians will be given instructions to contact their medical provider

- No student who develops COVID-19 like symptoms defined above will be permitted to return home by taking public transportation, students must be picked up by a parent/guardian.
 - The school nurse/pandemic coordinator will provide information to the student and family regarding next steps.
- If a student tests positive for COVID-19, the following steps should take place:
 - Parent/Guardian notifies the Attendance Officer/School Administrator of a positive test.
 - Student who tested positive must remain home until at least 10 days since the onset of symptoms and until they are fever free (without using anti-fever medication for 3 days or more) and symptoms are improving. Students should have documentation from a clinician upon returning to school.
 - School Administrator will notify the Philadelphia Department of Public Health (“PDPH”) and provide the following information: student’s name, contact information, healthcare provider if known, when the individual became symptomatic, and when they were last at the facility.
 - School Administrator will collaborate with PDPH to identify all students, teachers and other contacts who spent more than 15 minutes within six (6) feet of the infected student during the 48 hours before onset of symptoms. PDPH will assist in determining which individuals identified should quarantine at home for 14 days. Anyone who develops symptoms during that time should contact their healthcare provider to request testing.
 - School Administrator will immediately initiate cleaning and sanitation protocols.
 - School leaders will notify school community of potential exposure as done with other exposure to communicable diseases maintaining confidentiality.

COVID-19 Exposure Notifications

As COVID-19 is highly contagious, both the student/parents/guardian and the School have an obligation to notify the other party of exposure to COVID-19. Notifications should also occur if a student has been exposed to COVID-19 outside of the school environment or someone in the household has tested positive for COVID-19. Information related to the date of exposure and timeline of symptomology is helpful for contact tracing and for information related to the return to school.

Contact Tracing

Contact tracing is a key strategy used by health departments to prevent the further spread of infectious diseases. It involves identifying people who have the virus, determining who they have been in contact with, and notifying the contacts for further recommendations concerning potential quarantining to interrupt disease transmission. PDPH is implementing a contact tracing program to help mitigate the spread of COVID-19 in Philadelphia. When notified of a staff member, student or approved visitor with a confirmed case of COVID-19, the School will coordinate with PDPH on COVID-19 reporting and response efforts.

COVID-19 Testing Information

Philadelphia E&T will not be conducting testing on-site and does not have the ability to test anyone for COVID-19. However, School Administrators and the School Nurse can help families

who have questions regarding COVID-19 Testing Information. To determine if you require testing for COVID-19, call your healthcare provider. If you do not have a healthcare provider, visit the City's map of testing sites to find a location that will not require an order from a healthcare provider at the following link: <https://www.phila.gov/COVID-testing-sites/#/>.

Returning to School

- **After Testing Positive for COVID-19**

When tested and determined to be COVID-19 positive, the student will remain home until all of the following are true: at least 10 days since the onset of symptoms **and** at least 3 days free of fever without the use of fever reducing medication **and** improvement in respiratory symptoms (e.g. cough, shortness of breath) *Note:* The COVID-19 positive individual does NOT need a repeat COVID test or a doctor's note in order to return to school.

- **After testing Negative for COVID-19**

When symptomatic, tested and determined to be COVID-19 negative, the student will remain home until: the student meets the school's normal criteria for return after an illness which includes fever free, vomiting and diarrhea free for greater than 24 hours without medication or a clinician has evaluated the child and documented an alternative diagnosis and that the student may return to school.

- **When symptomatic but wasn't tested for COVID-19**

If a student has COVID-19 symptoms but COVID-19 testing was not completed, the student will remain home until **all** of the following are true: at least 10 days since the onset of symptoms **and** fever free without the use of anti-fever medications for three days **and** symptoms are improving and/or a clinician has evaluated the child **or** a documented alternative diagnosis and that the student may return to school.

School Closure and School Dismissal

Guidance regarding the closure or dismissal of a classroom, or the School facility due to COVID-19 will be provided by PDPH. The school CEO will communicate with health officials and with approval of the Board of Trustees will determine if/when schools need to dismiss or close. Decisions about closures will be made carefully, and with the health, safety and needs of our students, families, and staff in mind. As a situation evolves and decisions are made, communications will be sent out to all necessary stakeholders.

HEALTH & SAFETY PROCEDURES FOR EMPLOYEES

The health and safety of our employees is of critical importance. The following guidelines have been developed in conjunction with public health guidance and PDE school opening guidance. Even though students are working remotely for the first semester, some staff members will need to report for some duties. A schedule will be facilitated for staff members in-person work schedules. The schedule will be designed and implemented following the procedures of the Health & Safety plan.

General Procedures for Employees

- Understand the basis symptomology related to COVID-19.
 - Fever (Temperature over 100.4° F)
 - Cough
 - Shortness of breath
 - Diarrhea
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - New loss of taste or smell
- All staff are required to notify the CEO/COO immediately if a school employee or student experiences symptoms of COVID-19, has a positive COVID-19 test, or has been exposed to an individual with a confirmed COVID-19 diagnosis.
- Any individual who is not feeling well or is experiencing any COVID-19 type symptoms is asked to stay at home and notify the school of absence following typical procedures.
- Employees who travel outside of Philadelphia, must review the list of current COVID-19 hot-spots before determining whether they can return to school. A link to Pennsylvania's list of hot-spots requiring self-isolation can be found on Philadelphia E&T Charter High School's COVID-19 Information Hub.
- Any individual entering or occupying the building must wear a mask at all times. Individuals who need modifications to the policy must discuss suitable/approved alternatives with the Pandemic Coordinator.
- Philadelphia E&T will conduct temperature checks at the door. Any individual who registers a fever of 100.4 or higher will be prohibited from entry into the building.
- If a staff member develops symptoms while in the school building, the following steps will be followed:
 - Staff member will inform CEO/COO by telephone of his/her illness and to seek coverage of class, if with students.
 - Staff member will be dismissed directly from his/her location or will be asked to report to the COVID-19 related isolation space and the school nurse/pandemic coordinator will report there.
 - If the staff member needs to be picked up, the staff member should wait in isolation space.
 - Employees will be given instructions to contact their medical provider
 - The CEO/COO will provide information to the staff member regarding next steps.
- If a staff member tests positive for COVID-19, the following steps should take place:
 - Staff member notifies the CEO/COO of a positive test.
 - Staff member who tested positive must remain home until at least 10 days since the onset of symptoms and until they are fever free (without using anti-fever medication for 3 days or more) and symptoms are improving. Staff member should have documentation from a clinician upon returning to school.

- School Administrator will notify the Philadelphia Department of Public Health (“PDPH”) and provide the following information: student’s name, contact information, healthcare provider if known, when the individual became symptomatic, and when they were last at the facility.
- School Administrator will collaborate with PDPH to identify all students, teachers and other contacts who spent more than 15 minutes within six (6) feet of the infected student during the 48 hours before onset of symptoms. PDPH will assist in determining which individuals identified should quarantine at home for 14 days. Anyone who develops symptoms during that time should contact their healthcare provider to request testing.
- School Administrator will immediately initiate cleaning and sanitation protocols.
- School leaders will notify school community of potential exposure as done with other exposure to communicable diseases maintaining confidentiality.

COVID-19 Exposure Notifications

As COVID-19 is highly contagious, both the staff member and the School have an obligation to notify the other party of exposure to COVID-19. Notifications should also occur if a staff member has been exposed to COVID-19 outside of the school environment or someone in the household has tested positive for COVID-19. Information related to the date of exposure and timeline of symptomology is helpful for contact tracing and for information related to the return to school.

Contact Tracing

Contact tracing is a key strategy used by health departments to prevent the further spread of infectious diseases. It involves identifying people who have the virus, determining who they have been in contact with, and notifying the contacts for further recommendations concerning potential quarantining to interrupt disease transmission. PDPH is implementing a contact tracing program to help mitigate the spread of COVID-19 in Philadelphia. When notified of a staff member, student or approved visitor with a confirmed case of COVID-19, the School will coordinate with PDPH on COVID-19 reporting and response efforts.

COVID-19 Testing Information

Philadelphia E&T will not be conducting testing on-site and does not have the ability to test anyone for COVID-19. However, School Administrators and the School Nurse can help individuals who have questions regarding COVID-19 Testing Information. To determine if you require testing for COVID-19, call your healthcare provider. If you do not have a healthcare provider, visit the City’s map of testing sites to find a location that will not require an order from a healthcare provider at the following link: <https://www.phila.gov/COVID-testing-sites/#/>.

Returning to Work

- **After Testing Positive for COVID-19**

When tested and determined to be COVID-19 positive, the staff member will remain home until all of the following are true: at least 10 days since the onset of symptoms **and** at least 3 days free of fever without the use of fever reducing medication **and** improvement in respiratory symptoms (e.g. cough, shortness of breath) *Note:* The

COVID-19 positive individual does NOT need a repeat COVID test or a doctor's note in order to return to work.

- **After testing Negative for COVID-19**

When symptomatic, tested and determined to be COVID-19 negative, the staff member will remain home until: the staff member meets the school's normal criteria for return after an illness which includes fever free, vomiting and diarrhea free for greater than 24 hours without medication or a clinician has evaluated the individual and documented an alternative diagnosis and that the individual may return to work.

- **When symptomatic but wasn't tested for COVID-19**

If a staff member has COVID-19 symptoms but COVID-19 testing was not completed, the individual will remain home until all of the following are true: at least 10 days since the onset of symptoms and fever free without the use of anti-fever medications for three days and symptoms are improving and/or a clinician has evaluated the individual or a documented an alternative diagnosis and that the individual may return to work.

School Closure and School Dismissal

Guidance regarding the closure or dismissal of a classroom, or the School facility due to COVID-19 will be provided by PDPH. The school CEO will communicate with health officials and with approval of the Board of Trustees will determine if/when schools need to dismiss or close. Decisions about closures will be made carefully, and with the health, safety and needs of our students, families, and staff in mind. As a situation evolves and decisions are made, communications will be sent out to all necessary stakeholders.

FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. The Department of Labor's (Department) Wage and Hour Division (WHD) administers and enforces the new law's paid leave requirements. These provisions will apply from the effective date through December 31, 2020, or to any extended date of these provisions.

The FFCRA includes two paid leave provisions offering relief to employees needing time away from work for reasons related to COVID-19:

1. The Emergency Paid Sick Leave Act (H.R. 6201, Division E (§§ 5105 to 5111))

Covered Employers: The Emergency Paid Sick Leave Act covers corporations with less than 500 employees are required to provide paid sick leave or expanded family and medical leave under the FFCRA. Workers who are independent contractors under the Fair Labor Standards Act (FLSA), rather than employees, are not considered employees for purposes of the 500-employee threshold. Philadelphia E&T Charter HS is a covered employer.

Covered Employees: All employees of covered employers are eligible for eighty hours/two weeks of paid sick time for specified reasons related to COVID-19. Employees employed for at

least 30 days are eligible for up to an additional 10 weeks of paid family leave to care for a child under certain circumstances related to COVID-19. Employees are considered to have been employed by an employer for at least 30 calendar days if the employer had an employee on its payroll for the 30 calendar days immediately prior to the day the leave would begin. For example, if an employee wanted to take leave on April 1, 2020, the employee would need to have been on the employer's payroll as of March 2, 2020. If employees have been working for a company as a temporary employee, and the company subsequently hires them on a full-time basis, they may count any days they previously worked as a temporary employee toward this 30-day eligibility period.

Requesting Leave:

Employers must always collect:

- The name of the employee requesting leave;
- The date(s) for which leave is requested;
- The reason for leave;
- A statement from the employee that he or she is unable to work and the reason.

If an employee requests leave to care for their child whose school or place of care is closed, or child care provider is unavailable, the employer must also document:

- The name of the child being cared for;
- The name of the school, place of care, or child care provider that has closed or become unavailable; and
- A statement from the employee that no other suitable person is available to care for the child.

NOTE: Please also note that all existing certification requirements under the FMLA remain in effect if an employee is taking leave for one of the existing qualifying reasons under the FMLA. For example, if an employee is taking leave beyond the two weeks of emergency paid sick leave because a medical condition for COVID-19-related reasons rises to the level of a serious health condition, the employee must continue to provide medical certifications under the FMLA if required by your employer.

Leave Amount and Usage:

- Covered full-time employees are entitled to 80 hours of paid leave.
- Part-time employees are entitled to the average number of hours the employee works during a two-week period.
- Covered employees are entitled to paid leave for specific purposes related to COVID-19.

Employers must provide paid sick leave if the employee is unable to telework because the employee:

- Is under a federal, state, or local quarantine or isolation order related to COVID-19
- Has been advised by a health care provider to self-quarantine because of COVID-19 concerns
- Is experiencing COVID-19 symptoms and seeking a medical diagnosis

- Is caring for an individual subject to a quarantine or isolation order or advised to self-quarantine because of COVID-19 concerns.
- Is caring for a son or daughter (as defined in the FMLA) where, due to COVID-19 precautions, the child's: school or place of care has closed or child care provider is unavailable.
- Is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

Payment for Leave: Leave is paid at the employee's regular rate of pay, except that leave used to care for another is paid at two-thirds the employee's regular rate of pay.

2. The Emergency Family and Medical Leave Expansion Act (H.R. 6201, Division C (§§ 3101 to 3106)

The Emergency Family and Medical Leave Expansion Act (Emergency FMLA) expands the FMLA to provide paid and other protected leave to covered employees with a qualifying need related to a public health emergency regarding COVID-19 declared by a federal, state, or local authority. The Emergency FMLA broadens coverage of the FMLA in several key respects.

Scope of Coverage: The new law expands the definition of employer regarding public health emergency leave to include all employers with fewer than 500 employees, while the FMLA ordinarily only covers employers with 50 or more employees. However, for employers with fewer than 50 employees:

The Secretary of Labor is authorized for good cause to exempt them from providing public health emergency leave if it would jeopardize the viability of the business as a going concern. There is no private right of action for damages or attorneys' fees available against those employers that do not meet the definition of covered employer under the FMLA (though the Secretary of Labor retains all available enforcement rights and remedies under the FMLA) (H.R. 6201, § 3104).

The Emergency FMLA also expands coverage by including employees who have been employed by the employer for at least 30 days. Under the FMLA, covered employees must have been employed for at least 12 months by the employer and worked for at least 1,250 hours during the previous 12 months. However, employers that employ health care providers and emergency responders may elect to exclude those employees from the public health emergency leave requirements (H.R. 6201, § 3105).

Leave Use and Payment:

The Emergency FMLA amends the FMLA to create a new category of protected leave for employees with a "qualifying need related to a public health emergency" (H.R. 6201, § 3102(b)), adding a new section (F) to 29 U.S.C. § 2612(a)(1)). A qualifying need under this provision means the employee cannot work or telework due to the need to care for a son or daughter under 18 years of age if, because of a public health emergency regarding COVID-19, the child's:

- School or place of care has been closed.

- Child care provider is unavailable.

Under the Emergency FMLA, the first ten days of leave necessitated by a public health emergency related to COVID-19 is unpaid, an employee may elect to substitute accrued paid leave during that time period under the leave provisions of the FMLA (29 U.S.C. § 2612(d)(2)(A) (allowing an employer to require an employee to use other accrued paid leave during FMLA leave)). Leave after the first ten days must be paid at a rate of at least two-thirds the employee's regular rate of pay based on the employee's regular schedule. For each employee, paid leave cannot exceed: \$200 per day , \$10,000 in total Because the Emergency FMLA adds another category of qualifying need to the FMLA, the total amount of available leave is the same as under the FMLA (12 weeks in a 12-month period).

Under the Emergency FMLA, the first two weeks are unpaid and the remaining ten weeks are paid leave. Employees must provide notice to their employers as soon as practicable when the need for leave is foreseeable.

Restoration Rights:

Employees returning from FMLA leave generally have the right to return to the same or an equivalent position.

The Emergency FMLA contains an exception to the job restoration for employers with fewer than 25 employees when their employees take public health emergency leave if all the following conditions are met:

The employee's position no longer exists because of economic or other operating conditions affecting employment and caused by a public health emergency

The employer makes reasonable efforts to return the employee to an equivalent position

If unable to return the employee to an equivalent position, the employer makes reasonable efforts to contact the employee about available positions for one year beginning on the earlier of: The end of the employee's qualifying need or 12 weeks after the employee's leave began.

Telework: Employees may telework if and when permitted by the employer or if the employer allows employees to perform work while at home or at a location other than the normal workplace. Telework is work for which normal wages must be paid and is not compensated under the paid leave provisions of the FFCRA.

ACADEMIC PROGRAM OVERVIEW

Upon detailed review of the 2019-2020 School Year and the remote learning program implemented in the fourth academic quarter, the administrative team has analyzed the program and attempted to remedy some of the major shortfalls of the sudden disruption to schooling last year with the plan for this year. The first major obstacle was the number of courses a student had to manage in a remote setting, last year they had 7.5 courses. Teachers were responsible for 6 courses, leaving them responsible for up to 150 students. The second large obstacle was the disruption of the students learning, creating learning gaps that we have identified in or progress monitoring review at the end of the school year. The school has determined that moving to a

block schedule will support students in managing a smaller number of courses at a time, spending more instructional time on certain subjects to help close the learning gap in Mathematics and English. The block schedule will reduce the number of students each teacher needs to communicate with, regularly, allowing a more detailed focus on the success, participation and engagement of all students. Another positive aspect of block scheduling is related to social distancing and the reduction/limitation of hallway transitions upon our return to in-person learning.

Block Schedule Sample

Every student will have at least 3.5 courses per semester in a 90-minute session. A sample student roster is listed below:

	Semester 1	Semester 2
Block 1	English	Math
Block 2ab	Science	Social Studies
Block 2c	Lunch	Lunch
Block 3	Humanities Elective	STEM Elective
Block 4	Foreign Language	Health/PE

**Note: This is a sample, courses vary per grade level and per student.*

Each course's curriculum will be reviewed by school administration and department chairpersons. Adjustments will be implemented to aide in attempting to close the learning gap caused by last year's abrupt school closure. Emphasis will be placed on creating courses that are adaptable for both in-person learning and remote learning to support our students no matter which modality is being implemented.

For the first semester, Philadelphia E&T Charter High School will operate 100% virtually with the implementation of remote learning. Each teacher will create their entire course online using Schoology as the main hub for each of their classrooms. Schoology is a Learning Management System that syncs with PowerSchool (our School Information System). Our teachers will develop their courses with a combination of synchronous and asynchronous experiences. Synchronous learning will be scheduled time periods that students are required to either log in at same time or participate in a video meeting at a certain time. Asynchronous learning is instruction or classwork that can be done at different times but adhering to due dates. Teachers will be required to hold no less than two synchronous sessions per week and ensure that students instructional time is being adhered to in high quality. Teachers will hold weekly office hours, that will be standard hours that students can use to acquire extra support by their teacher.

If public health conditions are suitable for in-person learning, we will begin to introduce small groups to participate in small group instruction in the second academic quarter with the hope to move to a full hybrid-learning program during the second semesters.

The approach of conducting the return to in-person instruction slowly, is one that is designed to support the wellness of our community and create seamless academic experiences.

REMOTE LEARNING OVERVIEW (PHASE I)

Philadelphia E&T will implement remote learning for the first semester. Remote learning is when all students participate in their education virtually using technology. There is not in-person instruction during this phase. Set-up and check-in sessions will be implemented but no instruction will take place in-person during this phase. The first semester begins on September 8, 2020 and runs through January 29, 2021. Students and families should familiarize themselves with two websites that they will frequently visit throughout the remote learning program.

- The first site is the school website: www.petchs.org.
- The second site is accessible through the school's website, but this page is the main source of information related to **learning** during COVID-19. This site is our school's COVID-19 Information Hub: www.petchs.org/about/COVID-19InformationHub.

Each student will be provided either a Chromebook or an iPad. We are currently transitioning away from iPads; however, upperclassmen may still be assigned an iPad. These devices will be available for pick-up during our scheduled set-up sessions. Students must adhere to our Acceptable Use Policy as outlined in the Student Handbook and Code of Conduct.

Students will each be assigned a school sponsored Gmail account that they must use to conduct all of their remote learning experiences. Students should not use personal email accounts for school business. Students are required to use their school-sponsored email account to check-in for daily attendance and to view their calendar. School calendars will be an essential component of remote learning, students should check their calendars immediately after daily attendance check-in.

Students will have one Schoology page for each of the classes for which they are rostered. Students will have no more than four courses during the first semester. Students are required to attend each of these classes as outlined in their schedule. Instruction and school work will be assigned weekly. Students should focus on their week one at time attending all of their synchronous sessions and completing the rest of their classes asynchronously.

Grading for remote learning will not be the same as it was during Quarter 4 of the 2019-2020 School Year. Each teacher will list their syllabus on their Schoology page that will outline their grading procedures. All staff members will assign students a weekly participation grade, students who participate regularly will see a boost in their grade.

12/18/20 UPDATE: Philadelphia County has currently experienced eight consecutive weeks of transmission rates in the “Substantial” category. The recommendation by PA Department of Education is for schools to operate remotely while a county is in the “Substantial” transmission category. Due to the current and projected health conditions in Philadelphia County communicated by the Philadelphia Department of Health as well as anticipated vaccination timeframes, Philadelphia E&T will continue to operate remotely through the third academic quarter ending on March 27, 2021. A decision will be communicated regarding the

fourth academic quarter during the first week of March 2021. The number of employees working in the school building will be reduced significantly while the county is in the “Substantial” category for transmission of COVID-19. Communication of the updates to this plan will be communicated with all staff, students, families and other stakeholders to ensure that they are aware of changing public health conditions and the extension of remote learning.

REMOTE LEARNING ELEMENTS

COVID-19 Information Hub

The COVID-19 Information Hub can be found at www.petchs.org/about/COVID-19InformationHub. This site is a one-stop location for anything you will need while working remotely. The site will host daily announcements, links to commonly used websites, tutorials, video messages, public health guidance and more. It is suggested that students visit this site before they start the day. A link to the student attendance form is easily found on the COVID-19 Information Hub.

Attendance

Students are required to attend school as directed in this information guide. Students under the age of 18 are required to attend school each day as part of the PA Compulsory Attendance Guidelines. Students will be required to arrive at school by 9:30AM on days they are scheduled to attend in-person when following the hybrid-learning program. Students are required to sign-in each day of remote learning before 8:00AM to be counted present for the day. Students must sign in with their school email using link: <https://forms.gle/YoWQTbW8utsmndGb6>.

Student Services Staff will be checking student attendance and will contact students/families if a student is absent via email, phone, etc. Students are required to attend sessions conducted synchronously in any given course. Attendance will be taken and submitted to the Student Services Office for all synchronous sessions. Teachers may consider attendance at their synchronous sessions as part of their participation grade.

School Email Accounts

Each student will be assigned a school email account. Philadelphia E&T uses Google products for our organization. This account is essential to fully participate in the attendance sign-in, calendaring, assessments and submission of assignments for your coursework. Detailed information regarding school e-mail accounts and Google applications is available on the COVID-19 Information Hub.

Student Devices

Every student in Philadelphia E&T is assigned either an iPad or Chromebook. Students will get their device during the first few weeks of school. We will host set-up sessions. These sessions will go over basic computer use and conduct essential in-person activities. Accepting a school issued device will require you to adhere to the Technology policies as outlined in the Student Handbook and Code of Conduct.

Internet Access

Although we understand for some reasons it is impossible for families to obtain internet access for their school sponsored device in the home. There are several resources available for free for students to access the internet and the City of Philadelphia is currently working to expand the options for students. Comcast's Internet Essentials Program has been offering 60 days of free internet by visiting www.internetessentials.com or by calling 1-855-INTERNET (1-855-8376). Comcast has also opened up free wi-fi trials in one-hour increments if your home is near one of their hotspots (<https://www.xfinity.com/support/articles/open-xfinity-wifi-hotspots>).

Please contact tech@petchs.org or call the school hotline 1-267-322-1278 for help with getting online If you are unable to do so on your own.

Schoology

Philadelphia E&T's Schoology site can be accessed here: <https://petchs.schoology.com/> Schoology is the school's Learning Management System. Each teacher will host their courses on their Schoology pages as their classroom. Students should be assigned to the appropriate course through our IT department. However, if a student needs to access their teacher's course remotely they are publicly available on our webpage and COVID-19 information hub. Schoology codes are also able to be accessed by visiting <http://www.petachs.org/about/staff> and viewing each teacher's information page.

Lesson Delivery

Each academic week will begin on Monday. Teachers will post the week's objectives, pre-recorded lessons, resources and assignments each week on their Schoology pages. There will be no additions of assignments mid-week. Each lesson/assignment/assessment will be accommodated/modified for students with different needs. Special Education and ELL teachers are working with each academic department on the lessons/assignments. Teachers will accept assignments using a variety of methods. Schoology pages will be monitored each day and teachers will respond to questions within 24 hours. Teachers will have designated OFFICE HOURS which will be posted on their page to answer any questions in real time. Students are required to attend Synchronous Sessions with their teacher. Teachers will provide synchronous class sessions two days per week in 90 minutes increments. Teachers will also assign video instruction, independent work or projects in a presentation format for students to complete asynchronously. Webinar and technical support will be available to train teachers, families and students, when necessary. There will be consequences for violations of our Acceptable Use Policy, available in our Student Handbook and Code of Conduct.

Grading

Each academic quarter is comprised of approximately ten weeks, each teacher will post a course outline on his/her Schoology page. The course outline will identify weekly goals, assignments and assessments and a grading criterion. In an effort to offer consistency throughout our school program, all teachers will give a weekly grade for each course in PowerSchool. Students will receive a weekly grade for their participation and mastery of the goals for each week. Teachers will be required to post a weekly grade for the previous week by Wednesday at 3PM. Students who do not participate in synchronous lessons will be marked absent and will not receive bonus credit for participation. Synchronous sessions are essential for student progress monitoring.

Student grades will not be limited to a weekly grade, as was the practice in the 2019-2020 School Year. Teachers will also include major assignments, projects, and/or assessments that must be completed. Teachers will offer time for assistance with completing the major assignments, projects, and/or assessments, as needed.

Grades will be assigned based upon both effort and concept mastery. This continues to be an extremely challenging adjustment for all students and staff. Teachers must contact and log contact of any student receiving who does not attend a synchronous sessions on a given week, which translates into any student who is has been absent.

Special education teachers will ensure review the weekly progress of their caseloads to ensure the modifications/accommodations and IEP goals were being met. This includes students who are completing assignments in an offline format, school leadership will communicate with the teachers what was distributed to the students and will scan any returned materials to the teachers. Teachers should be available by phone to support those students choosing the offline method. Teachers will update their gradebooks by the end of day Wednesday for the previous weeks' worth of work. Any work submitted via school accounts or in person will be sent to the appropriate teacher. Teachers will follow administrative guidelines or widespread changes to the grading system should changes occur in the public health conditions in the community.

PowerSchool

PowerSchool is the school wide information system which houses all historical academic data, student attendance, grades, progress, and demographic information. Power School offers students and their families an opportunity to see live-time information regarding their progress in school. Teachers maintain students grades and progress regularly, school attendance is listed and parents can sign up for weekly updates to be sent directly to their home e-mail addresses.

To log onto PowerSchool, use the links below:

PowerSchool for Administrators: <https://petchs.powerschool.com/admin/pw.html>

PowerSchool for Teachers: <https://petchs.powerschool.com/teachers/pw.html>

PowerSchool for Students & Families: <https://petchs.powerschool.com/public/home.html>

To create a new parental account on PowerSchool, click below:

http://www.petchs.org/UserFiles/Servers/Server_1166959/File/ParentHandouts/Creating_New_Parent_Account_PowerSchool.pdf

HYBRID-LEARNING OVERVIEW (PHASES II-IV)

Philadelphia E&T will implement hybrid learning for the when health conditions allow. Hybrid-learning is when students participate in their education both through in-person and virtual settings following a schedule to reduce large numbers of individuals gathering together indoors.

There is partial or supporting in-person instruction during this phase. It is our hope to begin Hybrid-Learning in either Phase II, III or IV during the second semester. We will make a decision regarding the transition to hybrid learning in the first weeks of January 2021 and will communicate this information to all stakeholders, pending approval by the Board of Trustees.

- Phase II:** Hybrid-Learning continuing to conduct classes online with small groups of students attending school on alternating days per grade level groups.
- Phase III:** Hybrid-Learning continuing to conduct classes online with grade levels reporting on alternating days.
- Phase IV:** Hybrid-Learning continuing to conduct classes online with two grade levels reporting on alternating days.

**Please note: The determination of Phase implementation is contingent on public health guidance.*

During hybrid-learning students and families should continue to familiarize themselves with two websites that they will frequently visit throughout the hybrid learning program.

- The first site is the school website: www.petchs.org.
- The second site is accessible through the school's website, but this page is the main source of information related to **learning** during COVID-19. This site is our school's COVID-19 Information Hub: www.petchs.org/about/COVID-19InformationHub.

Each student will be provided either a Chromebook or an iPad. We are currently transitioning away from iPads; however, upperclassmen may still be assigned an iPad. These devices will be essential to bring to/from the students in-person sessions. Students must adhere to our Acceptable Use Policy as outlined in the Student Handbook and Code of Conduct.

Students will each be assigned a school sponsored Gmail account that they must use to conduct all of their remote learning experiences. Students should not use personal email accounts for school business. Students will continue to be required to use their school-sponsored email account to check-in for daily attendance and to view their calendar. School calendars will be an essential component of remote learning, students should check their calendars immediately after daily attendance check-in.

Students will have one Schoology page for each of the classes for which they are rostered. Students will have no more than four courses during the first semester. Students are required to attend each of these classes as outlined in their schedule. Instruction and school work will be assigned weekly. Students should focus on their week one at time attending all of their in-person sessions, synchronous sessions and completing the rest of their classes asynchronously.

Grading for hybrid learning will not be the same as it was during Quarter 4 of the 2019-2020 School Year. Each teacher will list their syllabus on their Schoology page that will outline their grading procedures. All staff members will assign students a weekly participation grade, students who participate regularly will see a boost in their grade.

HYBRID LEARNING ELEMENTS

COVID-19 Information Hub

The COVID-19 Information Hub can be found at www.petchs.org/about/COVID-19InformationHub. This site is a one-stop location for anything you will need while working remotely and attending in-person sessions. The site will host daily announcements, links to commonly used websites, tutorials, video messages, public health guidance and more. It is suggested that students visit this site before they start the day. A link to the student attendance form is easily found on the COVID-19 Information Hub.

Attendance

Students are required to attend school as directed in this information guide. Students under the age of 18 are required to attend school each day as part of the PA Compulsory Attendance Guidelines. Students will be required to arrive at school by 9:30AM on days they are scheduled to attend in-person when following the hybrid-learning program. Students are required to sign-in each day of remote learning before 8:00AM to be counted present for the day. Students must sign in with their school email using link: <https://forms.gle/YoWQTbW8utsmndGb6>.

Student Services Staff will be checking student attendance and will contact students/families if a student is absent via email, phone, etc. Students are required to attend sessions conducted synchronously in any given course. Attendance will be taken and submitted to the Student Services Office for all synchronous sessions. Teachers may consider attendance at their synchronous sessions as part of their participation grade.

School Email Accounts

Each student will be assigned a school email account. Philadelphia E&T uses Google products for our organization. This account is essential to fully participate in the attendance sign-in, calendaring, assessments and submission of assignments for your coursework. Detailed information regarding school e-mail accounts and Google applications is available on the COVID-19 Information Hub.

Student Devices

Every student in Philadelphia E&T is assigned either an iPad or Chromebook. Students will get their device during the first few weeks of school. Students must bring their device to school during in-person sessions. Accepting a school issued device will require you to adhere to the Technology policies as outlined in the Student Handbook and Code of Conduct.

Internet Access

Although we understand for some reasons it is impossible for families to obtain internet access for their school sponsored device in the home. There are several resources available for free for students to access the internet and the City of Philadelphia is currently working to expand the options for students. Comcast's Internet Essentials Program has been offering 60 days of free internet by visiting www.internetessentials.com or by calling 1-855-INTERNET (1-855-8376). Comcast has also opened up free wi-fi trials in one-hour increments if your home is near one of their hotspots (<https://www.xfinity.com/support/articles/open-xfinity-wifi-hotspots>).

Please contact tech@petchs.org or call the school hotline 1-267-322-1278 for help with getting online If you are unable to do so on your own.

In-Person Sessions

Each phase of hybrid learning will require students to follow an in-person schedule. Philadelphia E&T will conduct in-person sessions by grade level. Students will be assigned an A group designation or B group designation (ex. 9A, 9B, 10A, 10B, etc.). It is important that you follow the schedule implemented. In-person sessions will offer an opportunity for students to come to school to support the remote learning being done on the other days. In-person sessions will begin at 9:30AM. Please continue to be sure that your demographic information is always up to date in order to receive the most up to date messages and reminders.

Opt-Out Procedures

During the hybrid learning phase, students and their families can opt-out of in person sessions due to continued health concerns. The opt-out program will remain for the duration of the 2020-2021 school year. An opt-out form must be completed by any family selecting to conduct their experience remotely for the 2020-2021 School Year. The form is available on the school website and COVID-19 Information Hub.

Schoology

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Grading

Each academic quarter is comprised of approximately ten weeks, each teacher will post a course outline on his/her Schoology page. The course outline will identify weekly goals, assignments and assessments and a grading criterion. In an effort to offer consistency throughout our school

program, all teachers will give a weekly grade for each course in PowerSchool. Students will receive a weekly grade for their participation and mastery of the goals for each week. Teachers will be required to post a weekly grade for the previous week by Wednesday at 3PM. Students who do not participate in synchronous lessons will be marked absent and will not receive bonus credit for participation. Synchronous sessions are essential for student progress monitoring. Student grades will not be limited to a weekly grade, as was the practice in the 2019-2020 School Year. Teachers will also include major assignments, projects, and/or assessments that must be completed. Teachers will offer time for assistance with completing the major assignments, projects, and/or assessments, as needed.

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Special education teachers will ensure review the weekly progress of their caseloads to ensure the modifications/accommodations and IEP goals were being met. This includes students who are completing assignments in an offline format, school leadership will communicate with the teachers what was distributed to the students and will scan any returned materials to the teachers. Teachers should be available by phone to support those students choosing the offline method. Teachers will update their gradebooks by the end of day Wednesday for the previous weeks' worth of work. Any work submitted via school accounts or in person will be sent to the appropriate teacher. Teachers will follow administrative guidelines or widespread changes to the grading system should changes occur in the public health conditions in the community.

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To log onto PowerSchool, use the links below:

PowerSchool for Administrators: <https://petchs.powerschool.com/admin/pw.html>

PowerSchool for Teachers: <https://petchs.powerschool.com/teachers/pw.html>

PowerSchool for Students & Families: <https://petchs.powerschool.com/public/home.html>

To create a new parental account on PowerSchool, click below:

http://www.petchs.org/UserFiles/Servers/Server_1166959/File/ParentHandouts/Creating_New_Parent_Account_PowerSchool.pdf

FULL RETURN TO SCHOOL (PHASE V)

Philadelphia E&T will implement a full return to school when health conditions allow. The full return to in person learning will allow students to return to school every day and follow a traditional roster while still fully participating in the guidelines and restrictions listed in the Health & Safety Plan. We will make a decision regarding the transition to full return to in person learning in the first weeks of January 2021 and again in before Spring Break. We will communicate this information to all stakeholders, pending approval by the Board of Trustees.

The Student Handbook and Health & Safety plan are available online. They outline the details of the traditional academic program.

ACCESS FOR ALL

Philadelphia E&T is committed to ensuring all students have access to the academic program with the same supports that we offer during typical programming. Significant focus will be spent ensuring those students with special needs are being supported and proper accommodations/modifications are being implemented. Our English Language Learners are also being considered and resources are being allocated to ensure that they do not fall behind and all of their needs are being met. Materials, websites, and information portals are available in multiple languages for all to participate.

We will continue to offer Guidance Services and Student Services operations throughout each phase of our plan. Students will have access to the social and emotional programs, college/career readiness programs, school activities, meal distribution, transportation services (when scheduled for in-person sessions) and all other major components of our Student Services Department.

The new modality of instruction considers the entire student and his/her needs. For specific schedule and supports available, please refer to the COVID-19 Information Hub.

Below are some specific areas related to accessibility for all:

Internet Access

Philadelphia E&T has the hardware infrastructure to allow each student to continue to have his/her own device (Chromebook or iPad) for the many phases of our academic plan. Since remote learning is going to last the first semester and some hybrid learning may potentially span through the entire school year, we are committed to having a device for every student and a bank of extra devices for any technical or replacement issues. The school will create an immediate strategy for supporting families to get internet in their home and securing mobile hotspots for students whose housing situation is unstable. We will continue to offer supplemental paper packages for students to have paper copies of lessons, on an as needed basis. Although we acknowledge for some reasons it is impossible for families to obtain internet access for their school sponsored device in the home. There are several resources available for free for students to access the internet and the City of Philadelphia is currently working to expand the options for

students. Comcast's Internet Essentials Program has been offering 60 days of free internet by visiting www.internetessentials.com or by calling 1-855-INTERNET (1-855-8376). Comcast has also opened up free wi-fi trials in one-hour increments if your home is near one of their hotspots (<https://www.xfinity.com/support/articles/open-xfinity-wifi-hotspots>).

Please contact tech@petchs.org or call the school hotline 1-267-322-1278 for help with getting online If you are unable to do so on your own.

Meals

Philadelphia E&T Charter High School uses the School District of Philadelphia to provide both breakfast and lunch free for all students each day. Students who attend Philadelphia E&T Charter High School will receive both meals during the hybrid learning and in-person sessions. Students will be eligible to receive "Grab and Go" meals at approved City and School District Locations. Locations will be updated daily and accessible on our COVID-19 Information Hub for any days they are not scheduled to report to the school building. Any Pandemic Electronic Benefits offered will be communicated to students as information changes. Students who stay after school for the 21CCLC Learning Program are eligible to receive a cold supper during that program. Every student is eligible to get that meal, as well.

Special Education Students

Every student's IEP will be reviewed by their classroom teachers and the Special Education Department. Accommodations/Modifications will be done in advance of the assignment of lessons. Communication will be made to each students' parents/guardians to review placements, IEP goals, accommodations/modifications and upcoming meeting dates. There will be special virtual/telephonic support sessions for students who need extra assistance with this new modality of learning through this public health crisis. For anyone with specific concerns/questions, please contact Ms. Leigh Ann Wilson, Special Education Director at wilsonl@petchs.org or 267-514-1823 Ext 295. A copy of the school's Annual Public Notice, Child Find Policy and Procedural Safeguards and more are available on the school's website here:

http://www.petachs.org/our_programs/academics/special_education_policies

English Learners

The objective of Philadelphia E&T is to meet the language needs of English Learners and help our ELs (English Learners) increase their language proficiency in the four domains of Reading, Writing, Speaking and Listening. The school has materials available in multiple languages and translation services available for families or students in need of those services. For more information on our LIEP you can contact our ESL Coordinator, Ms. Rosemarie DeFelice Head of Academics/ ESL Coordinator at 267-514-1823 Ext. 221 or defelicer@petchs.org. A copy of the school's policies are available on the school website here:

http://www.petachs.org/our_programs/academics/language_instruction_educational_program

Students Experiencing Instability in Housing

Students who are experiencing instability in housing are strongly encouraged to self-identify to our Homeless Liaison, Ms. Cramphorn. There are multiple resources available to support students who are facing this hardship. For more information regarding services available contact

Ms. Cramphorn at 267-514-2823 Ext 222 or cramphornl@petchs.org. Specific resources and policies are available on Ms. Cramphorn's site here:
<https://sites.google.com/prod/petchs.org/guidance/the-mckinney-vento-homelessness-assistance-act>

Social and Emotional Needs of Students

Since students have last been in school, our students and staff have experienced isolation; separation from friends, teachers, and colleagues; illness or loss of loved ones; and disruption of the familiar routines that made them feel cared for and safe. Additionally, we have also experienced the pain and division caused by racial injustice and its harms to our nation and community. It is the goal of the Student Services Team at Philadelphia E&T to offer supports to students in a variety of ways. Specific resources and support groups will be available and advertised on the COVID-19 Information Hub. We have two school counselors and are engaging an agency to offer additional supports for students social and emotional needs. Contact Ms. Beck or Ms. Cramphorn for more information. Ms. Beck is available is 267-514-1823 Ext 287 or beckt@petchs.org/ Ms. Cramphorn can be reached at 267-514-1823 Ext 222 or cramphornl@petchs.org

Cooperative Education and Senior Cohort Learning

The senior programs of Cooperative Education and Senior Cohort Learning will take place in the second semester, where possible. For more information on Cooperative Education or Cohort Based Learning please contact Ms. Kriessler at kriesslers@petchs.org

Student Athletics

Philadelphia E&T was scheduled to re-launch our athletic program for the 2020-2021 School Year. The school was scheduled to offer both girls and boys basketball. The school will follow the PIAA and Philadelphia Public League regarding interscholastic play. Should the athletic season move forward, all participants will be required to follow the policies and procedures identified in the Health & Safety plan, guided by the CDC recommendations. For questions or concerns about student athletics, please contact Mr. Clayton at 267-514-1823 Ext 300 or claytonc@petchs.org.

21st Century Community Learning Center

The 21CCLC Program will operate remotely on Monday-Thursday from 3PM to 6PM. Students participating in the 21CCLC Program should review the Health & Safety Plan. For questions or concerns about the 21CCLC Program, please contact Mr. Cassidy at 267-514-1823 Ext 315 or cassidyk@petchs.org

Admissions

Currently, we are at maximum capacity for the 2020-2021 School Year. Students who wish to attend Philadelphia E&T for the 2020-2021 should apply to be added to the waitlist for admission. If a spot becomes available, you will be contacted by the admissions team. Specific information and links to admissions can be found here: <http://www.petchs.org/admissions>. You can also contact Mr. Alberto at the Admissions Hotline at 267-822-1618 or via email at albertoj@petchs.org.

Transportation

Students who live 1.5 miles from our school or farther are eligible for a free SEPTA Transpass when we return to in-person programming. Transpasses will not be available during the first semester and will not be available for set-up or check-in sessions. Once in-person sessions resume, transpasses will become available. Please be sure your demographic information is accurate to ensure your transpass. Transportation updates will be posted on the COVID-19 information Hub.

SCHOOL CALENDAR FOR 2020-2021

The Philadelphia E&T Charter High School Academic Calendar consists of 180 days of instruction under the supervision of certified personnel and will be posted online and updated monthly.

Below is the academic calendar at-a-glance.

SY 2020-2021 ACADEMIC CALENDAR AT-A-GLANCE

<u>SEPTEMBER 2020</u> 8: QUARTER 1/SEMESTER 1 BEGIN 8-18: VIRTUAL SET-UP SESSIONS ARE HELD 28: SCHOOL CLOSED (YOM KIPPUR)	<u>OCTOBER 2020</u>
<u>NOVEMBER 2020</u> 6: QUARTER 1 ENDS 9: QUARTER 2 BEGINS 10-19: CHECK IN SESSIONS ARE HELD 11: SCHOOL CLOSED (VETERANS DAY) 26-27: SCHOOL CLOSED (THANKSGIVING HOLIDAY)	<u>DECEMBER 2020</u> 23-31: SCHOOL CLOSED (WINTER BREAK)
<u>JANUARY 2021</u> 18: SCHOOL CLOSED (MLK JR DAY) 29: QUARTER 2/SEMESTER 1 ENDS	<u>FEBRUARY 2021</u> 3: QUARTER 3/SEMESTER 2 BEGINS 12: SCHOOL CLOSED (LUNAR NEW YEAR) 15: SCHOOL CLOSED (PRESIDENTS DAY)
<u>MARCH 2021</u> 31: SCHOOL CLOSED (SPRING BREAK)	<u>APRIL 2021</u> 1-5: SCHOOL CLOSED (SPRING BREAK) 9: QUARTER 3 ENDS
<u>MAY 2021</u> 13: SCHOOL CLOSED (EID-AL-FITR) 31: SCHOOL CLOSED (MEMORIAL DAY)	<u>JUNE 2021</u> 11: GRADUATION 14: QUARTER 4/SEMESTER 2 ENDS 18: LAST DAY OF SCHOOL

STANDARDIZED TESTING

Philadelphia E&T typically administers several standardized tests to our students over the course of the year, including but not limited to: CDT Testing, Keystone Exams, NOCTI Exams, P-SAT, SAT, AP Exams. Given the uncertainty related to the COVID-19 pandemic, some of these exams may not occur or may change format. We will update the school community as more information becomes available. We will continue to administer any school sponsored exams throughout the year.

FLEXIBLE DESIGN

Philadelphia plan incorporates a digital backbone for our brick and mortar program under normal circumstances. Our normal philosophy is to support our in-person program with technology. The remote and hybrid programs have the opposite approach, support our digital program with in-person learning sessions, when possible. As the COVID-19 pandemic leaves us with many uncertainties, we believe that this structure outlined in this guide will allow us to increase the in-person sessions as public health conditions improve and reduce or cease in-person sessions as public health conditions decline or an outbreak occurs in our community. We appreciate the patience and support of our staff, students and their families in understanding the uncertainties that face us in the world today.