

2021: 7-15



PHILADELPHIA

E&T

CHARTER HIGH SCHOOL

SCHOOL YEAR 2021-2022

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 and the loss of 18 months of in person learning, 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 2021-2022 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 recovery plans; 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 the last 18 months. 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 2021-2022 School Year in-person, with a slow and methodically return designed to help students and staff with transitioning from a 100% remote model to an in-person model. We believe that this return to school after 18 months would best be suited by a slow returning program that supports the students and staff, holistically, which will ultimately create stronger continuity of instruction to be delivered without interruptions and school disruptions. The return to in-person learning will build upon the successes of the 2020-2021 School Year and allow us to dedicate significant preparation and training to our teachers while striving to deliver a program that allows for any abrupt changing of learning modalities due to changes in transmission rates, COVID-19 clusters, or changing public health conditions.

At Philadelphia E&T Charter High School, we pride ourselves on having a familial 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 levels we anticipate having to use throughout the duration of the school year. Below is a description of each level. Each level will be determined based upon public health conditions and changing internal circumstances. At this time, Philadelphia E&T will operate in the green level for the first semester.

Level	Type of Learning	Transmission Rates	Internal Circumstances	Remote Option
G	In-Person (All)	Moderate Category (2 consecutive weeks)	No identifiable tracing of COVID-19 from school contact.	Yes, must elect for entire Semester
Y	Hybrid (1/2)	Substantial Category (1 week)	Contained cohort of individuals traced as COVID-19 cluster. Will maintain for two-weeks.	Yes, may elect until return to Level G
R	Remote (ALL)	Substantial Category (2 consecutive weeks)	Uncontained cohort of individuals traced as COVID-19 cluster. Will maintain for two-weeks.	N/A

- Green:** In-Person learning will resume for all with optional opt-out for students who choose that method of instruction.
- Yellow:** Hybrid-Learning with students in Blue/White groups of students attending school on alternating days.
- Red:** 100% Remote (Virtual) learning for all students.

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/chrome book 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, and 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 EL. 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 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 conducted an analysis of the 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 took the results of this analysis into account when planning the curriculum and flow of instruction during the 2020-2021 School Year.

Due to continuous transmission rates remaining in the "Substantial Category" for most of the 2020-2021 School Year, it remained necessary for Philadelphia E&T to remain 100% remote for the duration of the school year. While the remote learning program of the 2019-2021 School Year was successful, it was evident that much more direct instruction was needed, along with more rigorous expectations. The academic program was enhanced as the students and staff members became comfortable with the routines and practices. A remote learning user guide was developed and students were taught how to be online students. A large focus of the 2020-2021 School Year was focused on increasing rigor and student supports with maintaining daily attendance. Daily attendance for synchronous learning maintained at 92% for the school year and 90% on asynchronous days. Stakeholder forums were held regularly to improve upon the program, as it became increasingly obvious that the return to school would not occur during the 2020-2021 School Year.

Vaccinations for school staff members became available in late February 2021. Vaccinations began to become available to students 16 years of age and above, at first. But vaccinations were not widely available to all students until May/June 2021.

In June 2021, the Governor lifted many restrictions and transmission rates began to drop into the "Moderate" category, resulting in the ability to bring some students in during the end of the 2020-2021 School Year for a variety of supports and SAT Testing and Keystone Exams.

Philadelphia E&T has continued to recognize communication as critical to success, the school repurposed some of the climate staff to support communication efforts.

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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.

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

Additionally, the school 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 including the most up-to-date information about vaccinations.

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 preliminary 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 initial Health & Safety Plan on July 31, 2020. The Health & Safety Plan was updated and Board approved on a quarterly basis. An updated Health & Safety Plan was developed in July 2021 for the 2021-2022 School Year as required by the **American Rescue Plan: Elementary and Secondary School Emergency Relief Act**. The original Health & Safety Plan is an appendix of the updated plan.

All 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, air quality upgrades, monitoring staff and student health, vaccinations, 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, and 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.

Health/Safety Protocols

Philadelphia E&T Charter HS understands the importance of developing tools to continue mitigation efforts to reduce 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 continue to require individuals to be masked while in the school building, as CDC guidelines continue to recommend that as an essential component of mitigation. The school will maintain the decision to temporarily continue the adjustment from an eight-period traditional schedule into a four-period block schedule for the 2021-2022 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. In an effort to provide continuity for our students, staff and families, we intend implementing our plans for the first few weeks of the school year with a focus on reintegration for both staff and students. During the first month of the school year, we will ask students to report to school in smaller groups to pick up technology, go through an orientation process, solicit feedback from students about their well-being, conduct health screenings, etc., take benchmark exams to identify students' current levels, while beginning with asynchronous learning in all of their classes. This gradual return to full in-

person learning will be done to evaluate social distancing in classrooms, focus on conditioning students and staff back to the rigor of in-person learning in a school setting, being aware that some fatigue may be expected.

Plans include redesigning classroom spaces, by the removal of unnecessary furniture, etc. to maximize student desk distancing to the maximum extent possible. Communal spaces will be closed for both students and staff, lockers will be utilizing by request, and water fountains will be discontinued. Clean drinking water stations will be available for all persons in the building with water in individual bottles. Each classroom/office 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 hand washing schedule will be built into the schedule and will be implemented in advance of any relocation to a new space. Cleaning and hygiene practices will increase in frequency.

The school will offer in-person afterschool programs to students while maintaining a virtual program for those who are not in the building.

Monitoring Student and Staff Health

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 their vaccination status, any history of exposure or contact with anyone in their home who is exhibiting COVID-19 symptoms each morning upon entry to 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, even if you have been vaccinated. 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 school administration will conduct internal 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. Vaccinated individuals who come in contact with a COVID-19 positive person are not required to isolate if they do not exhibit any 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.

Air Quality Upgrades

The LEA and pandemic team will support the mitigation of COVID-19 through actionable strategies in the school building. The school has conducted an air quality analysis and the following air quality improvements will be made: Installation of bipolar ionization strips, NPBI boxes, plasma bars, Kleanse Air Mobile Air Cleaners and air purifiers in every classroom. Additionally, cleaning and disinfecting will be essential to the safe conditions and operations of the building

Vaccination Efforts

The LEA has coordinated efforts to get all interested staff members vaccinated by Children's Hospital of Philadelphia. The LEA has communicated vaccination opportunities to both families and students regularly and often. The LEA has been actively pursuing a partner agency and the school physician to help educate and vaccinated our school community. The LEA will continue to boost efforts for students to get vaccinated through continuous advertisement and education. Individuals ages 12 and up are currently eligible for vaccination. The City of Philadelphia has a variety of clinics all across Philadelphia where individuals can go to get vaccinated. Links to these sites continue to be sent to families weekly, are always posted on our school website and COVID-19 Information Hub and specific communications are sent directly from school leadership with CDC facts sheets.

Other Considerations for Students and Staff

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 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. Students are strongly encouraged to get vaccinated.

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 and they are not yet vaccinated.
- 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 a vaccinated 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 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. The school will utilize the levels of instructional modalities here, as necessary:

<i>Level</i>	<i>Type of Learning</i>	<i>Transmission Rates</i>	<i>Internal Circumstances</i>	<i>Remote Option</i>
G	In-Person (All)	Moderate Category (2 consecutive weeks)	No identifiable tracing of COVID-19 from school contact.	Yes, must elect for entire Semester
Y	Hybrid (1/2)	Substantial Category (1 week)	Contained cohort of individuals traced as COVID-19 cluster. Will maintain for two-weeks	Yes, may elect until return to Level G
R	Remote (ALL)	Substantial Category (2 consecutive weeks)	Uncontained cohort of individuals traced as COVID-19 cluster. Will maintain for two-weeks.	N/A

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. Staff members are strongly encouraged to get vaccinated.

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 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.

EMPLOYEE LEAVE RELATED TO COVID-19

Philadelphia E&T will continue to follow CDC requirements related to leave and isolation periods as it relates to COVID-19 exposure and travel restrictions.

Any employee who needs to miss work due to COVID-19 infection, exposure, or travel restrictions that are not employer directed must contact the CEO/COO and Human Resources to report situations requiring leave to determine if telework is possible during isolation periods. Employer directed leave due to exposure in the workplace, will not require employees to use their personal or sick time. If telework is possible, it will be authorized by the CEO/COO and no employee time will be used. If telework is not possible, employee will be permitted to use accumulated sick/personal time for that isolation period. The use of sick/personal time due to COVID-19 must be authorized by the CEO/COO. Unnecessary travel resulting in missed work due to isolation is not encouraged and the use of sick time may not be approved for quarantining. Employees who intentionally withhold notification of travel plans to a state outside of Pennsylvania or his/her home state of residence are subject to disciplinary consequences as a direct violation of employee handbook.

An employee who requires leave related to COVID-19 has two pathways available to them:

1. Consecutive use of Sick, Personal, Vacation Time outside normal parameters:

Employees will be able to utilize their accumulated sick, personal and vacation (if applicable) time for COVID-19 related illness or necessary child care, if impacted due to COVID-19.

To be eligible for the consecutive use of accumulated sick, personal and vacation (if applicable) time, an employee must:

- a. Contact Human Resources (Lisa Wray at wrayl@petchs.org) to inform her of the need.
- b. Complete the Extenuating Circumstance Form
- c. Meet with Chief Operating Officer for final approval.

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

The start of the 2021-2022 School Year will occur with a focus on the return in-person learning, while spending adequate time evaluating students to understand their baseline academic levels through benchmark testing. Teachers will utilize data from those assessments to address both remediation and acceleration strategies within their classrooms to maximize the learning experience for all students. By continuing to utilize Block Scheduling, as described below, we believe that students will be able to spend more time with their teacher, having to manage less subjects as once, to adequately demonstrate growth in each area.

Block Schedule Sample

Every student will have at least 3 courses per semester in a 90-minute session. A sample student roster is listed below:

	<i>Semester 1</i>	<i>Semester 2</i>
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 the transition to remote learning.

Course design will be done with uniformity to with an emphasis 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. Students can select to continue remote learning on a semester basis.

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 either be in-person or 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 at least four synchronous sessions per week and ensure that students' instructional time is being adhered to in high quality. While remote and for our remote learners, teachers will hold weekly office hours that will be standard hours that students can use to acquire extra support by their teacher.

Students who have selected remote learning due to health considerations, will follow the in-person schedule by attending classes virtual, as teachers are teaching in their classrooms.

FULL RETURN TO SCHOOL (GREEN LEVEL)

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 block schedule roster while still fully participating in the guidelines and restrictions listed in the Health & Safety Plan.

The return to in person learning will important and require several weeks of orientation in small groups. The school will be conducting a thorough review of each students' academic record and will be conducting baseline testing to understand students' current academic levels in both reading and math upon their return to in-person learning. This data will be prepared in a user-friendly way for each student in the LEA, this information will be used to identify if any learning loss occurred and develop an individualized support plan with goals to address that loss through a variety of means: curricular adjustments, tutoring, small group instruction, access to after-school homework help/peer tutoring, credit recovery programs, etc.

Professional development will be offered to staff to support them in understanding the social and emotional needs of the students and any potential implications that may have on the academic progress of the students. Each quarter, staff members will evaluate student performance and updates will be made to the students individualized support plan to demonstrate any/all gains that have been made in the students' goals.

These quarterly updates will be communicated to teachers, students, and their families to help motivate and encourage students to meet or exceed their grade-level expectations.

The Heads of Academics and Accountability will oversee the implementation of the academic recovery plan as well as the quarterly review of student progress.

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

FULL RETURN TO SCHOOL ELEMENTS (GREEN LEVEL)

Attendance

Students are required to attend school every day in person. Students under the age of 18 are required to attend school each day as part of the PA Compulsory Attendance Guidelines.

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 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 chrome book. Students will get their device during the first few weeks of school. Students must bring their device to school every day. 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

The school has internet access throughout the building. Due to potentially changing learning modalities, we would like all families to have internet access in their homes. 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.

Opt-Out Procedures

During the in-person 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 semester. An opt-out form must be completed by any family selecting to conduct their experience remotely. The form is available on the school website and COVID-19 Information Hub.

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, even during in-person sessions. Students will be assigned to the appropriate course through our IT department.

Lesson Delivery

Full return to school (Green Level) allows for teachers to deliver lessons directly to students in the classroom. Teachers will post a course syllabus that contains their class expectations on each course Schoology page. Teachers will continue to post weekly objectives in Schoology along with weekly notes, readings, and all assignments. Each lesson/assignment/assessment will be accommodated/modified for students with different needs. Special Education and EL teachers are working with each academic department on the lessons/assignments. When full in person, teachers may elect how they want students to submit each assignment or complete assessments: directly in person or submission through Schoology.

Grading

Each academic quarter is comprised of approximately ten weeks and there are two quarters per semester. On block scheduling, the semester grade in a course is the final grade where credit is issued. Each quarterly grade is determined as follows:

Assessments:	40% (3 assessments minimum: can be projects, quizzes, tests, essays)
Assignments:	50% (1 minimum graded classwork/homework assignment per week)
Quarterly Exam:	10% (completed during the last two weeks of the quarter to assess students' understanding of the quarter's most important concepts)

Special Education teachers will ensure review of the progress of their caseloads to ensure the modifications/accommodations and IEP goals are being met.

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 (YELLOW LEVEL)

Philadelphia E&T will implement hybrid learning for the when health conditions require it. 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. Students will be assigned to either the Blue or White Group. This will divide the students in half and allow us to further distance classroom space. It is important that students remember which group they are in, calendars will be communicated using the Blue and White grouping.

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 with a chrome book 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 be 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.

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 at normal times on days they are scheduled to attend in-person when following the hybrid-learning program. Students will be required to sign-in each day before 8:00AM to be counted present for the day, on days they are schedule to attend remote learning. 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 chrome book. 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

Hybrid- learning will require students to follow an in-person schedule. Philadelphia E&T will conduct in-person sessions by dividing the grade in half, creating Blue and White Groups. Students will be assigned a group designation (ex. Blue, White). 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. 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 hybrid model implementation. An opt-out form must be completed by any family selecting to conduct their experience remotely. The form is available on the school website and COVID-19 Information Hub.

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 will be assigned to the appropriate course through our IT department.

Lesson Delivery

As with full in-person learning, teachers will post each week's lessons with resources and assignments on their course Schoology pages. Each lesson/assignment/assessment will be modified for students with different needs. Special Education and EL teachers are working with each academic department on the lessons/assignments. Students will be required to attend live Zoom classes (synchronous classes) at least two days per week in 90 minute increments with their teachers when not in person. Teachers will also assign video instruction, independent classwork, or projects for students to complete asynchronously. All assignments will be able to be completed and submitted by students in Schoology. Assessments will be able to be completed remotely as well. During hybrid learning, Open Zoom time will be available weekly for students to meet with their teachers if they require assistance or have questions.

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 and there are two quarters per semester. On block scheduling, the semester grade in a course is the final grade where credit is issued. Each quarterly grade is determined as follows:

Assessments:	40% (3 assessments minimum: can be projects, quizzes, tests, essays)
Assignments:	50% (1 minimum graded classwork/homework assignment per week; mandatory weekly Zoom attendance grade)
Quarterly Exam:	10% (completed during the last two weeks of the quarter to assess students' understanding of the quarter's most important concepts)

During hybrid learning, Open Zoom time will be available weekly for students to meet with their teachers if they require assistance or have questions.

Special Education teachers will ensure review the weekly progress of their caseloads to ensure the modifications/accommodations and IEP goals were being met.

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.

REMOTE LEARNING OVERVIEW (RED LEVEL)

Philadelphia E&T will implement remote learning, when necessary. Remote learning is when all students participate in their education virtually using technology. There are no in-person sessions during this phase. Students will follow their in-person schedule with synchronous online sessions. There will be synchronous and asynchronous learning as directed. 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.

Students will utilize their school-issued device, all students will have a school issued device and are eligible for free internet in the home. Students must adhere to our Acceptable Use Policy as outlined in the Student Handbook and Code of Conduct.

Students will utilize 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 by each course's teacher.

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 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/YoWQTbW8utsmdGb6>.

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 utilizes their 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

Students will receive their device during the first few weeks of school, and will be required to utilize it daily. 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.

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Lesson Delivery

Lesson Delivery

During full remote learning, teachers will post the week's objectives, pre-recorded lessons, resources and assignments each week on their Schoology pages. *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/assignment.* Students will be required to attend live Zoom classes (synchronous sessions) with their teachers. Teachers will provide synchronous class sessions two days per week in 90 minutes increments. Teachers will also assign 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. During remote learning, Open Zoom time will be available weekly for students to meet with their teachers if they require assistance or have questions.

Grading

Each academic quarter is comprised of approximately ten weeks and there are two quarters per semester. On block scheduling, the semester grade in a course is the final grade where credit is issued. Each quarterly grade is determined as follows:

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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

ACCESS FOR ALL

Philadelphia E&T is committed to ensuring all students have access to the academic program with the same supports no matter which modality of 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.

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 (Chrome book 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.

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.petchs.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.petchs.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>

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

Admissions

Currently, we are at maximum capacity for the 2021-2022 School Year. Students who wish to attend Philadelphia E&T for the 2021-2022 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.

STUDENT SERVICES PROGRAM OVERVIEW

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. 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.

For specific schedule and supports available, please refer to the school website and COVID-19 Information Hub.

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 meals at our school building or “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 After School Program are eligible to receive a cold supper during that program. Every student is eligible to get that meal, as well.

Transportation

Students who live 1.5 miles from our school or farther are eligible for a free SEPTA Fare Cards when we return to in-person programming. SEPTA Fare Cards 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, SEPTA Fare Cards will become available. Please be sure your demographic information is accurate to ensure your SEPTA Fare Cards. Transportation updates will be posted on the COVID-19 information Hub.

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 expanded our Counseling and Student Services team to address the increasing social and emotional needs of our students.

Student Athletics

Philadelphia E&T are scheduled to re-launch our athletic program for the 2021-2022 School Year. The school was scheduled to offer both girls and boys junior varsity basketball. The school will follow the PIAA and Philadelphia Public League (District XII) 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.

Out-of-School-Time Program

The OST Program will operate Monday-Thursday from 3PM to 6PM, following the corresponding learning level (Green/Yellow/Red). Students participating in the OST Program should review the Health & Safety Plan. For questions or concerns about the OST Program, please contact Mr. Cassidy at 267-514-1823 Ext 315 or cassidyk@petchs.org

SCHOOL CALENDAR FOR 2021-2022

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:

STANDARDIZED TESTING

Philadelphia E&T typically administers several standardized tests to our students over the course of the year, including but not limited to: STAR Testing, CDT Testing, G-Made/G-Rade, 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.