# GLSD Continuity of Education Plan

<table>
<thead>
<tr>
<th>School District</th>
<th>Greater Latrobe School District</th>
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<tbody>
<tr>
<td>Superintendent</td>
<td>Dr. Georgia Teppert</td>
</tr>
<tr>
<td>Address</td>
<td>1816 Lincoln Avenue</td>
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<td></td>
<td>Latrobe, PA 15650</td>
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<tr>
<td>Email/Phone</td>
<td><a href="mailto:georgia.teppert@glsd.us">georgia.teppert@glsd.us</a></td>
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<tr>
<td></td>
<td>724-539-4200 Ext. 11102</td>
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<tr>
<td>Website</td>
<td>glsd.us</td>
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<tr>
<th>Important Dates</th>
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<tbody>
<tr>
<td>June 30, 2020</td>
<td>Initial approval by Greater Latrobe School District Board of Education</td>
</tr>
<tr>
<td>July 1, 2020</td>
<td>Submitted to the Pennsylvania Department of Education</td>
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<tr>
<td>July 21, 2020</td>
<td>Revisions approved by Greater Latrobe School District Board of Education (revisions are highlighted in yellow)</td>
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<tr>
<td>July 22, 2020</td>
<td>Revisions submitted to the Pennsylvania Department of Education</td>
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## Goal of Plan

The Greater Latrobe School District is committed to providing high quality education to all students during the 2020-2021 school year and Phased Reopening Health and Safety Plan.

## Overview of Plan

Welcome to the Greater Latrobe School District Phased Reopening Health and Safety Continuity of Education Plan. The following information will help to inform all stakeholders of Greater Latrobe’s plan for education during each phase of recovery during the COVID-19 pandemic.

The Greater Latrobe School District reserves the right to move to more restrictive action at any time, should local circumstances dictate the need to do so.

July 2020 revisions to this plan follow the [Order of the Secretary of the Pennsylvania Department of Health Requiring Universal Face Coverings](https://www.greaterratrobe.org) that was released on July 1, 2020. These revisions also take into consideration recommendations from the [Pennsylvania Department of Education](https://www.pdesa.gov) that were released on July 16, 2020.

For the purpose of this document, a “face covering” is defined according to the same definition provided by the Pennsylvania Department of Health in the above Order and should be understood to be synonymous with “mask.”

The Greater Latrobe School District also consulted with local Medical Experts who have current information regarding COVID-19, particularly in the Westmoreland County area.
Medical Experts Panel:
Dr. Michael Zorch - Latrobe Area Hospital Emergency Room Physician (retired) and Greater Latrobe School District Board of Education President
Dr. Christina Armanious - Excela Health Diagnostic Associates, Latrobe and Greensburg
Dr. Elizabeth Cutrell - Children’s Community Pediatrics, Mt. View
Dr. William Jenkins - Westmoreland Emergency Medicine Specialist, Frick Hospital
Dr. Jill Kielbowski - Excela Square Latrobe Primary Care
Dr. Thomas Maroon - Children’s Community Pediatrics, Mt. View
Dr. Stephen Mills - Excela Square Latrobe Primary Care and Greater Latrobe School District Physician

**Expectations for Teaching and Learning**

Teaching and learning may occur through face-to-face instruction in the brick and mortar setting if Westmoreland County remains in the Green Phase or returns to the Yellow Phase. Teaching and learning will occur through Online Instruction if Westmoreland County returns to the Red Phase. Phase changes and accompanying mandates will be dictated by State Government regulations.

During the Phased Reopening, instruction may occur in-person in the brick and mortar setting, through a hybrid model, or through online instruction, asynchronously or synchronously.

*Brick and mortar setting* is face-to-face instruction that occurs in the school building. Social distancing guidelines, as well as other health and safety guidelines will be followed.

*Hybrid model* is a blend of brick and mortar instruction, as well as online instruction. The hybrid model may be implemented during any time when large gatherings are discouraged for health and safety reasons. *Asynchronous learning* is student-centered instruction where students engage with pre-recorded video lessons, assignments, and other learning tasks on their own and instruction is not being delivered in person or in real-time.

*Synchronous learning* is online learning that happens in real-time, but not in the same physical location. This will occur during some class times and may occur during office hours.

*Office hours* are times when teachers will be available to assist small groups or individual students, answer questions, and provide additional help.

**2020-2021 Instructional Model**

In order to follow the recommended Social Distancing Guidelines from the Centers for Disease Control and Prevention and the World Health Organization, the occupancy of each space must be considered. This includes classroom spaces, cafeterias, gymnasiums, school buses, and common areas. Due to this consideration, Greater Latrobe School District will be planning for a return to school for all students under three different models.

**GREEN PHASE and YELLOW PHASE - Full Return to Brick and Mortar**
- All students will return to the regular school environment, following CDC and WHO guidelines, as well as PDE guidelines to the maximum extent possible. Students will follow
their normal schedules.

- Classrooms will be arranged so that social distancing is achieved to the maximum extent possible.
- Regular hand hygiene will be required of all staff and students. The best form of hand hygiene is thorough hand washing with soap and water. If hand washing is not available, hand sanitizer that is at least 60% alcohol, dye-free and fragrance-free will be provided.
- All students will be required to wear a face covering on the school bus, in the hallways, and other gatherings when unable to social distance 6 feet from others. All students may remove face coverings when eating, drinking and being outdoors while maintaining social distancing.
- Upon entering the elementary classrooms and being seated for instruction, elementary students may remove their face coverings. However, if working in small groups and unable to social distance, face coverings must be worn.
- Medical research has shown that adolescents (junior and senior high students) have an increased risk of contracting and transmitting the virus to others. Additionally, secondary students will be moving throughout the building frequently and be in contact with several groups of students and teachers throughout the day. Therefore, more strict face covering guidelines for secondary students will be imposed while in the classroom setting. Secondary students will wear face coverings during classroom instruction but will be provided with “mask free intervals” throughout the day. These “mask free intervals” may include times when students are working independently, in large group areas and are able to social distance 6 feet from others.
- In the future, face coverings may be allowed to be removed for secondary students after the District can be reassured that students, while in the classroom can maintain social distancing of 6 feet and the incidence of COVID in the school population does not rise after school starts.
- Faculty and staff members who cannot maintain social distancing of 6 feet and/or are required to be in close proximity to students for instruction, therapy or treatment must wear a face covering to limit exposure.
- Face coverings may be required in certain situations, at the discretion of District Administrators, if the health and safety of any individuals is at risk.
- Staff members who are required to be in close proximity to students for the purpose of therapy or treatment must wear a face covering or clear face shield to limit exposure.
- Cafeterias will have a reduced number of students during meal times for secondary students. Elementary students will eat meals in their classrooms. This model allows for socialization, which is central to the educational experience, while still maintaining social distancing and reducing the number of individuals in one gathering space. All food services personnel will be required to wear face coverings.
- When possible, instruction for physical education classes and recess will be conducted outside.
- To the maximum extent possible, sharing of materials will be discouraged. Materials that must be shared will be disinfected between use.
- Students and staff will be encouraged to bring water bottles and earbuds/headphones for their own personal use.
- Families will have the opportunity to transport their own student(s). Students using District buses will be encouraged to sit with their household group to maintain Social Distancing with other groups.
- High-touch surfaces will be cleaned on a regular basis throughout the school day. After school cleaning practices will include thorough cleaning, sanitizing and disinfecting on a daily basis.
- For families who choose to keep their student(s) at home on a full-time basis, online
instruction will be provided. This instruction will occur both synchronously and asynchronously to allow for maximum participation in Greater Latrobe’s curriculum and educational experiences. Students may be provided with a District Chromebook and Internet access, if requested. Regular attendance will still be required of all students.

- Individual accommodations for students may be discussed with appropriate District staff, including but not limited to, Administration, School Nurses, School Counselors, or Teachers.

**YELLOW PHASE (if dictated by severe local circumstances)** - Hybrid Model

- Students will be divided into two approximately equal groups. Group A will attend the physical brick and mortar setting on Monday/Tuesday. Group B will attend the physical brick and mortar setting on Thursday/Friday.

- On the alternate two days, students will participate in Online Instruction, through both synchronous and asynchronous educational experiences. Wednesdays will be full Online Instruction for all students. This will allow for District Maintenance and Custodial Staff to perform mid-week additional cleaning, disinfecting, and sanitizing in all buildings and classrooms.

- High-touch surfaces will be cleaned on a regular basis throughout the school day. After school cleaning practices will include thorough cleaning, sanitizing and disinfecting on a daily basis.

- Household groups of students will be kept on the same schedule in order to assist families with scheduling and childcare.

- While in the school buildings, all students and staff will follow the recommended Social Distancing guidelines from the CDC and WHO, to the maximum extent possible.

- Classrooms will be arranged so that social distancing is achieved to the maximum extent possible.

- Regular hand hygiene will be required of all staff and students. The best form of hand hygiene is thorough hand washing with soap and water. If hand washing is not available, hand sanitizer that is at least 60% alcohol, dye-free and fragrance-free will be provided.

- **All students will be required to wear a face covering on the school bus, in the hallways, and other gatherings when unable to social distance 6 feet from others. All students may remove face coverings when eating, drinking and being outdoors while maintaining social distancing.**

- Upon entering the elementary classrooms and being seated for instruction, elementary students may remove their face coverings. However, if working in small groups and unable to social distance, face coverings must be worn.

- Medical research has shown that adolescents (junior and senior high students) have an increased risk of contracting and transmitting the virus to others. Additionally, secondary students will be moving throughout the building frequently and be in contact with several groups of students and teachers throughout the day. Therefore, more strict face covering guidelines for secondary students will be imposed while in the classroom setting. Secondary students will wear face coverings during classroom instruction but will be provided with "mask free intervals" throughout the day. These "mask free intervals" may include times when students are working independently, in large group areas and are able to social distance 6 feet from others.

- In the future, face coverings may be allowed to be removed for secondary students after the District can be reassured that students, while in the classroom can maintain social distancing of 6 feet and the incidence of COVID in the school population does not rise after school starts.

- Faculty and staff members who cannot maintain social distancing of 6 feet and/or are required to be in close proximity to students for instruction, therapy or treatment must wear a face covering to limit exposure.
- **Face coverings** may be required in certain situations, at the discretion of District Administrators, if the health and safety of any individuals is at risk.
- Staff members who are required to be in close proximity to students for the purpose of therapy or treatment must wear a face covering or clear face shield to limit exposure.
- Cafeterias will have a reduced number of students during meal times for secondary students. Elementary students will eat meals in their classrooms. This model allows for socialization, which is central to the educational experience, while still maintaining social distancing and reducing the number of individuals in one gathering space. All food services personnel will be required to wear face coverings.
- When possible, instruction for physical education classes and recess will be conducted outside.
- To the maximum extent possible, sharing of materials will be discouraged. Materials that must be shared will be disinfected between use.
- Students and staff will be encouraged to bring water bottles and earbuds/headphones for their personal use.
- Families will have the opportunity to transport their own student(s). Students using District buses will be encouraged to sit with their household group to maintain Social Distancing with other groups.
- Students with special learning needs, medical needs, limited English proficiency, or any other educational needs may have the opportunity to attend the brick and mortar setting all four days (Monday/Tuesday and Thursday/Friday). A team meeting shall occur to discuss this option. Team members may include: the student (if appropriate), parent/guardian, building principal, school nurse, school counselor, teachers, Director of Pupil Services.
- Students who are enrolled in the Eastern Westmoreland Career and Technology Center will have the option to attend the brick and mortar setting all four days (Monday/Tuesday and Thursday/Friday) in order to participate in hands-on instruction and work toward certification hours in their program. These students will have the opportunity to complete their Core coursework at the Sr. High School in a quiet, socially distanced, supervised setting if they choose to stay at the brick and mortar school before or after their hours at the EWCTC.
- For families who choose to keep their student(s) at home on a full-time basis, online instruction will be provided. This instruction will occur both synchronously and asynchronously to allow for maximum participation in Greater Latrobe’s curriculum and educational experiences. Students may be provided with a District Chromebook and Internet access, if requested.
- Regular attendance will still be required of all students. Families will have the option to choose to participate in the Hybrid Model or the Full Online Instruction Model. Once a decision is made by a family, the student will be accountable for appropriate attendance and academic participation.

**RED PHASE - Full Online Instruction**
- All students will participate in Online Instruction.
- Instruction will be provided through synchronous instruction, asynchronous instruction, and assigned work.
- Teachers will be available at regularly scheduled times of the day for student instruction and support.
- School counselors and school nurses will be available at regularly scheduled times of the day for social/emotional support.
- Students with special learning needs, medical needs, limited English proficiency, or any other educational needs may meet with District teams to discuss individual learning plans to meet their unique needs. Teams may include any of the following: student (if appropriate), parents, teachers, building principals, school counselors, school nurses, school psychologist, Director
of Pupil Services.
- Regular attendance and participation in the educational environment will still be required of all students. Truancy elimination plans will be developed for any student who does not demonstrate satisfactory regular attendance.

**Transportation**

When possible, parents/guardians will be encouraged to provide transportation for their children. During the Green Phase, students using District buses will be encouraged to sit with their household group to maintain Social Distancing with other groups. During the Yellow Phase, approximately half of the students will attend the brick and mortar schools on any given day, which will help to limit the number of students on a bus. Household groups will be encouraged to sit together to help maintain Social Distancing.

**2020-2021 Temporary Exclusions**

Until guidelines specific to Pennsylvania’s Phased Reopening Plan are lifted, the following activities will be suspended:
- Field Trips
- Classroom/School Visitors
- Brick and Mortar Open Houses
- Assemblies
- Classroom Parties
- Parades
- Concerts
- Instructional Programs from Outside Groups
- PTO/Volunteer Opportunities
- Activities that require groups to travel outside of the school buildings
- Activities that require entry of outside members of the public into the school buildings
- Any other activities determined by District Administrators that may pose a potential threat to the health and safety of students and staff

When possible, these or similar opportunities may be provided virtually.

**Available Services**

The following services will remain in place to provide support to students and their families:

- Student Assistance Program
- Academic Resource Team
- Truancy Elimination Planning
- Multi-Disciplinary Evaluation
- Mental Health Referral
- Drug/Alcohol Referral
- Wildcats Emergency Fund
- Assistance with food/clothing allocation
- Social-emotional support
- Tutoring
- Any other service necessary to reduce barriers to education
**Communication Tools and Strategies**
Information will be communicated via the District website, letters, text messages, videos, social media accounts, email and the emergency communications system.

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<tr>
<th>Access (Devices, Platforms, Handouts)</th>
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<tr>
<td>The District will utilize the G Suite platform of productivity and collaboration tools. Chromebooks and Internet access will be provided upon request.</td>
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<th>Attendance / Accountability</th>
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<td>Greater Latrobe School District staff members will take daily attendance and report absent students to the appropriate building principal for follow-up with parents and guardians. Students are expected to participate in the educational process on a regular basis in order to meet the attendance requirements set forth by the Pennsylvania Department of Education. Truancy elimination plans will be developed for any student who does not demonstrate satisfactory regular attendance. Parents and guardians are encouraged to regularly check their email for information regarding student assignments and progress.</td>
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<tr>
<th>Good Faith Efforts for Access and Equity for All Students</th>
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<td>Greater Latrobe School District recognizes that some students have unique learning needs. Individual educational plans may need to be developed through a team approach for certain students. Any parent/guardian of a student with a disability, suspected disability, medical need, limited English proficiency, or other unique educational need should contact the Director of Pupil Services in order to schedule a meeting to discuss these needs and possible accommodations. Contact information is listed on the District Website. Decisions will always be made through a team approach. Team members may include: student (if applicable), parent, teachers, building principal, school nurse, school counselor, school psychologist, Director of Pupil Services.</td>
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Students who are identified as eligible for gifted educational supports will receive regular opportunities for enrichment and acceleration during any phase of reopening.

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<tr>
<th>Building/Grade Level Contacts</th>
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<tbody>
<tr>
<td>Mr. Jon Mains</td>
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<tr>
<td>Mr. Matt Shivett</td>
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<tr>
<td>Mrs. Kim Stewart</td>
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<tr>
<td>Mrs. Sherri Holler</td>
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<tr>
<td>Mrs. Becki Pellis; <strong>TBD New Principal</strong></td>
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<tr>
<th>Resource Links</th>
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<tr>
<td>Please visit the Greater Latrobe School District <a href="#">website</a> for additional information regarding the closure.</td>
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