2020-2021 SCHOOL YEAR

Return to West-MEC Plan

OUR COMMITMENT TO THE HEALTH AND EDUCATIONAL WELL-BEING OF OUR STUDENTS AND STAFF

West-MEC
5487 North 99th Ave.
Glendale, AZ 85305
623-738-0022
Hello West-MEC students and families,

Welcome to the 20-21 school year. While we are excited to start the year, please know we are aware of the challenges ahead. As your superintendent, I can assure you that all of the West-MEC family is here to help you achieve your goals while keeping your health and safety at the forefront.

Education is the most important investment you can make in yourself. West-MEC is a great way to prepare you with the skills you need to be “Life Ready.” Whether that means ready for the workforce or ready for post-secondary education, West-MEC is here to support you.

We look forward to welcoming you to our campuses when appropriate. Like you, our instructors are eager to get into the lab for hands-on learning. In the meantime, we will continue to serve you virtually.

I look forward to hearing your stories of a successful year. On behalf of our Governing Board and all of our staff, welcome to West-MEC!
In order to develop recommendations regarding reopening of campuses for 2020-2021, the Superintendent’s Task Force on the Opening of Campuses consists of representatives from all stakeholder groups. In addition, the district surveyed all new and returning families.

SUPERINTENDENT TASK FORCE

GUIDING PRINCIPLES

- The safety and well-being of all students, staff, and community
- Meaningful teaching and learning for all students
- The career readiness and industry certification of students

PRACTICAL OBJECTIVES

- To prioritize the technical standards and content required for industry certification
- To identify and recover any technical standards and content that were missed in the spring
- To adapt curriculum for social distancing and/or virtual platforms
- To blend and in-person and virtual learning

TASK FORCE GUIDING DOCUMENTS

- Center for Disease Control (CDC)
- Arizona Department of Health Services (AZDHS)
- Coronavirus Disease 2019 (Covid-19) K-12 District Reopening Checklist, CDC
- Considerations for Schools, Centers for Disease Control
- Guidance on Return to the Workplace, Gust Rosenfeld P.L.C.
- Roadmap for Reopening Schools, Arizona Department of Education
- The Arizona School Risk Retention Trust (the TRUST)
- Association for Career & Technical Education Best Practices for CTE
OUR TEACHING & LEARNING METHODS

1 TRADITIONAL
In-person learning to maximize hands-on instruction and career-readiness

- 5 full days per week
- In-person teachers to provide direct instructional support
- Industry validated curriculum and assessments

2 HYBRID*
Hybrid is determined by our program teachers in consultation with industry advisory councils. This is a blended model that provides both in-person and virtual learning experiences on an alternating schedule to best meet the needs of students

- 5 full days per week
- Internet connection required
- Students will be doing independent learning on alternating home days learning technical content and theory
- Students will attend a West-MEC campus on alternating days on a consistent schedule to apply learned knowledge and demonstrate skills through hands-on practice

3 ONLINE
Only as ordered to do so by state authorities, online learning with real-time instruction

- 5 full days per week
- Online learning will occur through synchronous (i.e. real-time) instruction via Google Classroom and Zoom
- Industry validated curriculum and assessments, including industry platforms (e.g. NCCER, ICAR, CareerSafe, etc.)
- Synchronous learning experiences will align with the communicated program scope & sequence.
- Student learning will include direct instruction provided via video conferencing to promote teacher interaction and support.
STUDENT LEARNING EXPERIENCES WILL INCLUDE:

1. The prioritization of technical standards and content required for industry certification
2. Student learning experiences to support the CTE Delivery Model:
   • Technical concepts
   • Demonstration and hands-on learning of industry practices
   • Virtual field trips to industry sites and interviews with industry professionals
   • Guest speakers on leadership skills critical to career success
3. Preventive safety measures
4. Social-emotional support
5. Accommodations and support services
6. Modified Career & Technical Student Organizations (CTSO) activities and events
7. Families may check their student’s learning progress through the parent portal

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ONLINE
OUR TEACHING & LEARNING METHODS

3

STUDENT LEARNING EXPERIENCES WILL INCLUDE:

1. The prioritization of technical standards and content required for industry certification

2. Student learning experiences that virtually support the CTE Delivery Model (Classroom Instruction, Hands-on Instruction, Work-Based Learning, Leadership Development):
   - Video resources to introduce and/or explain technical concepts
   - Video resources to demonstrate industry practices
   - Virtual field trips to industry sites and interviews with industry professionals

3. Guest speakers or interviews on leadership skills

4. Social-emotional support

5. Accommodations and support services

6. Modified CTSO activities and events

7. Families may check their student’s learning progress through the parent portal
OUR CRITICAL SAFETY ASSIGNMENTS

DISTRICT OFFICE

At the district level, the Public Relations Administrator, Chris Cook, will coordinate all messages to students, parents, staff, and the community regarding reopening, possible closure, and other COVID-19 related information.

The Associate Superintendent, Dr. Jack Erb, will ensure that each site has posters with messaging on hand-washing and covering of coughs and sneezes located throughout, along with posters at site entrances reminding individuals not to enter if sick.

Shelly Thome, Exceptional Student Services Manager, and Jason Croft, Exceptional Student Services Teacher Liaison, will coordinate with campus counselors and teachers to ensure that the needs of English Language Learners and students with special education needs are being met in the context of the implementation of these safety protocols.

WEST-MEC CAMPUSES

At each campus, an administrator will coordinate social distancing protocols, including ensuring that student and staff schedules, as well as facility set-up, allow for implementation of the protocols.

In addition, the Campus Administrator will coordinate and implement the protocols for the screening of staff, including:

• Communicating any reported case of COVID-19 among the school population to Dr. Jack Erb

• Informing Assistant Superintendent Stephen Weltsch if absences of students and staff on any given day are above 10%, or if there appears to be a cluster of respiratory-related illnesses.

At each campus, facilities personnel will coordinate implementation of cleaning protocols, including ensuring that sufficient cleaning supplies are available to faculty, staff and students. ABM, contracted janitorial services, will assist in the support of enhanced disinfection and cleaning.
STAFF TRAINING & SAFETY COMMUNICATION

Prior to students returning to campus, all staff will be trained on implementation of these protocols. Training will include proper use of PPE and supplies; cleaning and disinfecting; and other measures.

Signage will be posted in all entrances, classroom rooms, and common areas to assist with identifying symptoms and explaining hygiene practices to prevent spread.

Prior to students returning to campus, parents will be directed to review a copy of the 2020-2021 Student Handbook on the portions of these protocols that relate to students and visitors. The handbook will detail the symptoms for which parents must screen each morning, as well as the expectation that students will not be sent to school if they are exhibiting any symptoms. The district will require a signed acknowledgement from parents regarding these protocols.

Campus Administrators will serve as the COVID-19 point of contact to communicate with parents prior to the first day of school. Campus Administrators will be responsible for answering parent questions regarding implementation of COVID-19 protocols.
HOME DAILY HEALTH SCREENINGS

Students and parents will be notified via home letter and student handbook that students must not come to school if they exhibit any of the following symptoms:

- fever of 100.4 degrees or higher, or chills
- shortness of breath or difficulty breathing
- muscle aches
- sore throat
- headache
- fatigue
- congestion or runny nose
- cough
- vomiting
- diarrhea
- new loss of taste or smell

Parents are informed via the district website and email reminders that they should screen students for the above symptoms each morning, should self-report symptoms, and must keep students at home if any symptoms are present. Communication will include opportunities to make up work missed due to symptoms of COVID-19.

District employees will take his/her temperature at home prior to arriving at work. When the employee arrives at work, all employees will sign-in attesting to not showing any of the symptoms listed above.
STUDENTS ON CAMPUS

• If the student has a runny nose and there are no other symptoms, the school will contact the parent to inquire as to whether the student has had any other symptoms or there have been any COVID-19 exposures in the home. If not, the student may return to class.

• If the student has health information on file that confirms a diagnosis of asthma or other respiratory condition and the school observes that there are no other symptoms, the school will contact the parent to inquire as to whether the student has had any other symptoms or there have been any COVID-19 exposures in the home. If not, the student may return to class.

Upon arrival at school, each student will proceed directly to the student’s classroom.

Teachers will visually check or ask students if they have displayed any symptoms prior to starting class. Any student responding yes or showing visible symptoms will be sent to the front office for staff to notify a campus administrator. Parents will be contacted for pick-up with the following exceptions:
ON CAMPUS ENHANCED SOCIAL DISTANCING PRACTICES

• Faculty and staff will educate and remind students regularly to maintain at least 6 feet of distance between individuals when possible.
• Where possible, students will remain with the same student groupings and the same staff throughout the day.
• Where possible, student seating will be arranged to maintain social distancing.
• Seating will be faced in the same direction, rather than facing each other, or students will sit on only one side of tables, spaced apart.
• Assigned seating in classrooms.
• Staggering of program start times to limit foot traffic in parking lot and through doorways.
• Where possible, social distancing will be maintained in open areas, such as hallways, stairwells, and labs.
• Access to all common areas will be limited to allow for 6 feet between individuals.

Due to the nature of industry safety practices, all of West-MEC’s programs support lower class sizes, better allowing for social distancing measures. Classrooms are limited to 24 students in most cases. The following social distancing measures are in effect:
HAND WASHING
Frequent hand washing will be encouraged at regular intervals throughout the day with both soap and water or hand sanitizer.

Instructions for hand washing include:
- Using soap and water, scrubbing for 20 seconds, and rinsing.
- Using paper towels to dry hands, turn sink handles, and open doors, then safely discarding.
- Using alcohol-based hand sanitizer.
- Hand sanitizer will be available in lobbies, building main entrances, and classrooms.

CLOTH FACE COVERINGS
As part of the uniform, all students will receive two cloth face coverings. The Student Handbook informs students of best practices for wearing and washing of face coverings.

All faculty, staff, and students are to wear cloth face coverings when the physical space does not allow for maintenance of 6 feet between individuals. Students will not be required to wear cloth face coverings during physical activities and when social distancing is maintainable, though they may voluntarily wear face coverings at any time.

Any student who has difficulty breathing or who is incapable of physically removing the face covering on his/her own will need to meet with administration prior to the start of school to discuss alternate methods of protection.

Students who refuse to comply with the safety protocols adopted for in-person learning will be removed from the program.

STUDENT BELongINGS/MATERIALS
The sharing of program supplies among students will be limited. When a piece of equipment must be shared by students (for instance, lab equipment, tools, etc.), students will disinfectant after each use.
CLEANING & DISINFECTING

Daily cleaning and disinfecting will include all frequently touched surfaces in work areas, such as door handles, sink handles, drinking fountains, and vending machines (if in use). The lab equipment and any other shared items (if they are being used) must be cleaned between uses by groups of students.

Faculty, staff, and students are expected to clean and disinfect workspaces when they arrive at work and just before leaving work.

Facilities staff will increase the cleaning of surfaces and bathrooms throughout the day.

VISITORS TO SCHOOL

Nonessential visitors will be limited during the COVID-19 health crisis. Teachers are encouraged to use virtual speakers to enhance student learning. Essential visitors may be arranged through the campus administration. All visitors and volunteers will be required to wear cloth masks if interacting with staff and students. All visitors and volunteers must follow all posted safety protocols.
TRIPS AND ACTIVITIES

Field trips will be canceled. Teachers are encouraged to use virtual learning opportunities (such as virtual tours of industry sites and guest industry speakers) to enhance students’ career literacy experiences.

Campus-wide assemblies will not be held with students assembled in the same physical location. As an alternative, campus-wide assemblies may occur virtually, with student groups remaining in their classrooms.

Large-scale school events such as “Campus Orientations” or fall open houses will be virtual or reconfigured to maintain social distancing. Small-scale activities like Discovery Meetings (counselor meetings with students and parents) may take place virtually. Other extracurricular activities will be cancelled unless the activity can be conducted in compliance with the protocols in this document.

SOCIAL-EMOTIONAL WELL-BEING

Students’ social-emotional well-being will be monitored when schools reopen, with additional support provided for students showing signs of mental health concerns, including trauma. Schools will incorporate trauma-informed practices and social-emotional learning into classroom instruction in a manner that supports equity and inclusion and reflects cultural responsiveness.
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