



## CTE 2020 - 2021 Planning Document

### Introduction

To help better prepare for the start up of the 2020-21 school year, this document is being prepared to coordinate all transfer programs in the Consortium. It does not supersede any of the individual school reopening plans or policies. For home school CTE programs, they will be guided by individual school reopening plans (see appendix 1). Further, the status of individual schools may change at any time should the Governor change the current guidance to require schools to revert to phase 1-3/virtual delivery. So, flexibility as the year unfolds will be essential.

Here are the key areas of concern:

### Schedules

Due the wide variety of schedules, CTE will run in a face-to-face mode 4 days a week; Monday, Tuesday, Thursday and Friday, beginning on Monday, September 14th. Classes will meet using the established CTE class times as follows:

#### CTE Class Times

- AM class 8:15 - 10:15
- PM class 11:00 - 12:40

Wednesday classes will meet virtually, using synchronous or asynchronous. The specifics of this will vary with each CTE program. Should this situation require a temporary shutdown, this will also serve as a foundation to allow a more seamless transition to a virtual platform. If a district is completely virtual in their start-up, or has closed their school to transfer students, this change will occur immediately. Some programs may also allow students to attend their program on Wednesday with prior arrangement with the teacher and district. This will be determined on a case-by-case basis and is program dependent. Students will be required to provide their own transportation that day for this opportunity.

These schedules will be re-evaluated monthly as directed by the Michigan Department of Education and local school boards at the first school board meeting of the month. Should a district choose to require students to be full face-to-face for all class sessions, this will be implemented starting the next full week of class of face to face instruction. This will allow CTE teachers, parents and students time to make arrangements to accommodate these changes. If a school district has developed a plan different than this, the home schools policy will apply.

Schedules for dual enrollment programs will be determined by cooperative agreements between the college and high school. This information will be provided at the Parent Program orientations. They are as follows:

Program	Hosting High School	College	Virtual Orientation
Criminal Justice	Trenton	Wayne County Com Col	TBD
Cybersecurity	Gibraltar	Henry Ford	Sept 2 @ 11:00 AM
HVAC	Riverview	Henry Ford	Sept 2 @ 11:00 AM

Program	Hosting High School	College	Virtual Orientation
IT	Airport	Schoolcraft	Aug 27 @ 10:00 AM
Mechanical Engineering/CNC	Huron	Henry Ford	Sept 2 @ 11:00 AM

## Enrollment

If a student's home school is in an on-line virtual learning model, students are still allowed to be enrolled and attend other schools face-to-face CTE programs. Students may be required to provide their own transportation to the programs, depending on their home school transportation arrangements. Some programs may allow students whose home school is in a virtual model to participate in class via synchronous or asynchronous means. These arrangements will be up to the individual program instructor and the curriculum itself. Some lessons may not lend themselves to virtual delivery, but require in-person participation to master the lesson. Teachers will make their best professional effort to find alternative lessons to master the skill. However, failure to complete the state designated curriculum may impact the final grade in the program. If a student is enrolled in a CTE class that is meeting in a face-to-face mode, the student's success is dependent upon attending all sessions. The final grade will be a reflection of this.

## PPE

The program which the student is attending will determine what is required and expected for all students with regards to personal protective equipment. If the school has implemented this requirement, students will be expected to comply with this 100% of the time. If a student has a documented medical condition, they must have their home school contact DCTC to coordinate the necessary documentation. Failure to comply with this may result in immediate removal from the program and assignment to the virtual option or withdraw from the program, whichever is in the student's best interest.

Wearing proper PPE also applies to all CTE staff. Further, the CTE staff should recommended the following practices at a minimum:

- Students shall wash their hands or use hand sanitizer after changing any classroom; teachers in the classroom shall wash their hands or use sanitizer every time a new group of students enters their room.
- Teachers will instruct and reinforce hand-washing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol.
- Staff and students will cough and sneeze into their elbows or cover with a tissue. Used tissues shall be thrown in the trash and hands washed immediately using proper hand hygiene techniques.
- Students and teachers will have scheduled hand-washing with soap and water every 2-3 hours.
- Personal items and supplies such as writing utensils will not be shared among students.
- Students' personal items will remain separate and in individually labeled cubbies, containers, or lockers.

## COVID Response

It will be the responsibility of the student, in cooperation with their parent or guardian, to monitor their health. Should any of the recognized symptoms be identified (see appendix 2), they are to stay home from school and contact their school to inform the district of their suspected condition. CTE teachers will also be required to discuss and review the DCTC Covid agreement and have it on file for all

students attending their program. Should the CTE program be their only in-person program, the responsibility will fall to the teacher to ensure the students have self-screened. Daily verbal checks will be required by the teachers to see if the students have any of the recognized symptoms. It is recommended that this occurs during the PPE check for daily compliance (see appendix 3). Should a teacher find a student has a fever or becomes ill with COVID symptoms, they should immediately contact their main office to determine a location away from the general student population to keep the student at. From there, contact with DCTC will be made to coordinate transportation arrangements to ensure the students best treatment options. This will be reviewed at the DCTC teacher orientation on Wednesday, August 26th.

In the event that testing indicates a clinically diagnosed case of COVID-19, immediate efforts shall be made to contact any/all close contacts (those who spent more than 15 minutes less than six feet in close proximity to the student or staff member.) This student then will self quarantine for 14 days at home before returning to school. Students and staff should be closely monitored for any symptoms of COVID-19 and tested. This responsibility would be handled by the home school with support from DCTC.

If a confirmed case of COVID-19 is identified, the teacher will need to receive test results from the home school to confirm the student is no longer infectious before they are allowed back in a face-to-face learning mode. This will be handled on a case-by-case basis.

### **Technology**

Every Wednesday, CTE staff will be required to provide remote or in person instruction. With the wide variety of school learning options, this decision is left up to the individual instructor and school. It will be coordinated with the home school to ensure it does not conflict with any other obligations already structured for that day. DCTC will coordinate with the individual school's technology departments to allow CTE transfer students access to the various learning platforms used by the home schools. Unless brought to the CTE instructor's attention, it will be expected that the student already has access to either a personal computer or a computer assigned by the school to complete this portion of the program.

This information will be piloted with the following schools on Tuesday, August 25th:

- Southgate - Schoology
- Trenton - Google Classroom or Class link
- Wyandotte - Google Classroom

DCTC will ensure CTE teachers are aware of these programming options at the Wednesday, August 26th teacher training at the DCTC offices.

### **Transportation**

DCTC transportation will run similarly to years past with some notable exceptions. Please see DCTC Bus Hub Time and class time in Appendix 4 attached to this document, with several modifications. DCTC students must follow the receiving districts policies, including those for transportation. Since all buses are running some variation of preventive measures to reduce the likelihood of COVID-19 infection, DCTC will provide a list of all students who will be expected to be transported on the bus one week prior to the start of transportation. This would be for both the students the home school is transporting on the bus and also the students they will be receiving to return to their school. This will allow them to assign seating to the students. Students will be required to be in the required seating on the bus or face immediate referral to their home school administrator for counseling and possible disciplinary measures.

During the bus exchange, before students are allowed back on the bus, DCTC personnel will utilize industrial grade sanitizers in compliance of CDC guidelines to sterilize the buses. It is expected to add 5 - 7 minutes to the bus run. As in years past, the first week or two will require adjustments before a more fluid transportation plan is synchronized. A transportation meeting will be held with the appropriate coordinators to ensure they are aware of the modification.

Should a student be on site at the DCTC offices during the bus exchange and feel ill, DCTC staff will follow established COVID-19 response procedures to ensure the safety of the students. This would include checking the students temperature, contacting the parent and possibly retaining the student at the bus hub for individual transportation back to the appropriate location. This would apply to any student programs or classes at the location such as the Mechatronics program. Should it be necessary, provisions will be in place to allow parents to be pick up their child at the hub exchange. To assist with this, maps and directions will be on hand from all DCTC personnel to quickly provide them to necessary individuals.

Please encourage your students to dress appropriately, not just with PPE, but with the appropriate weather gear. If it is raining/snowing and cold, the students may be delayed in the elements waiting for their bus to be cleaned before being allowed to enter it.

Should the parents deem it in the best interest of their student, they may be allowed to drive to their CTE program. The student will still need to obtain permission with their home school and also the receiving school to ensure the proper documentation is on file.

## School Program Sync Matrix

The following synchronization matrix is specifically for DCTC transfer classes. It is not meant for DCTC CTE classes which do not receive any transfer students. These programs are orchestrated by the home school. If a cell is not filled in, information was undetermined as of 23 August 2020.

The following definitions apply to the columns in the header:

**Busing** - Does the home school bus to the CTE program. This is regardless of in person/blended or virtual instruction. Yes or No

**Days to attend CTE** - All CTE programs will meet 4 days/week, Monday, Tuesday, Thursday and Friday. Wednesday students will meet in a virtual mode as determined by the individual program instructor. Dual enrollment program meeting days will be determined by the individual program.

**Virtual option/sync** - Will the CTE program be offering a synchronous option for students that want to enroll in a remote learning choice? For example, a school is in virtual setting. Will they offer a synchronous option and require students to be logged in daily for the required class period?

**Virtual option/async** - Will the CTE program be offering an asynchronous option for students that want to enroll in remote learning? For example a student has enrolled and selected a blended or remote learning option. Can they log in and complete the required assignments in the time specified by the instructor, but not necessarily the designated class time.

## DCTC Transfer Classes Sync Matrix

**DCTC Transfer Classes Sync Matrix**

	Busing	Days to attend CTE	Virtual option - synchronous	Virtual options - asynchronous	LMS
<b>Airport - in person</b>				Yes - 1st nine wks	Google Classroom
- Agriscience	Yes	M/T - Th/F	Yes	yes	
- Auto Service Tech	Yes	M/T - Th/F	Yes	yes	
- Architecture	Yes	M/T - Th/F	Yes	yes	
- IT* w/Schoolcraft	Yes	M/T - Th/F	Yes	Yes	
<b>Flat Rock - in person/ blended/virtual</b>					Google Classroom
- Engineering Drafting	Yes	M/T - Th/F	Yes	Yes	
- Health Occ/Pharm Tech	Yes	M/T - Th/F		Yes	
- Welding	Yes	M/T - Th/F		Yes	
<b>Gibraltar - in person/ blended/virtual</b>					
- Business Services	Yes	M/T - Th/F		Yes	
- Construction Trades	Yes	M/T - Th/F		Yes	
- Cybersecurity@HFC*	Yes	TBD by HFC	No	TBD	
- Marketing	Yes	M/T - Th/F		Yes	

### DCTC Transfer Classes Sync Matrix

	Busing	Days to attend CTE	Virtual option - synchronous	Virtual options - asynchronous	LMS
<b>Grosse Ile - Blended</b>					Schoology
- Aviation Tech @ MIAT	Yes	TBD by MIAT	No	Yes	
- Education Occupations	Yes	Grp 1 - 50%, M/T and alternating Wed Grp 2 - 50% Th/F and alternating Wed		Yes	
- Health Occupations	Yes	Grp 1 - 50%, M/T and alternating Wed Grp 2 - 50% Th/F and alternating Wed		Yes	
<b>Henry Ford Wyandotte Hospital/Health Occ</b>	No	TBD	TBD	TBD	Google Classroom
<b>Huron - in person/ blended/virtual</b>					Google Classroom
- Auto Collision Tech	Yes	M/T - Th/F		Yes	
- Auto Service Tech	Yes	M/T - Th/F		Yes	
- Mfg Eng & CNC Tech @HFC*	Yes	TBD by HFC	No	TBD	
<b>Riverview - in person/ blended/virtual</b>					Schoology
- Hospitality	Yes	M/TH - T/F 50% daily		Yes	
- HVAC @ HFC*	Yes	TBD by HFC	No	TBD	
<b>Southgate - Virtual/ blended off-site class</b>					Schoology
- Construction Trades	Yes	Virtual	Yes	Yes	
- Graphic Communication	Yes	Virtual	Yes	Yes	
- JROTC	Yes	Virtual	Yes	Yes	
- Mechatronics @ Ford Flat Rock Facility*	Yes	M/T - TH/F blended	No	Yes	Amatrol/AMTEC
<b>Trenton - Virtual</b>					Google Classroom/ Classlink
- Auto Service Tech	Tentative	Virtual	Yes	Yes	
- Cabinetry	Tentative	Virtual	Yes	Yes	
- Criminal Justice*	Tentative	Virtual	TBD per WCCC	Yes	
- Video Production	Tentative	Virtual	Yes	Yes	
<b>Woodhaven/Brownstown - in person/blended/ virtual</b>					Google Classroom
- Cosmetology @ MCOB	Yes	TBD by Cos.	No	TBD	
- Dental Occupations	Yes	M/T - Th/F	No	Yes	
- Graphic Communication	Yes	M/T - Th/F	No	Yes	
- Welding	Yes	M/T - Th/F	No	Yes	

## **Appendix 1 - Individual School Reopening Plans**

**Airport:** <https://4.files.edl.io/92b7/08/12/20/200540-ec44007b-c9e3-476a-ae94-0283fa84c5f5.pdf>

**Flat Rock:** <https://4.files.edl.io/e671/08/14/20/132154-b959c4ce-0bc5-451e-8f27-16a8c0a46195.pdf>

**Gibraltar:** [https://docs.google.com/document/d/e/2PACX-1vRtyZx16P5SUgWMcKBAFYkPk9tM0SMq0t3teECszl7\\_4gOZ\\_kQ7tW9fyLJeM\\_cNi1ew4YGQl6LfJRvn/pub](https://docs.google.com/document/d/e/2PACX-1vRtyZx16P5SUgWMcKBAFYkPk9tM0SMq0t3teECszl7_4gOZ_kQ7tW9fyLJeM_cNi1ew4YGQl6LfJRvn/pub)

**Grosse Ile:** [https://docs.google.com/document/d/1dWHj1HLsN\\_FBbYGIPxHDqWWezJuNrXr2cxqzLoUFAWU/edit](https://docs.google.com/document/d/1dWHj1HLsN_FBbYGIPxHDqWWezJuNrXr2cxqzLoUFAWU/edit)

**Huron:** [http://huronschools.com/UserFiles/Servers/Server\\_105709/File/COVID-19%20Preparedness%20and%20Response%20Plan.pdf](http://huronschools.com/UserFiles/Servers/Server_105709/File/COVID-19%20Preparedness%20and%20Response%20Plan.pdf)

**Riverview:** [https://www.riverviewschools.com/files/user/2/file/COVID-19\\_Re-entry\\_Task\\_Force%20Recommendation\(Final7-28-20\).pdf](https://www.riverviewschools.com/files/user/2/file/COVID-19_Re-entry_Task_Force%20Recommendation(Final7-28-20).pdf)

**Southgate:** <https://docs.google.com/document/d/1c2sX0tEtK4v37wzurPDR8Gdoy2JOQRS9Vf2ei3zN6xU/edit>

**Trenton:** [https://drive.google.com/file/d/1PrRR6eeVxaNcrZR\\_MzAYUqhEvthRhDSb/view](https://drive.google.com/file/d/1PrRR6eeVxaNcrZR_MzAYUqhEvthRhDSb/view)

**Woodhaven/Brownstown:** <https://www.mywbsd.org/cms/lib/MI50000622/Centricity/Domain/523/WBSD%20COVID-19%20Preparedness%20and%20Response%20Plan.pdf>

**Wyandotte:** <https://www.wyandotte.org/covid-19-information>



## Appendix 2 - Daily Covid Screening Form Example

### COVID-19 SCREENING QUESTIONNAIRE

1. ARE YOU CURRENTLY ILL/EXPERIENCING any of the following symptoms:		YES	NO
<ul style="list-style-type: none"> <li>• Fever or Chills</li> <li>• Cough</li> <li>• Sore Throat</li> <li>• Fatigue</li> </ul>	<ul style="list-style-type: none"> <li>• Headaches</li> <li>• Muscle or body aches</li> <li>• Diarrhea or abdominal pain</li> </ul>	<ul style="list-style-type: none"> <li>• Shortness of Breath</li> <li>• New loss of taste or smell</li> <li>• Congestion or runny nose</li> </ul>	
If "YES", DENY ENTRY to the workplace.		Report to Medical Department Representative/command designated person	
2. Have you had CLOSE PERSONAL CONTACT, with anyone who has been diagnosed with COVID-19 or awaiting COVID-19 test results in the past 14 days? (per criteria below)		YES	NO
a. Within 6 feet for >15 minutes b. In direct contact with infectious secretions (been coughed/sneezed upon, etc.) c. Without proper personal protective equipment (First Responder, Medical Personnel, Prison Guards, Police Officers, etc.)			
If "YES", DENY ENTRY to the workplace.		Report to Medical Department Representative/command designated person	
3. Have you tested positive for COVID-19 or awaiting COVID-19 test results?		YES	NO
If "YES", DENY ENTRY to the workplace.		Report to Medical Department Representative/command designated person	
4. Have you TRAVELED INTERNATIONALLY in the past 14 days?		YES	NO
If "YES", DENY ENTRY to the workplace.		Report to Medical Department Representative/command designated person Uniformed personnel complete 14 days of Restriction of Movement.	
5. If conducting TEMPERATURE CHECKS:			
a. If temperature is <u>less</u> than 100.4°F (37.8°C), allow access. Screening is complete. b. If temperature is <u>equal to or higher</u> than 100.4°F (37.8°C), DENY ENTRY, provide individual a mask (if available) and have them contact their medical provider per local protocols.			
Remember to adhere to the following:			
<ul style="list-style-type: none"> <li>• Stay home if symptoms develop and immediately contact your medical provider per local protocols</li> <li>• Frequently disinfect hands using soap and water or hand sanitizer</li> <li>• Proper and consistent use of cloth face coverings</li> <li>• Adhere to social distancing (6 feet apart)</li> <li>• Frequently clean and disinfect common touch points (gym, keyboards, laptops, door handles)</li> </ul>			
<b>Student Information</b>		<b>Reviewer Information</b>	
Printed Name: _____		Printed Name: _____	
Signature: _____		Signature: _____	
DODI ID Number: _____		Date: _____	





## **COVID-19 Parent-Student-DCTC Agreement 2020-2021**

I understand that my student is not required to attend in-person instruction and that I may elect for my student to receive instruction through the CTE program's remote learning platform. By sending my student to in-person CTE instruction, I understand that my student may be at risk of COVID-19 exposure, which increases the risk that my student may transmit COVID-19 to others. I understand those risks and make the decision to send my student to in-person CTE instruction knowingly and freely. I also understand that by choosing in-person CTE instruction, my student and my family will be required to comply with social distancing, mitigation, and screening requirements as recommended by the United States Centers for Disease Control and Prevention and Governor Whitmer's Executive Orders, as more fully explained in this Agreement.

I understand that my student will be required to properly wear a face mask at all times while at school and on the school bus, excluding when eating meals. If my student cannot medically tolerate a face mask, I will provide a signed letter from my student's physician explaining why my student cannot medically tolerate a face mask. I understand that the District may obtain a second opinion at its expense. If the District determines that my student has a legitimate medical reason that prevents my student from wearing a face mask at school or on the bus, my student will be required to wear a face shield, provided by the District, in lieu of a face mask. Unless otherwise prohibited by law, if my student cannot or will not wear either a face mask or a face shield at school or on the bus, in-person instruction will be discontinued and my student will be required to utilize the District's remote learning platform.

I agree to screen my student each day, complete and submit a health questionnaire daily and prior to sending my student to school. The health questionnaire will consist of a self-report on possible exposures, symptoms, and a required temperature check (done at home). I agree to be honest on the questionnaire and will follow the requirements listed on the questionnaire before sending my student to school that day. I agree that I will not send my student to school if my student shows any of the symptoms of COVID-19 identified on the questionnaire.

I will immediately report to the school principal if my student tests positive for COVID-19, any other household member tests positive for COVID-19, my student has been in close contact with a person who tests positive for COVID-19, I suspect my student is positive for COVID-19, or if I suspect my student has been in close contact with another person who may be positive for COVID-19.

If someone in my household has been diagnosed with COVID-19, or my student is exposed, I agree to keep my student home for 14 days after their last exposure to the infected person.

I understand that practices to reduce the possible spread of COVID-19 may be required of my student. These could include, but are not limited to, frequent hand washing/sanitizing, temperature checks, disinfecting my student's work area, and lessons on healthy practices. I consent to these practices and agree that the Districts may take all reasonable steps to implement these practices.

If my student develops symptoms at school, I understand that my student will be quarantined and will be required to be picked up from school immediately.

I understand that the Districts will follow the Health Department guidelines on self-quarantining protocols. This means that my student could be required to self-quarantine at home due to an exposure, a fever, or any other reason provided in the guidelines.

I understand that my students' school district may offer a remote learning option and that I am voluntarily choosing to participate in the in-person CTE option. By making this choice, I understand that compliance with this agreement is mandatory. If non-compliance occurs, I understand that my student will be removed from the in-person CTE program and will be enrolled in the remote learning option.

This form must be signed and on file with prior to start of class. Students will not be admitted to class without a signed form on file.

Student's Full Name (Printed):

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Parent/guardian name (Printed):

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Parent/Guardian Signature:

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School District Representative:

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Date: \_\_\_\_\_

**\*\* Return this form to your high school CTE administrator no later than September 11th, 2020. \*\***

## Appendix 4 - Bus Hub and Transfer times



### 2020-21 Bus Hub Information \*\* Tentative - Times Subject to Change\*\*

DOWNRIVER CAREER TECHNICAL CONSORTIUM					
<b>CTE CLASS TIMES</b>		<b>HUB TRANSFER TIMES</b>		<b>COSMETOLOGY PICK UP</b>	
8:15 - 10:15		AM	7:50 - 7:55	Flat Rock High School	
11:00 - 12:40		MID - DAY	10:30 - 10:40	Bus Arrives FRHS	<b>Approx: 11:50</b>
		PM	12:50 - 12:55	FRHS Depart	<b>11:55</b>
				Returns to FRHS	<b>Approx: 5PM</b>
<b>TRAVEL TIME</b>					
AM HUB ARRIVAL	HUB DEPARTURE	ARRIVAL AT FURTHEST DISTRICT	DEPARTURE FROM FURTHEST DISTRICT		
7:50	7:55	8:15	10:15		
Mid-Day HUB ARRIVAL	HUB DEPARTURE	ARRIVAL AT FURTHEST DISTRICT	DEPARTURE FROM FURTHEST DISTRICT		
10:30	10:40	11:00	12:30		
PM HUB ARRIVAL	HUB DEPARTURE	ARRIVAL AT FURTHEST DISTRICT			
12:50	12:55	1:15			
<b>HFC</b>					
RHS Depart		7:25			
HFC Depart		10:00			
<b>MIAT</b>					
AM		7:30 - 10:20			
PM		11:55 - 2:45			
<b>HEALTH OCC AT HFWH</b>					
AM		8:00 - 10:00			
PM		12:30 - 3:30			
<b>NOTE: Applies only to transfer classes. All other classes are subject to home school bell schedule.</b>					