

Seneca Highlands Career and Technical Center

Continuity of Education Plan

March 31, 2020

Continuity of Education is the overarching term for any educational practices that occur in the event of a prolonged school closure. It is important that students have the opportunity to develop and maintain skills while away from the customary school environment. This can be achieved through Planned Instruction, Enrichment and Review or a combination thereof.

1. **Planned Instruction:** Planned is formal teaching and learning similar to that which occurs in a classroom setting. Within this process, teachers use planned courses of instruction of new concepts/skills aligned to grade level standards.
2. **Enrichment and Review:** Enrichment and Review consists of informal activities that reinforce or extend students' prior learning. New standards and skills are not addressed through Enrichment and Review.

Our plan at SHCTC is to offer a continuity of instruction to our students using an individualized approach for each student utilizing enrichment/review and planned instruction. This will include using prior to earn certifications when appropriate.

Three Part Implementation Plan

Part 1—Monday March 30, 2020—Friday April 3, 2020

- Teachers will contact students and assess use/access of technology
- Expectation for staff established
- Expectations communicated to students through CTC email/phone calls

Part 2—Monday April 6, 2020—Friday April 9, 2020

- Daily engagements/interactions with students
- Review, practice activities and certifications will be delivered through distant learning
- Supportive staff will provide additional support and one-on-one interaction with students

Part 3—Tuesday April 13, 2020—Friday April 16, 2020

- Daily engagement/interaction with students and feedback provided
- Develop engaging activities for student
- Supportive staff will provide additional support and one-on-one interaction with students

Virtual Instruction Schedule—Tuesday, April 7th until we resume normal operations

Monday through Friday Schedule

8:00 AM – 3:35 AM

- Planning and Preparation
- Posting of activities and communicating and interacting with students
- Expectation is that teachers are available to students for questions. How that is accomplished is at the discretion of the individual teacher. There is no expectation that any teacher is expected to be online the entire time as long as there is sufficient monitoring of students in place.
- Teachers may adjust their meeting/online/collaboration time based on the needs of the students and teacher.

Weekly Faculty Meetings

- Wednesday's at 9AM
 - April, 8, 2020 sharing of best practices among CTC teachers and staff
 - Subsequent meeting agendas will be prepared as needed

Virtual Learning Expectations for Students

- Students are expected to log in to their school accounts each day school is virtually in session and have daily interactions with their teacher.
- Students are expected to complete all assignments, activities, discussion boards, etc. assigned by teachers.
- Students who do not complete work during the virtual instruction will be required to make that work up when we resume normal operations.

Virtual Learning Expectations for Teachers

Attendance

- Students attendance will be tracked through completion of assignments and daily check-ins.
- Teachers must log attendance on a regular basis
- Daily grades will not apply to virtual learning
- For students not participating in the course
 - If they have an IEP, contact Learning Facilitator
 - If they do not have an IEP, contact the Director
- Audio/Video Recording Guidelines
- Student cameras MAY be turned on if they choose to do so when conducting a virtual class session.

- Teachers should inform students the session is being recorded and will be posted as a reference prior to beginning a session.
- If any aspect of the videoconferencing makes a student or parent uncomfortable, they can be set up the video conference so that only the student is visible. This can be accomplished by sitting with a blank wall behind them.
- Teachers may record their sessions and post them for students to reference.
- Teachers may record videos of themselves completing a task or demonstration for instructional purposes.
- Teachers maintain a professional appearance during on camera interactions.
- When doing so, teachers should be cognizant of the background/viewable area.
- These videos may be posted to Google Drive and shared to be viewed by students.
- Students may record a video of themselves completing a task/assignment and send it to the instructor grading for purposes.

Discipline in a Virtual Environment

- Students discipline is handled the same way in an online environment as it is in school, even if the activities are optional. If a student's behavior is inappropriate, it should be brought to the attention of the administrator. Whenever possible, schools should refrain from removing students from an online classroom just as they would in a physical classroom. If a student is overly disrupting the learning process, the student may be removed and referred to administration, just as they would in the physical classroom.

Grading

- Material that is assigned, may be submitted for grades. Teachers will be flexible in understanding students will have limitations of access to technology, internet, and/or may have special education accommodations that impede their ability to complete an assignment.

Sharing of Copyrighted Material

- In an educational video conference that is only open to students/parents in their homes for educational purposes, it is permissible to use and share screens of copyrighted material without violated the copyrights to those materials.
- Special Education-Teachers will follow LEA special education guidelines.

Virtual Conferencing Expectations

Teachers should review the ground rules of virtual conferencing to students by Tuesday, April 7th

- Muting microphones when not speaking
- Not talking over one another
- Importance of maintaining professional language and decorum

PSEA Guidance

<https://www.psea.org/issues-action/key-issues/key-issue-school-safety/covid-19-coronavirus-pandemic2/>

PDE

<https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/ContinuityEducation/Pages/default.aspx>

This SHCTC Continuity of Education Plan will be submitted to the Pennsylvania Department of Education in accordance with Act 13 of 2020 which was signed into law by Governor Wolf on March 27, 2020.

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