

## Continuity of Education Plan

### Indiana County Technology Center

School District	Indiana County Technology Center
Superintendent	Mr. Michael McDermott (Administrative Director) Dr. Barbara Parkins (Superintendent of Record)
Address	441 Hamill Road Indiana, PA 15701
Email/Phone	<a href="mailto:mmcdermott@ictc.edu">mmcdermott@ictc.edu</a> (724) 349-6700
Website	<a href="http://www.ictc.edu">www.ictc.edu</a>

Goal of Plan
To provide enrichment and review activities through distance education for a period of time to be determined by the commonwealth of Pennsylvania and the participating districts of Indiana County Career and Technology Center. Prepare for planned instruction in the event of a longer-term or sustained closure for the remainder of the school year.

Overview of Plan
<p><b>Phase 1</b> – Monday, March 16, 2020 – Thursday, April 2, 2020</p> <ul style="list-style-type: none"> <li>● Teachers created a 14-day instructional packet containing enrichment and review activities to be distributed to their students in either hard copy or online</li> <li>● Expectations were set for staff</li> <li>● Expectations were communicated to students by the teachers, school messenger, Facebook, webpage and through student emails</li> </ul> <p><b>Phase 2</b> – Friday, April 3, 2020 – Thursday, April 9, 2020</p> <ul style="list-style-type: none"> <li>● Teachers created an additional 4-days of enrichment and review activities to be submitted for approval to their supervisor by Wednesday, April 1, 2020</li> <li>● Additional 4-day enrichment and review activities will be distributed to students via online or hard copy on or before Thursday, April 2, 2020</li> <li>● Teachers will continue to communicate to students via email, google classrooms or other means</li> </ul>

**Phase 3 – Tuesday, April 14, 2020 until we resume normal operations (Friday, April 10<sup>th</sup> and Monday, April 13<sup>th</sup> No School)**

- Teachers will use April 6-8 as in-service days to prepare lessons in preparation for phase 3 and contact their students
- Daily engagement/interactions with students and feedback will be provided
- Develop engaging activities covering new content for students to complete
- Material will be applied towards POS completion, certification obtainment and assessed by the program instructor

**Phase 4 – Friday, May 1, 2020 until the end of the instructional year**

- Teachers will use April 28-30 to prepare lessons in preparation for phase 4 and contact students
- Instructors will use a three tiered system for assessment based on completion/participation  
**Advanced:** Students completing and participating in 85% - 100% of assignments and activities. Students earning an Advanced will receive a 100% for the fourth quarter grading period.  
**Proficient:** Students completing and participating in 50%- 84% of assignments and activities. Students earning a Proficient will receive an 85% for the fourth quarter grading period.  
**Basic:** Students lacking completion of assignments and activities. Students earning a Basic will receive a 70% for the fourth quarter grading period.
- Students and guardians will be informed of the change on May 1, 2020

**Expectations for Teaching and Learning**

- A determination will be made as to student capability to engage in distance learning through surveying parents regarding internet access and access to a device at home. The school will assist families where shortfalls are apparent.
- Educators will provide enrichment and review practices that are intended to reinforce or extend prior learning while allowing students to engage in CTE to continue their educational goals. Our distance learning plan may include planned instruction, in addition to enrichment and review practices, depending on the length of the school closure.
- Instructors will commit a minimum of 3 hours per day to be scheduled between the hours of 8:00AM and 3:00 PM to the process of planning for distance learning, maintaining availability for student interaction, parent communication and guidance. Educators will be available to respond to emails and return phone calls during these established times Monday through Friday as well as providing feedback and recommendations specific to their program area.
- Instructors will monitor student engagement and response throughout the period of enrichment and review. Phase 3 of the continuity of education plan will be modified in the event the term is extended or have a sustained closure for the remainder of the school year.
- Instructors will implement the phase 4 three tiered grading system and assign the designation earned for the fourth quarter grading period.

### Communication Tools and Strategies

- Email
- Zoom
- Google Classrooms
- Various program specific online learning platforms

### Access (Devices, Platforms, Handouts)

- Student/Family survey to determine individual technology needs
- Devices available for those families in need
- Paper copies available to be mailed out when technology is not possible/appropriate

### Staff General Expectations

- Provide enrichment and review practices in accordance with established schedule
- Stay in contact with students during established office hours
- Provide timely feedback in accordance with the established schedule
- Prepare for planned instruction in the event of a longer or sustained closure for the remainder of the school year.

### Student Expectations

- Be fully engaged in enrichment and review practices demonstrating competency in learning.
- Contact teacher(s) with any questions, concerns and requests. Communicate needs associated with distance learning.
- Fulfill requirements of assessment set forth in phase 3 and phase 4 of the continuity of education plan if transition occurs to planned instruction.

### Attendance / Accountability

- Currently enrichment and review activities will be informally monitored for attendance through active engagement in distance learning activities.
- As transition occurs to planned instruction, accountability will be measured through completion of assigned tasks, instructor established student check-ins and assessment measures.

### Good Faith Efforts for Access and Equity for All Students

- The school has conducted a student/family technology survey to collect data on accessibility.
- Instructor contacts for any student/family who could not be reached during the survey with follow-up contacts occurring as needed.
- Instructional Assistants will maintain consistent contact with instructors, Learning Facilitator and assigned special education students if transition occurs to planned instruction.
- Learning facilitator will maintain office hours for communication with students during enrichment and review activities and planned instruction (if implemented). IEP documentation will be reviewed by Learning facilitator to determine re-visit of IEP if necessary prior to any transition to planned instruction.

### Special Education Supports

- Instructional Assistants will maintain consistent contact with instructors, Learning Facilitator and assigned special education students if transition occurs to planned instruction.
- Learning facilitator will maintain office hours for communication with students during enrichment and review activities and planned instruction (if implemented). IEP documentation will be reviewed by Learning facilitator to determine re-visit of IEP if necessary prior to any transition to planned instruction.
- Remediation will be provided, if necessary, upon return to a regular schedule.

### EL Supports

- Services will be provided in conjunction with the sending school districts.