

Continuity of Education Plan

School District	Clarion County Career Center
Superintendent	Douglas J. Mays, Interim Director
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Goal of Plan
The Clarion County Career Center’s goal is to ensure that students remain engaged and continue to learn under the circumstances of the statewide school closure through the use of technology and remote instructional strategies.

Overview of Plan
The district will activate an online presence on April 13, 2020 to provide an Enrichment and Review model that permits students who have internet access an opportunity to participate with their respective instructors with online interaction and feedback. This will consist of informal activities to reinforce or extend students prior knowledge. Instructors are to consider the most important learning outcomes and key content. Students who do not have access to the internet will be provided a hard-copy packet. Packets will be made available at designated times at the Career Center

Expectations for Teaching and Learning
The intent of the Enrichment/Review model is to allow student engagement to continue from home by providing resources to students and families. The Enrichment/Review model is one that is suited for reviewing and reinforcing previous learning. Instructors may seek out and provide opportunities that are able to expand on prior learning through exposure to resources that may not have been made available during previous instruction.

Communication Tools and Strategies
The Career Center will utilize the website, social media, local news sources as possible, USPS mailings, and the school one-call system to communicate with families. Communication will continue through these outlets as information is made available. The Career Center will place a link on the school website that may be accessed by students and parents. This link will contain informational resources to assist in the Google Classroom platform and Zoom for face-to face activities. The tools for students to complete assignments will be available on the website. Instructors will be available through email and telephone to answer student and parent questions and assist with enrichment activities.

Access (Devices, Platforms, Handouts)

Google Classroom and Jupiter are the platforms necessary for instructors to incorporate their enrichment activities. For any face-to-face activities, Zoom or Screencastify will be utilized. If students do not have access to the internet at home, arrangements can be made to pick up hard copy instructional packets at the Career Center.

Staff General Expectations

Instructors will provide self-paced enrichment activities delivered in the following format: Online instruction through Google Classroom, Zoom meetings, Screencastify along with paper packets for those who do not have access to the internet.

Lessons should be enrichment activities or review that focus on quality and not quantity. Instructors should consider the most important learning outcomes and key content. The enrichment activities will be posted at the start of each week or twice per week, depending upon each program's activities.

All enrichment activities must be differentiated to meet the needs of all students, keeping in mind accommodations and/or modifications per the students' IEP and Section 504 Plans.

Instructors will be available on Tuesday and Thursday each week during normal working hours from 8:30-11:30 and 12:00-2:45 to answer questions from students or parents but are expected to consistently monitor emails, respond to questions, and provide assistance and timely feedback. All emails must be answered in a 24-hour window throughout the week and within 48 hours during the weekend. The Career Center's Director of Student Services is also available throughout the week to provide additional support to students in completion of the enrichment activities. Instructors are expected to immediately notify the Director of Student Services if any concerns arise related to student needs.

Instructors should continue to communicate with parents as needed regarding student participation or concerns related to instructional format or enrichment activities.

Student Expectations

Students are expected to complete assignments. If there is an excusable reason for not completing the enrichment or review work, students should communicate this with their instructor. Enrichment activities are not mandatory or graded, but are meant to enhance previous student education.

Attendance / Accountability

Attendance is not mandatory during enrichment activities but expectations are for students to complete the projects created by instructors.

Good Faith Efforts for Access and Equity for All Students

Students who have internet access will utilize the enrichment activities through various web-based platforms posted on Google Classroom. Enrichment packets will be provided to students without access to the internet. Students and parents are to notify the Career Center if they require hard-copy packets.

Special Education Supports

Instructors will continue to provide support for students to the greatest extent possible in this instructional format. All enrichment activities must be differentiated to meet the needs of all students keeping in mind accommodations and/or modifications per the students' IEP and Section 504 Plans. The Career Center's Director of Student Services will work with the instructors to modify, accommodate, and meet the needs of students with IEP's while providing enrichment activities to the greatest extent possible.

EL Supports

N/A

Gifted Education

Not applicable to Clarion County Career Center.

Building/Grade Level Contacts

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Resource Links

www.clarioncte.org Clarion County Career Center's website contains the links to CTE programs, school information, enrichment resources and instructor contact information.