

**Clarion County Career Center  
Continuity of Education Plan  
Revised July 8, 2021**

School District	Clarion County Career Center
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Goal of Plan
<p>Clarion County Career Center’s goal is to ensure that students are provided with a rigorous career and technical education by delivering in-person instruction. It is essential to provide this type of instruction because the purpose of career and technical education is to prepare our students for the workforce and post-secondary education with the skills and knowledge needed to succeed. A large part of our curriculum includes hands-on learning, in which practicing and demonstrating these skills for the instructors is crucial. Remote learning instruction will be provided when a student is required to quarantine or isolate related to COVID-19 or if the school is required to transition to a hybrid or remote learning instructional model by PDE or DOH.</p>

Overview of Plan
<p>The Career Center’s first student day is August 25, 2021. In-person instruction will begin on this day in addition to online instruction for students who are quarantined or in isolation due to COVID-19. Students receiving in-person learning will participate in theory, hands on skills demonstrations and practices, assignments and assessments as usual. Remote learning students will watch theory presentations that will be posted online, access and turn in assignments and complete assessments via Google Classroom and/or Jupiter Grades. Remote learning students will have the opportunity to participate with their respective instructors with interaction and feedback via Google Classroom, Jupiter Grades, email, telephone and Zoom or Google Meet. Students who do not have access to the internet will be provided a hard-copy packet or a jump drive that contains the instructional materials necessary for remote learning. Packets will be made available at designated times at the Career Center and/or mailed to the student. Students who receive paper packets will be required to turn in assignments by a set due date. When possible, students will be provided with a Chromebook to borrow for online instruction if one has not been provided by the student’s sending school. Students participating in online/paper packets will be required to verify daily “attendance” in his/her CTE program through Google Classroom or Jupiter Grades. Paper packets are to be returned to the school for evaluation/assessment by the instructors. Students with jump drives will return these to the school with the completed assignments saved on the jump drive. Otherwise, assignments etc are to be turned in electronically. Remote learning students will receive tutoring, assistance with theory and assignments using Zoom, Google Meet, or via the telephone.</p>

### Expectations for Teaching and Learning

Teachers are expected to provide the same instruction for students receiving in-person and online instruction, to every extent possible in an online environment. Students participating in online learning may not be able to complete hands on competencies due to not having the necessary equipment, supplies and safety equipment in the home to practice and demonstrate hands on skills. In addition, hands on skills require the observation of an instructor with in-time feedback which is unable to occur in an online learning environment. Student assessment will continue regardless of instructional delivery method.

### Communication Tools and Strategies

The Career Center will utilize the website, social media, local news sources as necessary, USPS mailings, and the school's one-call system to communicate with families. Communication will continue through these outlets as updates and changes are made available. The Career Center has a link on the school website that may be accessed by students and parents, which will contain resources to assist in the use of Google Classroom and other platforms for remote learning. Student assignments will be available on each program's Google Classroom. Instructors will be available through email and telephone to answer student and parent questions and assist with assignment and learning activities.

### Access (Devices, Platforms, Handouts)

Google Classroom and Jupiter Grades are the platforms necessary for instructors to provide online instruction. Online curriculum sites are utilized in the CTC programs that are specific to the POS task lists/curriculum. For any one-to-one or group instructional needs, Zoom, Google Meet, videos and the telephone will be utilized. If students do not have access to the internet at home, arrangements can be made to pick up paper packets and jump drives at the Career Center or these will be mailed to the student's home.

### Staff General Expectations

Instructors are expected to provide the same instruction for students receiving in-person and online instruction, to every extent possible in an online environment. Students participating in online learning may not be able to complete hands on competencies due to not having the necessary equipment, supplies and safety equipment in the home to practice and demonstrate hands on skills.

Instructional content is to be posted daily. This may include a video presentation of theory, online learning module assignments, assignments that enforce learning of the theory content and assessments.

All instructional 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.

Parents/guardians of students participating in remote learning and students, regardless if utilizing the instruction via the internet, paper packets or a jump drive, will have emails or telephone calls

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 their assignments. 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. Communication methods will include email and telephone contacts.

#### Student Expectations

Students are expected to remain engaged in all areas of instruction, i.e., theory and hands on skills and attend school, whether in-person or online, unless they are sick. All assignments given by the instructor are to be completed to the best of each student's ability regardless of the instructional format (in-person or online). Students are expected to complete assignments and prepare for assessments. All assignment and assessments are expected to be turned in by the due date with extensions given at the discretion of the instructor or per IEP accommodations.

#### Attendance / Accountability

Daily attendance is required during online instruction unless the student is sick. Students are required to check-in to Google Classroom or Jupiter Grades daily to verify attendance. Posted online assignments must also be completed for a student to be considered present for the instructional day.

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

Students who have internet access will utilize the instructional activities through various web-based platforms posted on Google Classroom. Paper packets will be provided to students who prefer this delivery method. Jump drives that contain the instructional materials for the program will be provided for students with a device but limited or no internet access. Students and parents are to notify the Career Center if they require paper packets.

#### Special Education Supports

Instructors will continue to provide support for students to the greatest extent possible in this instructional format. All instructional activities will 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 to the greatest extent possible. Instructional aides may also be used to provide additional support to students in the following ways: assistance with assignment completion, study/review groups, reading tests/quizzes, reinforcement of instruction provided by the instructors based upon the IEP and 504. This will be accomplished using Google Meet or Zoom meetings, or telephone contacts.

#### EL Supports

N/A

Gifted Education
Not applicable to Clarion County Career Center.

Building/Grade Level Contacts
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Resource Links
<a href="http://www.clarioncte.org">www.clarioncte.org</a> Clarion County Career Center's website contains the links to CTE programs, school information, enrichment resources and instructor contact information.