

# Continuity of Education Plan

Revision April 16, 2020

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## Goal of Plan

The goals of the CTC plan are as follows:

Routine check-in between students and instructors

Activities to refresh previous instruction and review

Planned instruction and activities to allow students to extend their knowledge of their chosen trade in alignment with their approved Program of Study

## Overview of Plan

Each instructor will routinely check-in with each of their AM and PM students. Instructors will utilize their POS Task List and Scope and Sequence to match review and planned instruction activities with their current student levels (Level I for AM students, Levels II & III for PM students).

## Expectations for Teaching and Learning

Teachers will provide relevant activities and provide feedback to students on their level of understanding as demonstrated by completion of the activities. There will be an expectation to provide planned instruction and activities and monitor participation and completion of activities. Teachers will use prior instructional strategies from MAX Teaching and from CTC Professional Development activities.

## Communication Tools and Strategies

CTC will utilize Google Classroom, Meet, Hangout and email as well as other online platforms such as Zoom meetings and our OneCall system to communicate with students. Where necessary, more traditional communication tools such as telephone will be used.

## Access (Devices, Platforms, Handouts)

All instructors have been provided with Chromebooks for their use. Students were surveyed (via OneCall system) to determine who needed additional support in terms of both devices and internet

service. Very few students needed technology support at home. Comcast Internet Essentials was offered as an affordable internet solution and a few local cable providers were asked to assist and were happy to do so. Students in the Service Occupations program will be provided with handouts in line with their capabilities.

#### Staff General Expectations

Staff will be expected to routinely communicate with their students for the purposes of checking in, encouraging participation, offering support, referring resources, monitoring participation and collecting evidence of completed activities, etc. Staff will be expected to provide support, assistance and feedback to students.

#### Student Expectations

Students are expected to participate and complete assignments and activities. Students will be monitored and assessed on their participation through engaging activities and personal relationships with their instructors. Students are expected to inform instructors, paraprofessionals and administrators if they are having problems participating due to technology or any other restrictions.

#### Attendance / Accountability

Student participation will be monitored by instructors. Assignments will be assessed for student effort, including accuracy, and participation. Students not participating or who are not putting forth an effort to complete assignments accurately, will be referred to the school counselors for additional support when they are not participating, continued neglect will result in parental notification by the program instructor and finally intervention by administration. Marking period 4 grades may be affected by the level of effort and participation that students exhibit. When completed work has incorrect information, teachers will provide feedback to students to ensure misunderstandings are addressed. Students may be asked to resubmit work to ensure students understand the concepts being presented.

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

CTC has surveyed all of our students via OneCall message to determine who needs additional technology support. In addition, follow up emails and personal phone calls are being made by various staff members when students are not responding to any calls or emails. This is to ensure students have the supports they need to move forward. If staff are unable to reach family members, guidance and administrators are reaching out to sending districts to confirm contact information for the students CTC has not heard from. CTC is providing loaner chromebooks to any students who need them and have assisted as many students as possible with obtaining internet connectivity in their home. Of our 700+ students, less than 30 needed additional support.

#### Special Education Supports

The special education coordinator will be participating in instructional activities on a “drop-in” basis in all areas. SDIs have been reviewed and sent out to all instructors as reminders. Accommodations required in IEPs will be offered to the best of our abilities. Paraprofessionals and Lab Assistants will

participate with their normally assigned programs/instructors and provide one-on-one online support to students who need it by whatever technology works best for both parties.

#### EL Supports

CTCLC does not have any EL students who are currently receiving EL supports in our school.

#### Gifted Education

Enrichment activities coordinated with GIEPs will be provided by individual instructors. Only 2 students school-wide have GIEPs.

#### Building/Grade Level Contacts

The first line of contact for all students will be their program instructor. Instructors will refer students to administration, counselors, special education coordinator and the school nurse as needed. All staff are available to assist.

#### Resource Links

Resource links will be provided to students in Google Classroom or through email by their instructors. All staff also have access to submit content to the CTCLC.edu website if they need to post resources.