

Continuity of Education Plan

School District	Schuylkill Technology Center
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Goal of Plan
<ul style="list-style-type: none"> • To provide all Schuylkill Technology Center (STC) students with Planned Instruction • To provide planned instruction for students enrolled in the Emerging Health Program, which consists of 12th grade students who are dual enrolled at Penn State University. • To support all STC students in gaining access to activities. • To promote academic engagement and communication between home and school. • To educate students on new content such that they may be able to advance to the next grade level. • Fourth quarter grades will be pass/fail based on weekly work ethic.

Overview of Plan
<p>The Schuylkill Technology Center (STC) Continuity of Education Plan for planned instruction reflects a good faith effort to provide all students with equitable access to meaningful activities, directly related to each student’s academic path. Throughout the COVID-19 school closure, teachers and administrators will work collaboratively to facilitate activities that teaches new content as well as reinforcing existing content, while maintaining the integrity of our school community’s health and safety. Engagement in planned instruction activities, along with a daily schedule, provides structure and focus, promotes mental and physical activity, and reassurance of normalcy in regular routines. STC intends to progress through the Continuity of Education Plan in weekly increments, following the direction of the Commonwealth of Pennsylvania and Pennsylvania Department of Education.</p> <p>The Emerging Health Program is comprised of 12th grade students who are dual enrolled at STC and Penn State University. These students have been continuously engaged in learning new instruction through distance education technology and will earn Penn State credits at the completion of the program year.</p>

Expectations for Teaching and Learning
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Administrators will maintain regular communication with instructors regarding educational continuity. Instructors will adhere to the following plan.

- Instructors will set up a Google Classroom to deliver new content.
- Instructors are required to hold office hours for a minimum of one hour per day.
- Instructors will offer-formal, mandatory virtual meetings via Zoom or Google Meet.
- Homework Blogs, the Remind app, etc. may be utilized to communicate with students.
- Learning will be formal and graded. Attendance and participation will be tracked.
- Participation is Mandatory for Students
- Paper/pencil content will be provided to students prohibited from receiving digital content. Students will be provided with stamped return envelopes in which to submit completed assignments.
- A Good Faith Effort will be utilized for all interactions.

In addition to the items above, students enrolled in the Emerging Health Program will receive planned instruction.

- EHP Students are required to participate in virtual meetings and attendance will be recorded
- EHP Students must complete the coursework and examinations required by the Penn State University Digital Platform
- EHP Students must login to the PSU Online Learning Platform at scheduled times for three hours on Monday and three hours on Friday.
- EHP Students must submit assignments and successfully pass examinations in order to earn credit.

Communication Tools and Strategies

Schuylkill Technology Center utilizes the following communication methods:

- School Rush Phone Call and SMS messages
- Google Meet & Zoom
- School Rush Email and APP messages, Remind app, TextNow app, or Google Voice
- STC Website www.stcenters.org
- STC Facebook, Twitter, and Instagram Accounts
- Written correspondence
- COVID-19 updates and resources can be found at: <https://www.iu29.org/Page/643>

STC Teachers and support staff may communicate using the following methods:

- Student Email
- Parent/Guardian Email
- Phone Call
- District Website Instructor Pages www.stcenters.org Career Tech Programs
- Zoom or Google Classroom
- Canvas will be utilized for Emerging Health Program Students.
- Teachers will document communication with students in CSIU.

Access (Devices, Platforms, Handouts)

- STC surveyed all students regarding access to digital technology and provided a laptop to any student that indicated they did not own a device.
- STC provided information to families regarding free internet access and hotspots available within the community.
- STC is coordinating device delivery with sending districts that are able to provide devices to students.
- Information about accessing planned instruction will be posted to the STC Website, emailed to students, provided in the Google Classroom and provided in paper format as needed.
- Planned Instruction will be provided starting Monday, April 27, 2020 and for all students.
- STC Teachers will communicate information with students via email as well as through the Remind App, Zoom, or Google Classroom.
- Arrangements will be made by Administration to provide hard copies of packets to students prohibited from utilizing digital technology.
- Students enrolled in EHP will benefit from continuous planned instruction via Canvas and Zoom without disruption from school closings.
- STC will ensure that all staff and faculty have the technology resources needed to execute the Contingency of Education plan.

Staff General Expectations

Administrators will communicate with staff and faculty regularly and will host a weekly Zoom Meeting with Faculty to discuss questions and concerns.

Teachers are expected to:

- Offer a minimum of a one hour window for office hours per day for students via Zoom, Google Hangouts, or Telephone. Office Hours should be posted on the Instructor website and shared with students and administration.
- Provide planned instruction material for students each week.
- Create a Google Classroom using gapps account.
- Teach and grade students weekly.
- Evaluate participation and enter weekly work ethic grades.
- Include the instructional aides and Itinerant Instructors within instruction.

Itinerant Instructors and Instructional Aides are expected to:

- Speak with their assigned students weekly via telephone, Zoom or Google Meet.
- Provide assistance with planned instruction material
- Participate in virtual instructional sessions

Guidance/Social Work & Nurses are expected to:

- Speak with any students identified as “at risk” on a weekly basis via telephone, Zoom or Google Hangouts.

All staff are expected to check email and voicemail daily and respond in a timely manner while maintaining open dialogue with his or her direct supervisor.

Student Expectations

- Participation in Planned Instruction is required.
- Attendance will be recorded during virtual meetings.
- Students are encouraged to communicate with teachers and support staff via Zoom, Google meet and email.
- Students accessing Planned Instruction must adhere to all STC Policies and demonstrate good digital citizenship.
- Students who have been issued STC Laptops, must maintain compliance with STC Technology Usage Policies.
- Student enrolled in the Emerging Health Program are expected to login to Canvas at scheduled times as well as complete and submit required assignments on time.

Attendance / Accountability

Participation in planned instruction is mandatory and student attendance will be monitored under the conditions of the STC Continuity of Education Plan. Attendance for planned instructional activities for students enrolled in the Emerging Health Program will be monitored for Zoom meetings and scheduled Canvas login dates/times. Students are encouraged to contact their teachers/related service providers with questions. Opportunities for accessing meaningful, planned instruction activities will be made available to all students in grades 9-12. Students are encouraged to check for updated planned instruction activities weekly.

Good Faith Efforts for Access and Equity for All Students

Schuylkill Technology Center will create and publish a Continuity Education Plan that:

- Supports faculty and students/families shifting to a changing learning environment.
- Assist teachers with implementing planned instruction via distance education.
- Support Learning experiences to keep students engaged
- Create guidelines for Continuity of Education plan
- Support instructors, staff and administration during transition
- Create and distribute a survey to find out which families need devices
- Provide at least one device per student as requested and possible
- Support faculty shifting to a new learning environment
- Provide written/video support to assist faculty during transition
- Students prohibited from accessing technology will receive paper packets as well as stamped, return envelopes to submit work.

Special Education Supports

- Itinerant staff will continue to support STC Program of Study teachers with IEP compliance and adaptation/modification of assignments.
- Special Education timelines will be maintained.
- Itinerant teachers will provide support opportunities for students on their caseload via phone conferencing, Google Meet or Zoom. Print materials will be provided to those without access to the internet.
- Itinerant Instructors will contact parents/students weekly to check in on and determine need of support/concerns and/or offer assistance.

- STC Staff and Instructors will participate in IEP meeting via Google Hangouts, ZOOM, or via telephone conferencing, etc.
- Related Service providers will communicate regularly with STC Staff and Instructors regarding students on their roster.
- Related Service Providers will offer virtual support opportunities for students on caseload
- Related Service Providers will consult with parents of students receiving their services
- Instructional Aide will contact the students on their roster once per week and will participate in and assist with any Zoom or Google Hangout meetings assigned by the instructor(s) to whom they are assigned.
- Instructional Aides will provide support and assistance to students in their assigned classrooms via telephone, Zoom Meetings, or Google Hangouts.
- Special Education Concerns may be directed to William Kimber, kimbw@iu29.org

EL Supports

- English Language Learner supports will be facilitated through the Intermediate Unit 29.
- EL teachers will collaborate with building-based teachers to make planned instruction accessible to roster students.
- EL teacher, Emily Hepler, can be contacted directly via email for specific concerns. heple@stcenters.org

Section 504 Supports

- Planned Instruction activities will encompass flexibility for learners supported by a 504 Plan.
- Planned Instruction activities are designed to be accessible for all students within an assigned classroom.
- 504 Plan managers may be contacted directly for questions or support of planned instruction activities.
- 504 Plan managers will contact parents/guardians if an annual meeting falls within the time frame of the COVID-19 school closure.
- 504 Plan questions and concerns should be directed as follows:
 - William Kimber kimbw@iu29.org

Gifted Education

- Regular communication between Gifted students and/or their parents to determine need of support/concerns and/or offer any enrichment.
- All teachers will maintain compliance in accordance with Chapter 16 Guidelines.
- Provide one to one support opportunities for students on caseload utilizing virtual or phone platforms.
- GIEP meetings will occur using Google Hangouts, Zoom or via phone conferencing.

Building/Grade Level Contacts

Administrators:

Director of CTE, Shannon Brennan sbrennan@stcenters.org
Assistant Director STC North, Chris Groody, groodc@stcenters.org
Assistant Director STC South, Stacey Minahan, minas@stcenters.org
Special Education Supervisor, William Kimber, kimbw@stcenters.org

Instructors:

Cosmetology Instructor, Ms. Thomas, thomk@stcenters.org
Culinary Arts STC South, Mr. Gurcsik, gurcj@stcenters.org
Criminal Justice, Mr. Flynn, flynj@stcenters.org
Carpentry South, Mr. Kintzel, kintp@stcenters.org
Residential Industrial Electricity (RIE), Mr. D. Hess, hessd@stcenters.org
Plumbing Technology, Mr. Greiner, greir@stcenters.org
Collision Repair, Mr. Krasnitsky, krasj@stcenters.org
Precision Machining Technology, Mr. Cicero, cicef@stcenters.org
Welding Technology, Mr. Del Conte, delcd@stcenters.org
Marketing & Business Management, Mr. Horan, horab@stcenters.org
Computer Information Systems (CIS), Ms. Worthy, lw@stcenters.org
Diversified Occupations & Co-Operative Education, Mr. Fitzpatrick, fitzt@stcenters.org
Culinary Arts- North, Mr. Reichert, swr@stcenters.org
Electro-mechanical, Mr. Cimino, pdc@stcenters.org
Early Childhood Care & Education, Ms. Tobin, tobij@stcenters.org
Masonry, Mr. Allvord, allvs@stcenters.org
Carpentry- North, Mr. Wolff, wolfa@stcenters.org
Automotive Technology, Mr. Homola, homst@stcenters.org
Diesel Technology, Mr. Buff, trb@stcenter.org
Outdoor Power Equipment, Mr. Wright, wrigj@stcenters.org
Health Career, Ms. Phillip, philk@stcenters.org and Ms. Chicora, chicm@stcenters.org
Emerging Health Professionals, Ms. Hart, hartc@stcenters.org
Social Studies- Mr. Mack, mackw@stcenters.org
Social Studies- Mr. Wagner, wagnr@stcenters.org
Social Studies- Mr. Francis, franm@stcenters.org
Social Studies- Mr. Fees, feesm@stcenters.org

Support Staff:

Itinerant Staff- Ms. Pisarz, pisaj@stcenters.org
Itinerant Staff- Ms. Correll, corrj@stcenters.org
Itinerant Staff, Ms. Barnhart, barnc@stcenters.org
Itinerant Staff- Mr. G. Hess, hessg@stcenters.org
Social Worker- Mrs. Witman, witmG@stcenters.org
School Counselor- Mrs. Picht, picht@stcenters.org
School Nurse, Mrs. Wolff, wolfe@stcenters.org
School Nurse- Mrs. Jackson, jacks@stcenters.org

Resource Links

Please visit www.stcenters.org for a list of resources.

