



Continuity of Education Plan

April 17, 2020

Continuity of Education is the overarching term for any educational practices that occur in the event of a prolonged school closure. It is important that students have the opportunity to develop and maintain skills while away from the customary school environment. This can be achieved through Planned Instruction, Enrichment and Review or a combination thereof.

1. Planned Instruction: Planned Instruction is formal teaching and learning similar to that which occurs in a classroom setting. Within this process, teachers use planned courses of instruction of new concepts/skills aligned to grade level standards.

2. Enrichment and Review: Enrichment and Review consists of informal activities that reinforce or extend students' prior learning. New standards and skills are not addressed through Enrichment and Review.

Our plan at BCTC is to offer a continuity of instruction to our students using a tiered approach by integrating a mixture of both enrichment and review and planned instruction.

Virtual Learning Transition Plan

Monday, March 30, 2020 through Friday, April 3, 2020

- Daily engagements/interactions with students
- All staff will implement the COVID-19 lesson through Schoology
- Make-up work, Review, and Practice Activities delivered through Schoology
- Delivery of new content is based on the comfort level of the instructor with delivering online curriculum.

Monday, April 6, 2020 through Thursday, June 4, 2020

- Daily engagements/interactions with teachers
- Material will be graded
- New content delivery

Virtual Instruction Schedule – Monday, March 30th through Thursday, June 4, 2020

Monday through Friday

- 10:00 AM – 3:00 PM
 - Teachers will post activities and communicate and interact with students

- Please note: *Teachers may adjust their meeting/online/collaboration time based on the needs of the students and teacher*
- **Friday, April 3rd – All work for 3rd quarter should be completed and submitted**
 - Students should communicate concerns to their teacher with this requirement based on work that was left at the Berks Career and Technology Center and concerns will be addressed on a case-by-case basis.

Virtual Learning Expectations for Students

- Attendance

- Students are expected to log into Schoology each day school is in session and have daily interactions with their teacher.
- These interactions will be determined by the program teacher.
- Student attendance will be tracked through completion of assignments and daily check-ins
 -
- For students who are not actively participating in the course, either an educational facilitator or campus counselor will be reaching out.

- Audio/Video Recording Expectations

- With prior **written parental consent**, students may use their webcam with audio and/or be audio recorded. Student video will be permitted during non-recorded timeframes.
 - Students must submit the parental consent (Completed electronically with Parent Guardian eSignature) by Thursday, April 9, 2020.
 - ***Teachers must inform students the session is being recorded and the session will be posted as a reference prior to beginning a Schoology Conference.***
 - When a session is being recorded, the student video feed will be disabled by the teacher.
 - **Students who have not submitted and/or have not obtained the required parental consent** must mute their audio and ensure their video feed is off but may still listen to the conference session.
 - If any aspect of the videoconferencing makes a student or parent uncomfortable, they can be encouraged to set the video conference up so that only the student is visible. This can be accomplished by sitting with a blank wall behind them.
- Teachers may record their virtual instruction sessions and post them for students to reference.
- Teachers may record videos of themselves completing a task or demonstration for instructional purposes.
 - These videos may be posted to the Learning Management System for review by the students at a later date.
- Students may record a video of themselves completing a task/assignment and send it to the instructor for grading purposes.

- Grading

- Students are expected to log into Schoology each day school is virtually in session and have daily interactions with their teacher.
- Students are expected to complete all assignments, activities, discussion boards, etc. assigned by teachers

- ***Students who do not complete assigned work during the virtual instruction period may receive a zero for the assignment and may be required to make up the work when we return to school in the fall at the discretion of the teacher.***
- Teachers will not deduct late points for assignments not completed during the virtual instruction period.

- **Virtual Conferencing Expectations**

- Teachers will review the following round rules of virtual conferencing with students
 - Muting microphones when not speaking
 - Not talking over one another
 - Importance of maintaining professional language and decorum