



## Forbes Road Career and Technology Center Continuity of Education Plan

School District	Forbes Road Career and Technology Center
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Goal of Plan
<p>Forbes Road CTC's goal is to always afford the best educational plan to all sending school districts regardless of learning aptitude. In order to do this, this plan is to address the continuity of education needs for the Forbes Road CTC stakeholders in the event of a crisis or pandemic. Emphasizing communication between sending schools and Forbes Road CTC, the staff will implement a blended learning model to account for as many learning modalities and types as resources are available.</p>

## Overview of Plan

Prior to the COVID-19 Pandemic, Forbes Road Career and Technology Center had received approval from the Pennsylvania Department of Education to implement the use of 5 Flexible Instruction Days (FID) in the event of an emergency that would impact Forbes Road Career and Technology Center's ability to operate on campus.

On Monday, March 16th, Governor Tom Wolf announced that all K-12 Pennsylvania schools will be closed for 10 business days.

Upon notification of the directive to close, Forbes Road Career and Technology Center began to expedite the development and distribution of Flexible Instruction Day assignment packets. Packets were designed using the Pennsylvania Department of Education Flexible Instruction Day requirements. FID assignment packets were prepared by each career and technical and academic teacher and mailed to students directly. In addition, FID assignment packets were also uploaded to [www.forbesroad.org](http://www.forbesroad.org) to provide students with the ability to access documents electronically.

On March 29, President Donald Trump extended social distancing guidelines for the entire nation through at least April 30. On March 30, Governor Wolfe announced that all Pennsylvania schools are closed indefinitely. Therefore, Forbes Road Career and Technology Center began to plan to provide instruction remotely for an extended period of time.

In an effort to ensure continuity of instruction, Forbes Road Career and Technology Center began migrating all instruction to the Canvas learning platform. This transition from brick and mortar instruction to web based learning facilitated the ability to meet the instructional needs of students during the school closure period. This process entailed constant collaboration between the Forbes Road Career and Technology Center Technology Coordinator and the teaching staff to ensure a smooth transition to the web-based approach.

In addition to instructional staff, the special education teachers and Instructional Assistants will also be navigating the Canvas learning platform to ensure that students with IEPs and those that need additional support are provided with the adaptations, modifications, and guidance needed for success.

The Forbes Road Career and Technology Center's Continuity of Education Plan will remain in place until given further directives by local, state, and federal government.

### Expectations for Teaching and Learning

Expectations for teaching will follow the same framework set and expectations established in the brick and mortar setting; however, instruction will be provided through the use of the Canvas online learning platform and paper/pencil assignment packets for students with limited access to technology. Teacher expectations for planning will require lessons to incorporate PA Common Core Standards, Career and Technical Education Task Grids, clearly defined objectives, knowledge checks / formative assessments, and summative assessments to ensure content mastery.

Instructors will monitor the Canvas platform and their professional email accounts during school hours. Each instructor will monitor student progress and ensure timely responses are provided for student inquiries related to the content and assignments. In addition, instructors will employ tools like Zoom Meeting and Remind to provide students with support and information.

Instructional assistants will support instruction through assisting students with assignment completion and answering questions. This will be facilitated through the use of tools like Google Voice and Zoom Meeting.

Special education staff will work collaboratively with the instructional staff to ensure that students' IEP are followed and that students are provided with the required adaptations, modifications, and services. The special education staff will monitor assignments posted to the Canvas platform to ensure each student's specific needs are respected and supported.

Expectations for students include logging in to the Canvas platform regularly to explore and complete assignments. If students do not have access to the internet, they will be expected to complete paper/pencil assignment packets that mirror instruction online. Students will be contacted periodically by their instructor and will be required to "check in" to ensure comprehension of material and address any areas of concern or confusion. Attendance for students working online and with paper/pencil assignment packets will be documented based on students' completion and submission of their assigned work.

## Communication Tools and Strategies

Continuous updates will be provided to our stakeholders through mailings, emails, robo-calls through our automated system and postings on our website and social media pages. Instructors are encouraged to utilize telephone calls, emails and letters to communicate and provide ongoing support through the continuity of education plan. In addition, the use of tools such as Google Voice, Zoom Meeting, and Remind will be implemented to ensure constant communication between students and Forbes Road Career and Technology Center teachers, special educators, and support staff.

Internal meetings involving the Forbes Road Career and Technology Center staff will be held regularly using the Zoom Meeting platform. Zoom meetings will be held several days a week to ensure that open lines of communication are maintained and that staff are given the opportunity to share ideas and collaborate. These meetings will also provide a forum to discuss administrative directives and voice and challenges or concerns.

External meetings such as those held for students with IEPs will be conducted via Zoom meeting or phone depending on the availability of technology. Special education teachers will also maintain lines of communication with sending school districts and families through the use of email and conference calls when needed.

Systemic incorporation of communication will be emphasized to include all stakeholders both at the CTC, the sending school and the homefront.

## Access (Devices, Platforms, Handouts)

Instructors will implement a variety of learning tools in order to provide continuity of education access to all students. Hard copies for initial lessons and assignments were mailed home to students coinciding with access provided on the website for all materials mailed out. In addition, in order to promote a blended model of educational continuity, instructors will incorporate a web-based learning management platform (Canvas) as well as other online materials to support education. Contact has been made with sending school districts and the vast majority of students have devices (chromebooks, etc) and hard copies will be provided to those without devices or internet access.

### Staff General Expectations

Instructors will have availability for student assistance and interaction via a wide array of communication modalities (e-mail, phone, on-line media applications) throughout their regular school day hours.

- Availability during work hours
- Thoughtful planning and preparation of lessons
- Weekly Check In with students
- Timely response to student questions
- Interaction with Special Education staff to ensure IEP compliance
- Participation in Staff Zoom Meetings when scheduled

### Student Expectations

Students will have access to learning assignments and it is their responsibility to work with the instructor to complete and submit assignments as per teacher's instructions. Students will work on hard copy assignments if they do not have the appropriate equipment or internet access to engage in virtual learning models.

Students are expected to be actively engaged and participate in assignments from this blended instructional approach as if they were present at the school.

Special Populations personnel will be available to work with students who have individualized educational needs for adaptations and modifications to assignments. As such, no student will be penalized for failure to complete assignments if adequate supports have not been provided.

Students will conduct themselves in a manner conducive to the student handbook code of conduct during any and all online, virtual or blended learning.

### Attendance / Accountability

Forbes Road CTC will be tracking student attendance through a variety of ways. Daily check-ins with the instructor that may be in the form of participation in Canvas

or Zoom Conferences, completion of assignments, one on one conversation with a teacher, etc. It is teacher dependent. The need for "daily interactions" has been emphasized throughout the school. Those may look different in each program.

Students not participating or completing assignments will be marked absent and the instructor will attempt to communicate with parents and involve administration to contact sending school personnel to inform them of non-participation. The guidance department as well as the special populations department (if applicable) will also be utilized in this endeavor in order to make a total team approach to learning. If after all avenues have been exhausted in attempts to get students to participate and they still choose not to, no credit will be given for those assignments.

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

To the greatest extent possible, Forbes Road CTC will work to assure access and equity for all students. Collaboration with sending school districts and communication with students and parents alike will establish the groundwork for this effort. In addition to working with our local community stakeholders, participation in local county-wide IU webinars for all districts will take place. Sharing ideas and best practices will afford our school the ability to provide access and equity for as many students as possible.

#### Special Education Supports

Supports will be provided as requested to facilitate students' needs in working on the materials sent home. Students/parents/guardians have been directed to reach out to support staff so that we can provide the supports needed to meet the students' individual needs as outlined in their IEPs. We are working closely with our technical teachers and will adapt materials moving forward to meet the students individual needs. We will continue to provide sending school special ed teachers with needed information for IEP's and we are available to participate in IEP meetings via phone or video conferencing. We will each reach out to the students we frequently provide supports to in order to do our best at facilitating and meeting the students' individual needs.

Upon return from an event, teachers of students with special needs will meet with their students to review work submitted, checking for completion and understanding. If specified in the student's IEP, additional time will be granted to complete assignments. Any related services scheduled during the event will be rescheduled according to the frequency requirements of the students' IEP. During the event, paraprofessional personnel will be available to answer questions through email, Zoom Meeting, Remind, Google Voice, and by phone.

#### EL Supports

For any identified EL supports needed, the plan will follow the supports outlined under the Special Education Supports protocol.

#### Gifted Education

For any identified Gifted Education supports needed, the plan will follow the supports outlined under the Special Education Supports protocol.

#### Building/Grade Level Contacts

Edward McMullen, Administrative Director (412) 373-8100 x 212

Nicholas Falcon, Assistant Director (412) 373-8100 x 242

Michelle Wolfe, Principal (412) 373-8100 x 230

Megan Tomley, Guidance Counselor (412) 373-8100 x 221

Suzanne Kuban, Special Populations Coordinator (412) 373-8100 x 274

#### Resource Links

**Main Page:** [www.forbesroad.com](http://www.forbesroad.com)

**Facebook:** <https://www.facebook.com/forbesroadctc/>

**Instagram:** <https://www.instagram.com/forbesroadctc/>

**Canvas:** <https://forbesroad.instructure.com/login/canvas>

**PowerSchool Parent/Student login:** <https://forbesroad.powerschool.com/public/>

**Office of the United States Surgeon General:**

<https://www.hhs.gov/surgeongeneral/index.html>

**Pennsylvania Department of Health / COVID-19:**

<https://www.health.pa.gov/topics/disease/coronavirus/Pages/Coronavirus.aspx>

**Allegheny County Department of Health:**

<https://www.alleghenycounty.us/healthdepartment/index.aspx>