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**Continuity of Education Plan**

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| **Career & Technology Center** | Northumberland County Career & Technology Center |
| **Administrator** | Dr. James E. Catino, Administrative Director |
| **Address** | 1700 W. Montgomery Street, Coal Township, PA 17866 |
| **Email/Phone** | 570-644-0304 |
| **Website** | www. ncavts.org |

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| **Goal of Plan** |
| The Northumberland County Career and Technology has taken steps to allow for continued instruction/enrichment during the mandatory closure due to COVID-19. The NCCTC teachers have engaged multiple online platforms and will also provide for hard copy materials for those students who may not have the technology or access to online learning. This process remains dynamic because of changing technology and the impact the virus is having on the community.  Current students have been contacted using our automated call system and directed to the school’s Facebook page for information pertaining to their specific program that they are enrolled in at the CTC. Our teachers have been making extraordinary efforts to contact individual students through email, phone, and text. |

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| **Overview of Plan (by CTE Program)** |
| Cosmetology (12.0401)  Cosmetology students were notified via telephone that the PA BOARD OF COSMETOLOGY has allowed up to 250 hours of distance learning in the limited areas of Professional Practices and Sciences. Assignments are available for pick up at NCCTC office and includes an assignment sheet and a copy of the Milady Standard Textbook. The assignments are theory and fact-related and are solely paper-based activities in the form of chapter review questions. This assignment is new material for first year students, a review for third year students and a combination of new and review for second year students. Students also have the opportunity to use online texts through Cengage distance learning.  Culinary Arts (12.0508)  Students have been/will be provided links to the entire ProStart culinary collection of videos on YouTube. Students will view the assigned video and provide feedback to the teacher regarding what content was new and what content was review. The student will also be able to ask questions regarding the task and critique the video. The teacher will then provide individual feedback to each student. Students are encouraged to take pictures and/or videos of culinary tasks being completed at home and submit them to the teacher for feedback.  Occupational Child Care (19.0708)  Students will be receive lessons through email and Google Classroom. Students will also be given a code to access the program textbook online.    Lesson topics will primarily consist of enrichment material. Senior students are also being provided with the opportunity to complete Mandatory Reporter training so they will be employable at the end of the school term.  Protective Services (43.9999)  Material discussed will primarily be review of tasks we have worked on previously.  During review sessions, material will be shared digitally, primarily through the REMIND app, and Google Docs. In addition to the distribution of enrichment activities, I will be hosting scheduled sessions through ZOOM for live interaction. The working with Cengage, to offer a full online learning option that includes digital tools and courseware provided by Cengage for every student, free of charge. The teacher also intends on hosting ZOOM sessions, providing live interaction that features a guest speaker.  Guest speakers will be sought from my network of industry professionals who can provide career information to students. The students will also have the unique opportunity to discuss how Emergency Management personnel are responding to the Covid-19 pandemic.  Construction Trades (46.9999)  The teacher will be communicating with students via email and the Remind application (cell/text). Students will be using the Cengage MindTap system. The system is tied directly to the Basic Principles of Construction text currently used in the program. If a student does not have access to use MindTap, the teacher will assemble a packet for them to complete at home.  Collision Repair (47.0603)  Students will be provided with log-in information for Cengage online learning. For seniors, this will be enrichment material. Underclassmen will participate in limited new instruction and enrichment activities.  Auto Technology (47.0604)  Students are beginning the PA State Inspection module of the program. Students will be provided assignments by email or hard copy. Students will use a copy of the inspection manual to complete extensive worksheets. This is new instruction. Students will also be utilizing online material from the textbook *A Technician’s Approach*. Students will be assigned sections. The teacher will communicate electronically by email or directly through the online program. Students will work through both new material and review material.  Welding (48.0508)  Students will begin by reviewing safety instruction through the S/P2 online program. Those students who did not complete the industry certification, may continue to work towards that end. The teacher will be utilizing the American Welding Society (AWS) online curriculum package to deliver primarily enrichment materials. Hard copy materials will also be made available.  Health Occupations (51.0899)  Students were offered textbooks and accompanying workbooks that correlate with Pennsylvania’s Nursing Assistant curriculum. The students are asked to read selected chapters from the book and complete the assigned workbook pages. Quizzes will also be administered electronically after each chapter to assess comprehension and allow for feedback. The students will also be assigned on-line review of material and new material to learn via the Cengage website. This will be for those students that have internet access. The Cengage site offers power points, learning activities and quizzes. Alternate media available upon request. |

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| **Communication Tools and Strategies** |
| Because Career and Technical Education (CTE) encompasses such a diverse set of courses, the instruction provided during the closure will be unique to that student’s particular program. Instruction during the closure may consist of one or more of the following: Synchronous Online (where you can openly communicate with your teacher), asynchronous online (your teacher sends you electronic materials and you complete them and send back), or paper-based (you receive a packet and complete written assignments and return them to your teacher via drop off or mail). All of the individual program messages and contact information have been/will be posted on the NCCTC Facebook page. |

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| **Access (Devices, Platforms, Handouts)** |
| The NCCTC does not have the resources to provide CTE students with individual devices. For those students who do not have access to the internet/technology, the NCCTC will make hard copy materials available for pick-up or mail them to your residence through the US Postal Service. |

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| **Staff General Expectations** |
| Faculty and staff expectations will be similar to normal operations. It is an expectation that faculty will commit adequate time each day to provide and monitor the activities listed in the Overview above. Faculty will provide the Administrative Director with their instruction/enrichment plan on Monday of each week during the closure for his review. Faculty are to communicate frequently with families and regularly check email (replying within 24 hours). All faculty and staff will continue to have regular communication with the Administrative Director via email. |

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| **Student Expectations** |
| Students are expected to participate in activities daily and complete work to the best of their ability.  Students should establish daily routines for engagement and be responsible for independent learning while maintaining a positive mindset.  Students are expected to conduct themselves with academic integrity and comply with internet safety and online etiquette. Work will be reviewed by teachers but will not be graded.  Students and families are strongly encouraged to communicate regularly with our teachers should they have specific questions or needs. |

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| **Attendance / Accountability** |
| Teachers will, to the best of the ability, record student participation. There is not set expectation for the number of hours students should be engaged in assignments. |

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| **Good Faith Efforts for Access and Equity for All Students** |
| The NCCTC understands that not every student has the ability to access online course materials due to lack of internet service or capable technology. The NCCTC has posted options for free internet access during the school closure on the school’s Facebook page. Please contact your teacher to request alternative format (hard copy) materials. The NCCTC will make hard copy materials available for pick-up during our restricted office hours or mail them to your residence through the US Postal Service. |

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| **Special Education Supports** |
| Special Education support will continue to be provided by our sending schools as the situation allows. All CTC instructors have been directed to provide accommodations as required/requested. |

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| **EL Supports** |
| EL support will continue to be provided by our sending schools as the situation allows. |

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| **Gifted Education** |
| The NCCTC does not participate in a Gifted Education program. |

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| **CTC Contacts** |
| For general information related to this plan, please contact Dr. James E. Catino at [jcatino@ncavts.org](mailto:jcatino@ncavts.org) or 570-644-0304 x185.  For specific information regarding one of our Career & Technical Education (CTE) programs, please email the teacher directly:  Cosmetology, Mrs. Heim: [mheim@ncavts.org](mailto:mheim@ncavts.org)  Culinary Arts, Mr. Schiavoni: [jschiavoni@ncavts.org](mailto:jschiavoni@ncavts.org)  Occupational Child Care, Mrs. Reed: [kreed@ncavts.org](mailto:kreed@ncavts.org)  Protective Services, Mr. Dunn: [mdunn@ncavts.org](mailto:mdunn@ncavts.org)  Construction Trades, Mr. Roughton: [rroughton@ncavts.org](mailto:rroughton@ncavts.org)  Collision Repair, Mr. Johnson: [jjohnson@ncavts.org](mailto:jjohnson@ncavts.org)  Auto Technology, Mr. Rummel: [drummel@ncavts.org](mailto:drummel@ncavts.org)  Welding, Mr. Bradley: [wbradley@ncavts.org](mailto:wbradley@ncavts.org)  Health Occupations, Mrs. Helfrick: [rahelfrick@ncavts.org](mailto:rahelfrick@ncavts.org)  During the school closure, the NCCTC teachers are working diligently from home for their safety and the safety of the community. Some may not have the benefit of the technology infrastructure that exists within the school building. Please be patient with your teacher as they may not be able to respond to your message immediately. If any student needs an accommodation in completing assignments, please contact your teacher via email.  Note: Students/Parents without email capability can contact Dr. Catino via phone and he will message your teacher. |

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| **Resource Links** |
| Northumberland County Career & Technology Center website: [www.ncavts.org](http://www.ncavts.org)  Cengage Digital Learning and Online Textbooks website: [www.cengage.com](http://www.cengage.com)  Today’s Class Learning Management System (LMS): [www.todaysclass.com](http://www.todaysclass.com)  Service Electric CableVision (local free internet provider): [www.secv.com](http://www.secv.com)  Students should contact their teacher directly for log-in information to those programs offering online options. |

New: 4/3/2020 – JEC