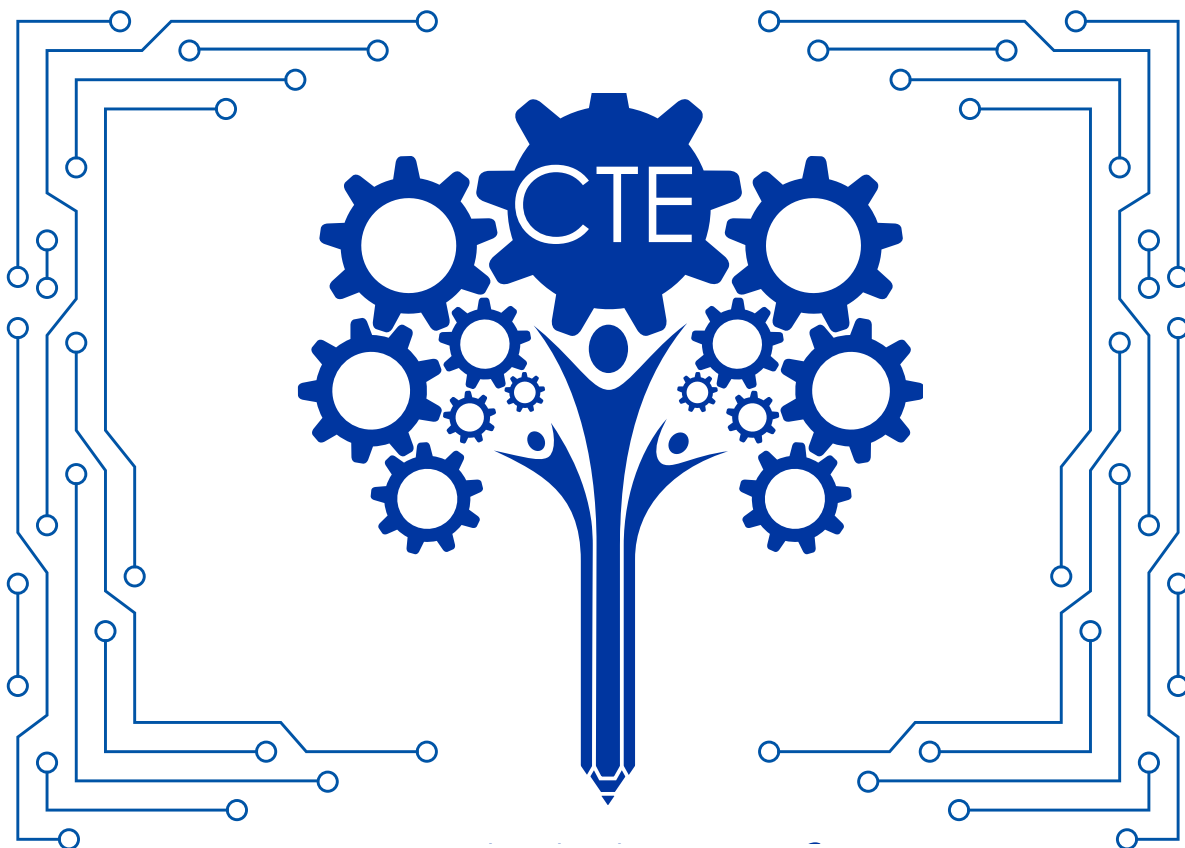




REMOTE LEARNING GUIDANCE DOCUMENT

Family Edition



UPDATED: MAY 8, 2020

Orange-Ulster BOCES will revise this guide regularly. You will notice a more recent date on the cover page above this note, to alert you to changes. The District will also share significant changes via email and website posts.



Dear CTE Parents and Guardians:

We hope you and your families are safe and healthy! Since our buildings have been closed, I have been extremely proud of the success our Career & Technical Education(CTE) school community has accomplished working together to continue learning at home. Our technical teachers and staff have been creative in their approach for providing materials and resources that engage and enhance learning.

In CTE our approach to continuity of learning means establishing and maintaining connections with students and families to provide remote learning materials and supports using a variety of learning platforms. As we implement new concepts and skills, we realize that parents, guardians and caregivers are being asked to engage in new roles supporting students remote learning. To help our CTE families, we have created this guide to serve as a resource for our programs and remote learning procedures.

We appreciate your understanding during these extraordinary times as we continue to work to create positive learning experiences for our students. We will continue to update this document as we receive additional guidance from the Governor and the New York State Education Department.

Thank you for your continued dedication and support of our students. If you need any additional information, please contact me.

Sincerely,

Orande Daring
Director for Career and Technical Education

Career and Technical Education Online Learning

1. [Quick Links](#)
2. [Remote Lesson Design](#)
3. [Instructional Plan by Program](#)
 - [Health Careers Academy](#)
 - [Appearance Academy](#)
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Quick Links

❖ **Orange-Ulster BOCES Website**

❖ **Technology Support**

- If you need technical assistance or need a chromebook please call the
- **Tech Help Desk** 845-774-7379.

❖ **Instructional Support**

- Please email our Instructional Support Services if you have any instructional questions iss.ouboces@ouboces.org

❖ **Orange-Ulster BOCES Code of Conduct**

For Questions About....	Please Contact....
A course assignment, task, grades and feedback	Instructor/Teacher Please see academy and program chart below.
Other issues related to learning or CTE programs	Orande Daring, Director orande.daring@ouboces.org Eugene Hewitt, Principal eugene.hewitt@ouboces.org Neal Wilkinson, Principal neal.wilkinson@ouboces.org
A personal or social emotional concern	School Counselors* Please see academy and program chart below. School Social Worker: anisha.threatt-mcbrown@ouboces.org
A technology related issue	Tech Help Desk 845-774-7379
Language support	Orande Daring, Director orande.daring@ouboces.org Eugene Hewitt, Principal eugene.hewitt@ouboces.org Neal Wilkinson, Principal neal.wilkinson@ouboces.org
Special Education supports	Special Education Teachers: danielle.potter@ouboces.org laura.beck@ouboces.org kashenna.aarons@ouboces.org

Remote Lesson Design

CTE Teachers will be working with students Monday-Friday and it is our expectation that **students participate in remote learning experiences daily just as they are expected to attend their program during a period of non-closure**. The following are procedures and practices all teachers will follow:

- Assignments will be posted on Google Classroom, daily, by 9:00 a.m. This will help students maintain a regular schedule.
- Deadlines may be established for assignments. However, teachers will implement flexible deadlines to accommodate the individual needs of students and families.
- Assignments may receive a numerical grade or be marked “complete” or “incomplete.” Teachers will provide feedback where appropriate for assignments.
- Google Meet will be used for instructors and students to have an opportunity to ask/answer questions, clarify assignments, and allow for the class to connect.
- Teachers will be available daily 8:00-3:00 (Monday-Friday) within the school day to communicate and assist students and families. Teachers will communicate the hours they are available to conduct teacher, student, family collaboration hours.

Instructional Plan by Program

The charts on the following pages describe the Instructional Materials and Resources, Instructional Delivery, and Clinical Delivery Methods utilized for each CTE Program.

Health Careers Academy

School Counselors:

Alicia Merenda

alicia.merenda@ouboces.org

Lisa Scott

lisa.scott@ouboces.org

Programs:

- Nurse Assistant
- Allied Health Assistant
- Exercise Science and Sports Medicine
- Pharmacy Technician
- Emergency Medical Services
- Dental Careers
- Principles of Health Occupations
- Basic Office Applications
- E-Business and Microsoft Applications
- Medical Administrative Executive Assistant

Nurse Assistant: Billi McClintock & Joan Rugnetta

billi.mcclintock@ouboces.org, joan.rugnetta@ouboces.org

Instruction Material & Resources	Instructional Delivery	Clinical Delivery Method
<ul style="list-style-type: none"> ● NYS NA Curriculum ● NA Textbook, Workbook and Competency Evaluation Review ● Video clips, audio glossary, skills evaluation & skills checklist 	<ul style="list-style-type: none"> ● Google Classroom ● Google Meetings ● Kahoot feedback reports ● Email work, pictures & videos, Google Forms ● Contact via phone, text and Google Classroom 	<ul style="list-style-type: none"> ● Online video review ● Review lab skills ● Prometric ● Checklist Screencast

Allied Health Assistant: Tara Kick & Andrea Oldfield

tara.kick@ouboces.org, andrea.oldfield@ouboces.org

Instruction Material & Resources	Instructional Delivery	Clinical Delivery Method
<ul style="list-style-type: none"> ● Allied Health Curriculum ● McGraw Hill Textbook and student workbook, Medical Assisting Administrative and Clinical Procedures with Anatomy and Physiology 	<ul style="list-style-type: none"> ● Google Classroom ● Hangout Meetings ● Kahoot feedback reports ● Email work, pictures & videos, Google Forms ● Contact via phone, text and Google Classroom 	<ul style="list-style-type: none"> ● Online video ● Review Lab Skills Book

Exercise Science and Sports Medicine: Stephen Gamma

stephen.gamma@ouboces.org

Instruction Material & Resources	Instructional Delivery	Clinical Delivery Method
<ul style="list-style-type: none"> ● Functional Anatomy and Muscle Physiology ● E-learning platform: National Council on Strength and Fitness ● Traditional PowerPoints and textbook notes plus narrated PowerPoints to replace lecture ● Google Exercise Science Site with contact info and "How to" videos for online learning. 	<ul style="list-style-type: none"> ● Google Classroom, Forms, Hangout ● FlipGrid ● EdPuzzle ● Kahoot ● Discussion board 	<ul style="list-style-type: none"> ● FlipGrid for students to record themselves performing various lab skills and upload to a "virtual classroom"

Pharmacy Technician: Maher Pathan

maher.pathan@ouboces.org

Instruction Material & Resources	Instructional Delivery	Clinical Delivery Method
<ul style="list-style-type: none">• The Pharmacy Technician sixth edition textbook, The Pharmacy Technician Workbook & Certification Review sixth edition book Pharmacy Technician curriculum• Google Classroom• Denalidrug.com 200 names of the drugs and categories games and crosswords,• YouTube videos for supporting materials	<ul style="list-style-type: none">• Google Classroom• Kahoot feedback reports, quiz• Email work, pictures• Student contact phone/text	<ul style="list-style-type: none">• YouTube presentation on Google Classroom

Emergency Medical Services: Susan McCarl

susan.mccarl@ouboces.org

Instruction Material & Resources	Instructional Delivery	Clinical Delivery Method
<ul style="list-style-type: none">• NYS EMS Curriculum	<ul style="list-style-type: none">• Google Classroom and Hangout• Texting and phone calls	<ul style="list-style-type: none">• Online videos of NYS Skill Stations

Dental Careers: Jeanette Lockowitz

jeanette.lockowitz@ouboces.org

Instruction Material & Resources	Instructional Delivery	Clinical Delivery Method
<ul style="list-style-type: none">• Google Classroom• Dental Assisting text book, Donna J. Phinney• Videos, slide sharing• Guest speaker	<ul style="list-style-type: none">• Google Hangouts Meet• Quizlet• Videos, picture• Contact via email, phone, text	<ul style="list-style-type: none">• Online Video• Lab review• Lab skill at home• student videos

Principles of Health Occupations: Billi McClintock, Tara Kick, Lori Farrell, Jennifer Lincoln, Andrea Oldfield, Joan Rugnetta

billi.mcclintock@ouboces.org, tara.kick@ouboces.org, lori.farrell@ouboces.org,
jennifer.lincoln@ouboces.org, andrea.oldfield@ouboces.org,
joan.rugnetta@ouboces.org

Instruction Material & Resources	Instructional Delivery	Clinical Delivery Method
<ul style="list-style-type: none"> • Principles of Health Curriculum • Health Science Fundamentals textbook/workbook • PowerPoints • Google Classroom • Skills checklist, videos 	<ul style="list-style-type: none"> • Google Classroom and Hangouts Meet • Quizlets • Kahoot quizzes • Student contact by phone/text 	<ul style="list-style-type: none"> • Video review of lab skills

Basic Office Applications: Maura Creeden

maura.creeden@ouboces.org

Instruction Material & Resources	Instructional Delivery	Clinical Delivery Method
<ul style="list-style-type: none"> • Classroom curriculum • Microsoft Office • Google • Mindtap 	<ul style="list-style-type: none"> • Google Classroom Assignments, videos, handouts • Contact with students (as well as parents) via text, email, & phone 	<ul style="list-style-type: none"> • Virtual activities • Videos

E-Business and Microsoft Applications: Maura Creeden

maura.creeden@ouboces.org

Instruction Material & Resources	Instructional Delivery	Clinical Delivery Method
<ul style="list-style-type: none"> • Classroom curriculum • Microsoft Office • Google • Mindtap 	<ul style="list-style-type: none"> • Google Classroom Assignments, videos, handouts • Contact with students (as well as parents) via text, email, & phone 	<ul style="list-style-type: none"> • Virtual activities • Videos

Medical Administrative Executive Assistant: Maura Creeden

maura.creeden@ouboces.org

Instruction Material & Resources	Instructional Delivery	Clinical Delivery Method
<ul style="list-style-type: none">● Classroom curriculum● Medical office procedures● Mindtap	<ul style="list-style-type: none">● Google Classroom Assignments, videos, handouts● Contact with students (as well as parents) via text, email and phone	<ul style="list-style-type: none">● Virtual activities● Videos

Appearance Academy

School Counselor:

Guy Anderson

guy.anderson@ouboces.org

Programs:

- Cosmetology
- Esthetics

Cosmetology: Patricia Ciarelli, Brenda Moore, Colleen Roth, Susan White
patricia.ciarelli@ouboces.org, brenda.moore@ouboces.org, colleen.roth@ouboces.org,
susan.white@ouboces.org

Instruction Material & Resources	Instructional Delivery	Clinical Delivery Method
<ul style="list-style-type: none"> ● Classroom Curriculum ● Milady Textbook ● Google Suite: Classroom, Forms, Sheets, Hangouts/Meets ● Instructor-made videos ● Portfolio development ● Pivot Point textbook and workbook for Ms. White's junior students 	<ul style="list-style-type: none"> ● Google Suite: Classroom, Forms, Hangouts/Meets, Sheets ● Student photos/videos of work ● Texts, e-mail phone calls ● Kahoot ● Quizlet 	<ul style="list-style-type: none"> ● Video presentations ● YouTube Videos ● Before During & After photos ● Google Meet, Classroom

Esthetics: Linda Torborg

linda.torborg@ouboces.org

Instruction Material & Resources	Instructional Delivery	Clinical Delivery Method
<ul style="list-style-type: none"> ● Google Classroom, ● Slides, Docs ● Virtual Classes- Repechage ● Instructor-made videos ● YouTube ● Quizlet flashcards ● Milady textbook PDFs 	<ul style="list-style-type: none"> ● Google Suite: Classroom, Forms, Sheets, Hangouts/Meets 	<ul style="list-style-type: none"> ● Video presentations ● YouTube Videos

Visual Arts Academy

School Counselors:

Stacie DeMaro, stacie.demaro@ouboces.org

Programs:

- Digital Design and Advertising
- Digital Film
- Fashion and Interior Design

Digital Design and Advertising: Derek Diaz & Barbara Nowicki

derek.diaz@ouboces.org, barbara.nowicki@ouboces.org

Instruction Material & Resources	Instructional Delivery	Clinical Delivery Method
<ul style="list-style-type: none"> ● Google Suite: Classroom, Forms, Sheets, Hangouts/Meets ● Web links 	<ul style="list-style-type: none"> ● Google Suite: Classroom, Forms, Sheets, Hangouts/Meets 	<ul style="list-style-type: none"> ● Google Slides, Forms, Sheets, Docs, Classroom ● Student photos of work completed ● Thumbnail submissions ● Hand-drawn student work

Digital Film: Thomas Dunphy

thomas.dunphy@ouboces.org

Instruction Material & Resources	Instructional Delivery	Clinical Delivery Method
<ul style="list-style-type: none"> ● Google Suite: Classroom, Forms, Sheets, Hangouts/Meets ● Video presentations created by teacher 	<ul style="list-style-type: none"> ● Google Suite: Classroom, Forms, Sheets, Hangouts/Meets 	<ul style="list-style-type: none"> ● Google Suite: Sheets, Classroom, Forms, Hangouts/Meets ● Videos created by students

Fashion and Interior Design: Holly Toth

holly.munger-toth@ouboces.org

Instruction Material & Resources	Instructional Delivery	Clinical Delivery Method
<ul style="list-style-type: none"> ● Google Suite: Classroom, Forms, Slides, Docs, ● Online Apparel Design Textbook 	<ul style="list-style-type: none"> ● Google Suite: Classroom, Forms, Hangouts/Meet, Sheets ● Facebook ● Instagram 	<ul style="list-style-type: none"> ● Google Suite: Sheets, Classroom, Forms, Hangouts/Meets ● Facebook ● Instagram ● Student-submitted photos

Construction Academy

School Counselor:

Guy Anderson

guy.anderson@ouboces.org

Programs:

- Carpentry
- Electrical Construction Technology
- HVAC/Plumbing
- Welding

Carpentry: Corey Moore & Kevin Brown

corey.moore@ouboces.org, kevin.brown@ouboces.org

Instruction Material & Resources	Instructional Delivery	Clinical Delivery Method
<ul style="list-style-type: none">● NCCER - online services● Google Suite: Classroom, Forms, Sheets, Hangouts/Meets● Screen-O-Matic● ScreenCastify	<ul style="list-style-type: none">● Google Suite: Classroom, Forms, Sheets, Hangouts/Meets● Screen-O-Matic● ScreenCastify	<ul style="list-style-type: none">● Video presentations● Screen-O-Matic● ScreenCastify

Electrical Construction Technology: Thomas Christopher, Kevin Brown, Kevin Trass

thomas.christopher@ouboces.org, kevin.brown@ouboces.org, kevin.trass@ouboces.org

Instruction Material & Resources	Instructional Delivery	Clinical Delivery Method
<ul style="list-style-type: none">● NCCER - online services● Google Suite: Classroom, Forms, Sheets, Hangouts/Meets● Screen-O-Matic● ScreenCastify	<ul style="list-style-type: none">● Google Suite: Classroom, Forms, Sheets, Hangouts/Meets● Screen-O-Matic● ScreenCastify	<ul style="list-style-type: none">● Video presentations● Screen-O-Matic● ScreenCastify

HVAC/Plumbing: Timothy Lennon

timothy.lennon@ouboces.org

Instruction Material & Resources	Instructional Delivery	Clinical Delivery Method
<ul style="list-style-type: none">● NCCER - online services● Google Suite: Classroom, Forms, Sheets, Hangouts/Meets● Screen-O-Matic● ScreenCastify	<ul style="list-style-type: none">● Google Suite: Classroom, Forms, Sheets, Hangouts/Meets● Screen-O-Matic● ScreenCastify	<ul style="list-style-type: none">● Video presentations● Screen-O-Matic● ScreenCastify

Welding: Nicholas Weimer & Thomas Christopher

nicholas.weimer@ouboces.org, thomas.christopher@ouboces.org

Instruction Material & Resources	Instructional Delivery	Clinical Delivery Method
<ul style="list-style-type: none">● NCCER - online services● Google Suite: Classroom, Forms, Sheets, Hangouts/Meets● Screen-O-Matic● ScreenCastify	<ul style="list-style-type: none">● Google Suite: Classroom, Forms, Sheets, Hangouts/Meets● Screen-O-Matic● ScreenCastify	<ul style="list-style-type: none">● Video presentations● Screen-O-Matic● ScreenCastify

Culinary Academy

School Counselor:

Laura Brissing, laura.brissing@ouboces.org

Programs:

- Culinary Food Trades
- Transitional

Culinary Food Trades: Mark Delorenzo, Thomas Genovese, Robert Heppes, Karla Link, Scott Zintel

mark.delorenzo@ouboces.org, thomas.genovese@ouboces.org,

robert.heppes@ouboces.org, karla.link@ouboces.org, scott.zintel@ouboces.org

Instruction Material & Resources	Instructional Delivery	Clinical Delivery Method
<ul style="list-style-type: none"> ● Google Suite: Classroom, Docs, Slides ● Videos from CIA ● Online Culinary Textbook ● Newspaper Articles (N.Y. Times) ● Academic instruction: reading comprehension guidelines and apps suggestions for students with disabilities 	<ul style="list-style-type: none"> ● Google Suite: Classroom, Forms, Sheets, Hangouts/Meets ● Screen-O-Matic ● ScreenCastify 	<ul style="list-style-type: none"> ● Google Suite: Sheets, Classroom; Forms, Hangouts/Meets ● Screen-O-Matic,; ● ScreenCastify ● Culinary Academy ● Instagram

Transitional: Robert Kleveno

robert.kleveno@ouboces.org

Instruction Material & Resources	Instructional Delivery	Clinical Delivery Method
<ul style="list-style-type: none"> ● Google Suite: Classroom, Docs ● Student Handouts ● Instructor made videos ● Graphic organizers ● Trade articles ● Resources to support academic instruction: reading comprehension guidelines and apps suggestions for students with disabilities 	<ul style="list-style-type: none"> ● Google Suite: Classroom, Forms, Sheets, Hangouts/Meets ● Articles ● Packets 	<ul style="list-style-type: none"> ● Google Suite: Classroom; Forms, Sheets, Hangouts/Meets ● Video Presentations created by teacher ● Videos from outside sources

Education Academy

School Counselor:

Stacie DeMaro

stacie.demaro@ouboces.org

Programs:

- Early Childhood Development and Care
- Education and Management

Early Childhood Development and Care: Patricia Babcock

patricia.babcock@ouboces.org

Instruction Material & Resources	Instructional Delivery	Clinical Delivery Method
<ul style="list-style-type: none"> ● Preschool Lesson Plan ● Writing ● Professional Portfolio Development ● Review of positive guidance through PowerPoint ● Google Classroom ● Childhood Development and Care course curriculum 	<ul style="list-style-type: none"> ● Google Suite: Classroom, Forms, Hangouts/Meets, Sheets ● Facebook ● Instagram 	<ul style="list-style-type: none"> ● Google Suite: Sheets, Classroom, Forms, Hangouts/Meets ● Facebook ● Instagram

Education and Management: Rebecca Gihl

rebecca.gihl@ouboces.org

Instruction Material & Resources	Instructional Delivery	Clinical Delivery Method
<ul style="list-style-type: none"> ● Preschool Lesson Plan Writing ● Children's Literature Reading Card Collection ● Professional Portfolio Development ● 3-D Classroom Project ● Education & Management Course Curriculum 	<ul style="list-style-type: none"> ● Google Suite: Classroom, Forms, Sheets, Hangouts/Meets ● Facebook ● Instagram 	<ul style="list-style-type: none"> ● Google Suite: Classroom, Forms, Sheets, Hangouts/Meets ● Facebook ● Instagram

Environmental Academy

School Counselors:

Guy Anderson

guy.anderson@ouboces.org

Laura Brissing

laura.brissing@ouboces.org

Programs:

- Animal Science
- Heavy Equipment

Animal Science: Logan Roebuck, Jeffrey Reichle, Lia Massimo, Jennifer Woodhouse

logan.roebuck@ouboces.org, jeffrey.reichle@ouboces.org, lia.massimo@ouboces.org,
jennifer.woodhouse@ouboces.org

Instruction Material & Resources	Instructional Delivery	Clinical Delivery Method
<ul style="list-style-type: none">● Current Curriculum● Google Suite: Classroom, Forms, Docs, Sheets, Slides● YouTube videos	<ul style="list-style-type: none">● Google Suite: Classroom, Forms, Sheets, Hangouts/Meets	<ul style="list-style-type: none">● Quizlet● Kahoot● ScreenCastify● Google Classroom● Video Presentations

Heavy Equipment: Terry Arnold, Doug Myruski

terrence.arnold@ouboces.org, douglas.myruski@ouboces.org

Instruction Material & Resources	Instructional Delivery	Clinical Delivery Method
<ul style="list-style-type: none">● NCCER - online services● Google Suite: Classroom, Forms, Sheets, Hangouts/Meets● Screen-O-Matic● ScreenCastify	<ul style="list-style-type: none">● Google Suite: Classroom, Forms, Hangouts/Meets, Sheets	<ul style="list-style-type: none">● YouTube● Video presentations

STEM Academy

School Counselors:

Alicia Merenda

alicia.merenda@ouboces.org

Programs:

- Computer Networking
- Computer Programming
- Engineering Design and Architecture
- Mechatronics and Robotics Engineering

Computer Networking: Robert McMann

robert.mcmann@ouboces.org

Instruction Material & Resources	Instructional Delivery	Clinical Delivery Method
<ul style="list-style-type: none">● Cisconetacad● Packet tracers● Google Classroom● Cisco WebEx● Articles	<ul style="list-style-type: none">● Cisconetacad● Packet tracers● Google Classroom● Cisco WebEx	<ul style="list-style-type: none">● Google Slides● YouTube

Computer Programming: Earl Hopper

earl.hopper@ouboces.org

Instruction Material & Resources	Instructional Delivery	Clinical Delivery Method
<ul style="list-style-type: none">● Google Classroom, Hangouts● Email and phone consultations	<ul style="list-style-type: none">● Google Suite: Classroom, Forms, Sheets, Hangouts/Meets	<ul style="list-style-type: none">● Google Classroom● YouTube● C++

Engineering Design and Architecture: Peter Barbour

peter.barbour@ouboces.org

Instruction Material & Resources	Instructional Delivery	Clinical Delivery Method
<ul style="list-style-type: none">● Live streams for explaining content● Discussions● Forums● Weekly Newsletters● Demonstrations for feedback● Google Classroom for content delivery and assignments	<ul style="list-style-type: none">● Google Suite: Classroom, Forms, Sheets, Hangouts/Meets	<ul style="list-style-type: none">● Google Hangouts, Classroom● Twitch (video)● YouTube

Mechatronics and Robotics Engineering: Patrick Killian

patrick.killian@ouboces.org

Instruction Material & Resources	Instructional Delivery	Clinical Delivery Method
<ul style="list-style-type: none">● Content Delivered through Google Classroom, email, Hangouts● Phone consultations● Online Mechatronics Textbook	<ul style="list-style-type: none">● Google Suite: Classroom, Forms, Sheets, Hangouts/Meets	<ul style="list-style-type: none">● Google Classroom● EDUHUB● YouTube● Kahoot Pro

Transportation Academy

School Counselor:

Stacie DeMaro

stacie.demaro@ouboces.org

Programs:

- Auto Body Restoration
- Automotive Technology
- Aviation
- General Service Technician

Auto Body Restoration: Mark Wolf

mark.wolf@ouboces.org

Instruction Material & Resources	Instructional Delivery	Clinical Delivery Method
<ul style="list-style-type: none">● Google Suite: Classroom, Forms, Hangouts/Meets, Sheets● Screen-O-Matic● ScreenCastify● I-Car Curriculum	<ul style="list-style-type: none">● Google Suite: Classroom, Forms, Hangouts/Meets, Sheets● Screen-O-Matic● ScreenCastify	<ul style="list-style-type: none">● Google Suite: Classroom, Forms, Hangouts/Meets, Sheets● Screen-O-Matic● ScreenCastify

Automotive Technology: Todd Boniface, Michael Cancellieri, Matthew Dykes, Anthony Levato

todd.boniface@ouboces.org, michael.cancellieri@ouboces.org,

matthew.dykes@ouboces.org, anthony.levato@ouboces.org

Instruction Material & Resources	Instructional Delivery	Clinical Delivery Method
<ul style="list-style-type: none">● Google Classroom● Electude online interactive textbook● Linking teacher-created videos● MotoLogic● NATEF Task PDF's	<ul style="list-style-type: none">● Google Suite: Classroom, Forms, Hangouts/Meets, Sheets● Screen-O-Matic● ScreenCastify	<ul style="list-style-type: none">● Google Suite: Classroom, Forms, Sheets, Hangouts/Meets● Screen-O-Matic● ScreenCastify

Aviation: Tanner Sexton & Harold Johnson

tanner.sexton@ouboces.org, harold.johnson@ouboces.org

Instruction Material & Resources	Instructional Delivery	Clinical Delivery Method
<ul style="list-style-type: none">● Google Classroom● FAA Advisory circulars● Bold Method● AOPO Publications● EAA Publications● YouTube● MZEROA	<ul style="list-style-type: none">● Google Suite: Classroom, Forms, Hangouts/Meets, Sheets	<ul style="list-style-type: none">● Google Suite: Classroom, Forms, Hangouts/Meets, Sheets

General Service Technician: Anthony Levato

anthony.levato@ouboces.org

Instruction Material & Resources	Instructional Delivery	Clinical Delivery Method
<ul style="list-style-type: none">● Google Suite: Classroom, Forms, Sheets, Hangouts/Meets● Screen-O-Matic● ScreenCastify● Electude Platform	<ul style="list-style-type: none">● Google Suite: Classroom, Forms, Sheets, Hangouts/Meets● Screen-O-Matic● ScreenCastify	<ul style="list-style-type: none">● Google Suite● Electude● Teacher created videos and assignments

Security Academy

School Counselor:

Laura Brissing

laura.brissing@ouboces.org

Programs:

- Fire Science
- Law Enforcement

Fire Science: David Roach

david.roach@ouboces.org

Instruction Material & Resources	Instructional Delivery	Clinical Delivery Method
<ul style="list-style-type: none">● Firefighter 1 Textbook and online articles● Google Suite: Classroom, Forms, Sheets, Hangouts/Meets	<ul style="list-style-type: none">● Google Suite: Classroom, Forms, Sheets, Hangouts/Meets	<ul style="list-style-type: none">● Google Suite: Classroom, Forms, Sheets, Hangouts/Meets

Law Enforcement: Robert Decker, Kevin Murphy, Wendy Warnock-Fago, Carmen Perez-Lundy, Kenneth Wallace, Todd Warholic

robert.decker@ouboces.org, kevin.murphy@ouboces.org,
wendy.warnock-fago@ouboces.org, carmen.perez-lundy@ouboces.org,
kenneth.wallace@ouboces.org, todd.warholic@ouboces.org

Instruction Material & Resources	Instructional Delivery	Clinical Delivery Method
<ul style="list-style-type: none">● Google Suite: Classroom, Forms, Docs, Hangouts/Meets, Slides● Articles● Microsoft Powerpoint, Excel, Word	<ul style="list-style-type: none">● Google Suite: Classroom, Forms, Sheets, Hangouts/Meets	<ul style="list-style-type: none">● Google Classroom● YouTube

Academic Teachers

CTE Academic teachers work closely and collaboratively with technical teachers in providing academic integration. CTE Technical teachers develop and plan content delivery, and the Academic teachers integrate Next Generation English Language Arts, Mathematics, and Science into the lessons. The collaboration between technical and academic teachers include the co-planning, co-teaching, and co-assessing model for integrating academics in a remote learning environment.

Academic teachers assist the CTE technical teachers by posting weekly assignments for each program and academy. These Academic Assignments are posted on the Week at a Glance document for each program at the beginning of each week. Students have direct access to assignments, documents, and/or videos presented by Academic teachers each week.

Student Support Services

To support our students during this period of remote learning, we have developed a comprehensive support system that involves School Counselors, our School Social Worker, Instructional Support Services (ISS), and Technical Teachers.

The CTE School Counselors assist instructional staff with communication by reaching out to families and districts on an ongoing basis to maintain student participation and concerns. School Counselors will continue to be a resource for providing direct and indirect services to students and their families during the closure.

Our School Social Worker maintains communications with students who require sensitive interventions and emotional support during this crisis. We value the well-being of students while they are at home in a remote learning environment. School Counselors and the School Social Worker are available Monday thru Friday to assist instructional staff, students, and families.

Special Education Teachers work daily with Technical Teachers to develop instruction that meets the needs of all our CTE students in a remote learning setting. Participation of the Special Education Teacher in a remote learning setting is done collaboratively with the Technical Teacher. Technical teachers work closely with the Special Education Teachers for providing program modifications. Special Education Teachers also work in consultation with School Counselors and School Social Worker for providing assistance and support with student needs.

For our ENL students who do not have command of the English language, Technical Teachers have access to translation services provided by Orange-Ulster BOCES Instructional Support Division. As necessary, phone calls are made to parents by a BOCES staff who is bilingual.

Work-based Learning

Providing CTE students with hands-on experience is a cornerstone of all our programs. While taking their CTE program students receive hands-on experience in one or a combination of experiences on or off campus. Teachers have been working with our Work-based Learning Coordinators to develop hands-on activities that meet state guidelines for approval and can be counted towards the 54 hours students need as part of their CTE program. By default, CTE students earn all or most of the required 54 hours during the first year of their program.

Grading Policy

Fourth quarter assignments will be marked by CTE teachers according to the grading scale listed below throughout the quarter.

Our grading for the fourth quarter is as follows:

- Meets all aspects of the assignment = 100
- Meets most aspects of the assignment = 90
- Meets some aspects of the assignment = 80
- Meets minimal aspects of the assignment = 70
- Work not completed = 60

Students who do not participate during the fourth quarter will receive a minimum grade of 60.

The computation of the final course grade will be determined as follows:

Year 1 Student	Average of Quarter 1, 2, 3 , & 4
Year 2 Student	Average of Year 1 GPA, Year 2 GPA (Q1, Q2, Q3, Q4)

For students with extenuating circumstances or who are currently passing classes, we will use grades through the third marking period to calculate the final class average. The extent to which circumstances, which are beyond the student's control, have impacted the students ability to participate fully in fourth quarter instruction will be documented and the final class average calculation (based on third or fourth quarter) will be decided upon by the student's Technical Teacher, School Counselor, and administrator. Any student with a final average of 60-64 will have their average bumped to a 65.

Technical Endorsement and Technical Assessment

On April 7, 2020, the New York State Education Department (NYSED) released guidance pertaining to Technical Assessments, also known as Industry Standard Technical Assessments, with some exemptions, will not be given this year in order for students to earn a Technical Endorsement. Instead, CTE will develop criteria for awarding Technical Endorsements. Technical Assessments are used to award Technical Endorsements as well as provide entry-level job certification for CTE students.

Academies such as our Health Careers Academy must take state mandated exams to become certified in order to work in the health field. Administration of these exams is dependent on state guidelines and reopening of testing facilities. If available, some Technical Assessments for other academies may be offered online, but will not be used to award the Technical Endorsement. We will provide students with information as it becomes available.

Remote Instruction - Expectations for Students

The Orange-Ulster BOCES Code of Conduct will apply to the virtual classroom as it does in the traditional classroom.

Students who participate in a live video/audio conference offered by their teachers must know the expectations regarding their behavior and participation during this discourse. Below is an “Etiquette Guide” that can help with this effort. Please note that the recording, modification, or distribution of video and still images of teachers or students is not permitted by students. The administration will enforce the Code of Conduct if a student violates the above expectations. If an invited or uninvited guest exhibits disruptive behavior during a live session, the teacher will disconnect that student and report the incident to the program principal.

Remote Instruction - Student Etiquette Guide

Muting: When you enter the Google Meet/Hangout, be sure to mute yourself. When not speaking, make sure to mute yourself. This will prevent inadvertent noises.

Questions: When you have a question, type in the textbox and wait for the teacher to call on you. When you ask a question or request information, direct it to a specific individual, and allow time for slightly delayed responses because the system may experience slight delays.

Contributing: When you have something to add to the discussion, but it is not your turn, use the chat feature in the right-hand corner. When possible, avoid interrupting others when they are speaking. Google Meet has a voice-activated switching feature to move the camera to the active speaker automatically. Interrupting another speaker may confuse the voice activation. It is better if you have the Grid View on when you have many students in a Google Meet. [Directions to Grid View](#)

Where to Look: Look into the camera when you are talking.

Stay Attentive: Pay attention to your teacher or other students who are speaking.

Mental Health Resources

As a result of the COVID-19 pandemic, everyday life has changed and will continue to change for our entire community. Children may struggle with significant adjustments to their routines. The following resource list provides support to educators and parents/guardians to maintain a positive, healthy emotional well-being while students are physically separate from their teachers and classmates due to school closure.

Immediate emergency including self harm/harm to others - please call 911.

National Suicide Prevention Hotline	1-800-273-TALK (8255)
Crisis Text Line www.crisistextline.org	Text HELLO to 741741
NYS COVID19 Emotional Support Helpline Direct line for residents of NYS offers emotional support and referrals to local community resources as needed.	1-844-863-9314
Orange County Crisis Call Center	1-800-832-1299 http://accesssupports.org/behavioral-health/
National Runaway Switchboard	1-800-Runaway
Access: Supports for Living, Inc. In response to the COVID-19 crisis, ACCESS has launched a virtual Mental Health and Substance Abuse Urgent Care for adults and children struggling with anxiety, depression, substance abuse, or another other mental health concern.	1 - 888 - 750 - 2266, opt 2 http://accesssupports.org/behavioral-health/
United Way 2-1-1 Referrals to a variety of local resources including food and shelter needs. Available 24 hours a day, 7 days a week, 365 days a year.	2-1-1 or 1-800-899-1479 https://www.uwdor.org/support-2-1-1

Family and Student Support

- ❑ [Supporting Teenagers and Young Adults During the Coronavirus Crisis-Tips for parents with older children at home](#)
- ❑ [Managing Stress in Times of Crisis](#)
- ❑ Resources that are helpful in caring for yourself, family and others.
<https://www.ccsi.org/Pages/Coronavirus-Guidance-and-Updates>

- ❑ Helping Teens Cope with Anxiety during Covid 19 [Orange County Cornell Cooperative Extension's Webinar *Tapping into Resilience*](#)
- ❑ www.calm.com has created a page of free resources for families to use to connect and strengthen our inner mental health during this time.
- ❑ <https://www.cdc.gov/> Center for Disease Control has created information for families on COVID-19
- ❑ <https://www.nasponline.org/> National Association of School Psychologists has developed a COVID-19 Resource Center