



A.W. Beattie Career Center Continuity of Education Plan

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Goal of Plan
During the school closure caused by the COVID-19 crisis, the A.W. Beattie Career Center goal is to make a good faith effort to provide all A.W. Beattie students with a continuity of education learning experience through an electronic virtual learning program to the best of our ability.

Overview of Plan
<p>The Career Center realizes the difficulty of providing career and technology instruction in an electronic virtual environment. Our students succeed through the authentic application of daily hands on tasks. During this time of virtual instruction, the Career Center teachers will utilize the best methods possible through electronic virtual instruction to engage the student body in meaningful learning experiences. Teachers are utilizing on-line industry related learning models where possible to maintain a pathway for students toward an industry related certification.</p> <p>Teachers will be available to students via “office hours” throughout each day of virtual instruction. This includes the availability of teachers, special education learning facilitators, instructional assistants, school counselors, and ESL staff for the purpose of providing support. The Career Center will maintain the services of the Student Assistance Program during this time also.</p> <p>The Career Center teachers will offer classroom program material in time formats that allow for the students to participate in career and technology center learning opportunities and the student’s traditional academic program offered through their consortium school district. This may require that teachers and students engage during times that are considered outside of the normal school day. Where appropriate the instructional delivery might take place once a day or in an AM/PM format that is our traditional instructional format.</p>



Expectations for Teaching and Learning

The A.W. Beattie Career Center recognizes the complicated and unique circumstances the COVID-19 issue is presenting to both our educators and our students and families. Each employee and family is facing its own challenging circumstances at home. With this in mind, the A.W. Beattie Career Center's electronic virtual learning opportunity will be executed in a manner that remains sensitive to the extreme circumstances faced by all. Our instructors are expected to provide engaging and meaningful instruction/assignments utilizing appropriate on-line tools. Also, instructors have been asked to keep the challenges our students/families are facing at home in mind when designing instruction, assignments, and assessments. This is done to enable vital curriculum areas to be covered to ensure student engagement and learning. All instructors will be available during office hours and are expected to respond to students/families in a timely manner during office hours.

Students are expected to engage in his/her virtual learning daily as scheduled by their Career Center program instructor. Students are expected to adhere to the timelines and due dates provided by teachers for all virtual assignments. Teachers have made the proper adjustments to timelines and due dates to be sensitive to the challenges provided with virtual instruction and everyone's current circumstances. It is the Career Center's expectation that students engage in assignments and be accountable for their course work as they are normally held accountable in our regular program setting. Instructors are taking into account that students may be employed as they create assigned work.

Communication Tools and Strategies

The A.W. Beattie Career Center will utilize a variety of communication tools and strategies to ensure continuous communication with parents/guardians and students while executing our Continuity of Education plan. The Career Center will utilize our Skyward Robo-call system to provide updates for Career Center students. The A.W. Beattie Career Center website will also be utilized to post continued Career Center communication updates, including resources for students and parents (educational and social-emotional support).

Administrators of the Career Center will utilize the email system to communicate with students and families for the purpose of sharing both inspirational messages and important information/updates. Administrators will also drop into virtual instruction lessons to encourage students and observe instructional content. Instructors will make use of the email system to communicate with students/families for the purpose of answering questions related to student learning and to provide support for learning. School Counselors and Special Education Facilitators will also use the same system to maintain their integration into the daily virtual instructional delivery to support students' 504 and IEP learning goals.

Access (Devices, Platforms, Handouts)

A.W. Beattie Career Center has implemented the use of electronic student email accounts, video conferencing, Microsoft Teams and Google Classroom. Through these initiatives, the Career Center began engagement and enrichment on March 18th and transitioned into on-line virtual instruction on March 30th. The Career Center has assisted students with laptops. Instructors were provided with updated laptops if their home computers were not up to standards for delivering virtual instruction. The Career Center's technology department has continually provided up-to-date professional development opportunities for the staff.

For students that require related services or special education services, the appropriate staff members are able to join into the virtual learning activities and participate in student 504 and IEP meetings with our consortium school districts.

The Career Center is positioned to be able to continue to offer on-line virtual instruction for student learning.

Attendance / Accountability

Daily attendance is taken by each program instructor based on student engagement and completion of assignments. Attendance is maintained electronically.

Constant monitoring of attendance is completed by administrators, instructors, School Counselors, and Special Education Learning Facilitators. Through this collective effort, parents/guardians of students that have not engaged in virtual instruction are being contacted by staff. Through this effort, students may be identified who need an adaptation to the mode of instructional delivery, assistance with wifi access, etc. The Career Center will make a good faith effort to accommodate these students to ensure their continuity of education.

The Career Center website has been update with information related to student grading for the balance of the 2019-2020 school year. Students will be graded on a pass/fail format for the fourth quarter marking period. To tally the students' end of the year percentage, the Career Center will consider the grades the students earned in either the first semester or third quarter grading period. If a student passes the fourth quarter grading period, the student will receive the higher percentage that they earned in either the first semester or third quarter grading period. If a student fails the fourth quarter grading period, the student will earn the lower percentage of either their first semester or third quarter grading period. When needed, considerations will be made for individual students.

Good Faith Efforts for Access and Equity for All Students

Instructors, administration, school counselors, and support staff will work diligently to identify students that are not engaging with our virtual instruction program. This will be done through the monitoring of engagement and completion of virtual assignments, as well as the completion of daily attendance by students. For any student that is not engaging or completing virtual assignments, the staff will make contact with the student/family to identify reasons for the lack of engagement. Accommodations will be provided to ensure access, such as mailing home of assignments and providing the family with a Career Center laptop if required.

To ensure timely troubleshooting of any technical issues, the Career Center's technology department is available daily beyond the standard school day. The technology department is responding directly with students to troubleshoot technology issues they may be facing.

Special Education Supports

With the Career Center moving to a virtual program that will provide students with continuity of education, our special education department/teachers, School Counselors and SAP Team have been reaching out to students who receive supports as outlined in an IEP or 504. Accommodations are being made to ensure access and equity for these students.

The Career Center is maintaining contact with our consortium school districts to coordinate services for our enrolled students.

Building Contacts

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Resources

[PA Department of Education](#)

[Allegheny County 211](#)

www.beattietech.com