



Continuity of Education Plan

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Goal of Plan
Steel Center for Career and Technical Education has developed this Continuity of Education Plan to ensure that our students are provided with learning opportunity and supports needed to continue their educational goal attainment during the 2020 COVID-19 closure of schools

Overview of Plan
<p>This plan provides a “Modified Delivery” of Career and Technical Education curriculum to ALL Steel Center students, carefully ensuring that any student with barriers or challenges will be engaged in learning activities equally with their peers. Beginning Monday March 30, 2020 and extending for an unknown period of time, Steel Center teachers will provide their students with learning activities that include “Enrichment and Review” as well as “Planned Instruction” as deemed appropriate by each individual Career and Technical Education subject teacher.</p> <ul style="list-style-type: none"> ➤ Enrichment and Review- are learning activities will enable students to reinforce the knowledge and skills that they have already attained through their program of study prior to March 13, 2020. ➤ Planned Instruction- includes formal lessons designed to introduce new concepts and skills that are contained within the approved curriculum for their Career and Technical Education program of study. Planned Instruction will only be offered when appropriate opportunities and conditions exist. <p>Within this framework of learning, students will be engaged through multiple methods and strategies including but not limited to: the Schoology learning platform, Google classroom, Zoom, and YouTube. Where technology barriers exist for any student, paper packets and other printed materials that will be sent to their homes. Supports for the learning activities is provided directly by each Career and Technical Education program teacher along with Steel Center Instructional Aides and Learning Facilitators as needed. Steel Center Student Services faculty will offer additional learning activities and supportive services. This includes activities provided by the Work-Based Learning Coordinator along with our School Counselor. Steel Center office support staff will provide support for these learning activities, record keeping and ensure continuity of fiscal processes. Leadership, planning, support,</p>



evaluation, and revisions to this plan, with appropriate data stakeholder input, is the responsibility of the Steel Center administrative team.

Steel Center's Continuity of Education Plan has been organized into the following three Phases:

Phase One: Monday, March 23, 2020 through Friday, March 27, 2020

- Administrators will form plan outline, identify needed resources, and facilitate appropriate communications and staff meetings to discuss and share information.
- CTE Teachers conduct research and planning activities to identify POS content that can be delivered effectively using distance learning strategies.
- Assistant Directors and Instructional Aides will secure viable student/family contact information and technology capacity.
- Executive Director will share plan components and strategies to all stakeholder groups.
- Steel Center staff members are informed of modified work tasks and expectations.
- Plan framework communicated to students/families through www.steelcentertech.com, Blackboard Connect, and the school's social media pages.
- Steel Center staff begin contacting each of our students/families to verify contact information and determine the level of technology and device access they have.

Phase Two: Monday, March 30, 2020 through Friday, April 3, 2020

- All Steel Center staff begin implementation of the "Modified Delivery" of Career and Technical Education curriculum to ALL Steel Center students as described in this plan.
- CTE Teachers begin efforts for daily engagements/interactions with Steel Center students.
- "Enrichment/Review" and "Planned Instruction" learning activities are made available to students. Each Career and Technical Education Teacher has the flexibility to determine the specific content and strategies they will use.
- Steel Center staff completes task of contacting each of our students/families to verify contact information and determine the level of technology and device access they have.
- The goal of this first week of implementation is for each teacher to have made contact with each of their students, and to begin to establish the format, process, and expectations they have for teaching their class through distance learning.
- Administrators will evaluate data from the first week of "Modified Delivery" along with input gathered from the CTE Teachers/support staff, and make revisions to plan as needed.

Phase Three: Monday, April 6, 2020 until normal operations resume or June 9, 2020 (whichever happens first)

- Revisions to the plan will be made as needed and communicated to the staff and students/families.
- CTE Teachers will continue efforts for daily engagements/interactions with Steel Center students.
- "Enrichment/Review" and "Planned Instruction" learning activities are available to students. Each Career and Technical Education Teacher has the flexibility to determine the specific content and strategies to use.
- Assigned work and material is graded with flexible deadline for submission and consideration given for the challenges that students and families are facing.



- A Senior Recognition Ceremony will be held at a date to be determined, if not face to face then using the technology available such a Facebook Live, or some similar platform.
- Administrators will evaluate data from the first week of “Modified Delivery” along with input gathered from the CTE Teachers/support staff, and make revisions to plan as needed.

Expectations for Teaching and Learning

For Steel Center’s distance-learning process to be successful, it is critical that teachers and support staff maintain frequent communication with students. For both Enrichment/Review and Planned Instruction, instruction will be delivered in two primary ways:

- Asynchronous - Students can access their learning and interact with assignments at any time and would receive feedback from their teacher at another time. Asynchronous instruction, in the form of assigned readings, independent practice, and self-paced lessons will take place each day.
- Synchronous - Students can access their learning materials and interact with assignments at a specific time and receive real-time feedback. Synchronous instruction, in the form of direct instruction – live or pre-recorded, will also take place daily.

Steel Center teachers have been granted the flexibility to use these methods of instructional delivery to engage with their students daily, and will also perform regular check-ins and reach out to students as necessary to provide feedback on student learning. The “Modified Delivery” of Career and Technical Education program curriculum ensures that Steel Center teachers utilize available strategies, resources and supports to continue the learning process for ALL of their students. These activities reflect the commitment Steel Center teachers and staff have to fostering the knowledge and skills of students relative to the career pathway for which each student has chosen. Though significantly different from the established combination of theory and lab learning activities which Steel Center students are accustomed to, these activities will support the individual growth of each Steel Center student. Students are expected to give their best effort as they engage in the learning activities being offered to them. By doing so, each Steel Center student will continue their development and preparation for the multiple career pathways available to them upon graduation from Steel Center.

Communication Tools and Strategies

Regular communications will be provided to all Steel Center stakeholders from teachers, support staff, and administrators using multiple strategies including: “Blackboard Connect” (our automated calling system), groups chats/messaging options within Schoology/Google Classroom, email, information posted to the Steel Center website www.steelcentertech.com, and posts on our two social media platforms. To maintain compliance with Policy 824 “Maintaining Professional Adult/Student Boundaries”, Steel Center employees will use communications tools and procedures provided to them by the school including but not limited to the above mentioned communication strategies as well as using the caller ID blocking feature of their phone devices.

Access (Devices, Platforms, Handouts)

Steel Center student access to technology will vary depending on the consortium member school district of each student, as well as technology resources that are available in their homes. Steel Center



staff will make initial contact with each of our students between March 26 and April 3, 2020 to determine the level of technology and device access they have. Based on this information, each Steel Center CTE teachers will develop weekly instruction, activities, assessments and grades for students to continue current CTE program of study. For students/families with no internet access, hardcopy copy packets will be created, printed out, and mailed to their homes. Work will be graded by teachers and grades will be available for students in the future.

Staff General Expectations

CTE Teachers:

- Receive communications sent to them by Steel Center administration through identified means (Blackboard Connect, email, etc.).
- Initiate and maintain communication with Steel Center administrators and support staff as needed for the duration of the plan.
- Initiate and maintain communication to students/parents who enrolled in your program as of March 13, 2020 for the duration of the plan.
- Communicate directly with Steel Center administrators any student concerns, or any problems that arise while fulfilling their professional responsibilities for the duration of the plan.
- Plan and deliver instructional activities as described in other sections of this plan, to ALL students who enrolled in your program as of March 13, 2020 for the duration of the plan.
- Maintain records of performance (grades) for students enrolled in their program as of March 13, 2020 for the duration of the plan.
- Utilize the resources provided by Steel Center while fulfilling their professional responsibilities for the duration of the plan.
- Seek assistance/support from Steel Center administration or other support staff

NTPE (Counselor, Work-Based Learning Coordinator, Learning Facilitators):

- Receive communications sent to them by Steel Center administration through identified means (Blackboard Connect, email, etc.).
- Initiate and maintain communication with Steel Center administrators and support staff as needed for the duration of the plan.
- Initiate and maintain communication to students/parents within the scope of their duties as needed beginning March 30, 2020.
- Provide supportive services to CTE teachers within the scope of their established roles.
- Communicate directly with Steel Center administrators any student concerns, or any problems that arise while fulfilling their professional responsibilities for the duration of this plan.

Instructional Aides and Clerical Staff:

- Receive communications sent to them by Steel Center administration through identified means (Blackboard Connect, email, etc.).
- Initiate and maintain communication with Steel Center administrators and support staff as needed for the duration of the plan.
- Initiate and maintain communication to students/parents within the scope of their duties as needed beginning March 27, 2020.



- Provide supportive services to CTE teachers within the scope of their established roles.
- Communicate directly with Steel Center administrators any student concerns, or any problems that arise while fulfilling their professional responsibilities for the duration of this plan.

Administrative Team:

- Participate in recurring UPDATE sessions with member school districts, AIU, PACTA, or any conducted by local, state, or federal agencies or officials.
- Disseminate information from UPDATE sessions to various stakeholder groups including: student/families, staff, board members, member district leadership, community partners, other related agencies.
- Send communications to various stakeholder groups through identified means (Blackboard Connect, email, etc.).
- Initiate and maintain communication with CTE teachers, student services personnel, and support staff as needed for the duration of the plan.
- Initiate and maintain direct communication to students/parents as needed.
- Collect and maintain records of attendance for students enrolled in Steel Center as of March 13, 2020 for the duration of the plan.
- Report student attendance data to member district high schools.
- Provide support to CTE teachers student services personnel, and support staff as needed for the duration of the plan.
- Ensure compliance consistent with all applicable Steel Center policy as well as all relevant guidance issued by state and federal agencies.

Student Expectations

Students are expected to participate in the distance learning opportunities being provided and/or the complete the assignments to the best of their abilities. They will be expected to “sign in” using the Steel Center website www.steelcentertech.com and to maintain daily. It is understood that Steel Center students and their families have varied access to technology and may have additional barriers to participation. Some students will receive instructional materials and support through packets being sent home and phone support being provided by. While students are expected to make every effort to respond to the learning opportunities being provided, flexibility will be extended to students regarding timelines and the submission of work. It is the responsibility of the student and their family to communicate to Steel Center teachers and staff when conditions exist that will require such flexibility.

Attendance / Accountability

Steel Center teachers and other staff members have been reaching out to students and parents to establish current and accurate contact information as well as to assess the access to technology that is available to each student. Beginning March 30, 2020, Steel Center will be taking and tracking attendance. The CTE teachers will do this using the ESD student data system, and attendance will be defined as the student successfully having contact with their teacher using the multiple strategies outlined in this plan. Attendance will be monitored, tracked and reported to member school districts.



Special Education Supports

Steel Center is committed to ensuring that special education students receive the supports that are necessary for continued success while working in a distance learning environment. Learning Facilitators will spend considerable time collaborating with the CTE teachers as well as member school district case management teachers to provide reasonable accommodations on specific assignments. Also, both CTE teachers and Instructional Aides have been reaching out to students and families to provide support to students needing assistance.

- Special education teachers working collaboratively with regular education teachers to ensure continuity of instruction that meets the student's individual learning needs.
- Continued daily collaboration to identify accommodations, modifications and supports needed to access and succeed with instruction opportunities provided.
- Supplemental resources identified on and beyond the IEP that both CTE and Learning Facilitators can utilize for remote learning sessions, posted assignments/projects, recorded lessons and connection contacts with students during office hours.
- Learn Facilitators will provide support as delineated on student's IEP via remote learning strategies.
- Progress monitoring of IEP goals and objectives may be adjusted in order to utilize resources and tools available via distance learning.
- Small group sessions where appropriate may be available through Zoom as needed.
- Small group offerings may be accessed by video, phone conferencing or e-mail communication.
- Learning Facilitators will have daily office hours for students to access at specific times for assistance, clarification and personal supports.
- Supports and strategies would include: connect and check, check in and check out, rewording of directions, assignments and assessments, opportunities for oral clarification and oral assessments, explanation of content, re-teaching content, mini-lessons and development of alternative assessments as needed.
- Related services needed for Steel Center students per their IEP, that are not specific to CTE content will be provided either their school district. Steel Center Learning Facilitators can be contacted to assist with communicating concerns or student needs regarding such services.
- The plan for "Modified Delivery" of Career and Technical Education curriculum will be explained to parents and ensure that technology is available as well as resources to meet the individual needs of the students Good Faith Efforts for Access and Equity for ALL Steel Center students.

EL Supports

As a result of the mandatory school closure declared by Pennsylvania Governor Tom Wolff in response to the threat of COVID-19 and CDC recommendations for the need for social distancing, Steel Center for Career and Technical Education is providing distance learning which can include review and enrichment as well as planned instruction activities to all students beginning March 30, 2020. During this unprecedented national emergency, Steel Center students who receive English Language services will continue to receive them in accordance with all applicable guidance issued by the US and Pennsylvania Departments of Education. Concerns regarding English Language services can be directed to Assistant Director/Principal: Dr. Bob Frioni.



Gifted Education

As a result of the mandatory school closure declared by Pennsylvania Governor Tom Wolff in response to the threat of COVID-19 and CDC recommendations for the need for social distancing, Steel Center for Career and Technical Education is providing distance learning which can include review and enrichment as well as planned instruction activities to all students beginning March 30, 2020. During this unprecedented national emergency, Steel Center students who receive gifted education services will continue to receive them in accordance with all applicable guidance issued by the US and Pennsylvania Departments of Education. Concerns regarding gifted educational services can be directed to Assistant Director/Principal: Dr. Bob Frioni.

Building Contacts

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Resource Links

Additional resources and links are available on the Steel Center website at www.steelcentertech.com