



HUNTINGDON COUNTY

Career and Technology Center

11893 Technology Drive • P.O. Box E • Mill Creek, PA • 17060-0905

Phone: (814) 643-0951 • Fax: (814) 643-1690 • Email: admin@hcctc.org • Website: www.hcctc.org

Training Tomorrow's Workforce Today...

Continuity of Education Plan

School District	Huntingdon County Career and Technology Center
Superintendent/ Executive Director	R. Anthony Payne
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Email/Phone	tpayne@hcctc.org 814-643-0951 Ext. 1013
Website	Hcctc.org

Goal of Plan
The goal of the HCCTC continuity of education plan is to enrich and remediate curriculum in all program areas with the exception of our Cosmetology program where planned instruction will be done. With 70 to 80% of our instruction occurring in a shop type environment, remote education for CTC students is challenging. That being said, we feel making an effort to reach out to our students and do what we can is better than doing nothing at all.

Overview of Plan
All programs will use a combination of website access, online curriculum, paper packets where needed and google classroom to connect with the students. More specific information can be found at our website which is hcctc.org . Each teacher has their own page with instructions and material for each student. With every student having a Gmail account our instructors will use Google Classroom for the majority of their enrichment. The cosmetology program will be using a web-based program called MiLady.



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Expectations for Teaching and Learning

With the State Board of Cosmetology stating our students could receive up to 250 hours of credit during this closure we felt it was important to use planned instruction and advance the curriculum for our cosmetology program. Our expectations for the other 12 programs is to review and enrich previously taught material.

Communication Tools and Strategies

Every Teacher will have a webpage on our website. This page will be used as the initial platform for student interaction and further instructions and guidance. For those students with limited or no internet paper packets will be created and distributed. We will work in conjunction with the students sending school to ensure student work is delivered. With every district having a one-to-one student to computer ratio every student will have a device. If they don't we are also a one-to-one school and we will make arrangements for those students to get their device. We every student issued a hcctc.org email based on the Gmail platform it is beneficial for our teachers to utilize all Google applications including but not limited to Google Classroom and Google Hangout. Other popular social media platforms such as Facebook and Zoom meeting may also be used depending on the access of each student.

Access (Devices, Platforms, Handouts)

All the sending schools are one-to-one. If a student does not have access to their sending school device, we will make sure they receive one from HCCTC.

We will be using a combination of the following platforms

- Google Classroom
- Google Hangout
- HCCTC.org website
- Facebook
- Zoom Meeting
- Student Email
- Paper packets/handouts
- Project based learning



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Staff General Expectations

The Huntingdon County CTC will use asynchronous participation for the majority of the programs with the exception being the cosmetology program which will follow a synchronous approach.

- 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 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.

All staff including but not limited teachers and Para educators are required to plan and moderate assignments / projects as determined by individual program instructors. Teachers and Para's are expected to have available time (office hours) for students to participate and/or ask questions about assignments and/or have meaningful interaction with their instructor.

Student Expectations

The Huntingdon County Career and Technology Center Continuity of Education Plan will begin on April 6, 2020 and will follow the current school calendar. Students are expected to:

- Complete assigned work to the best of their ability. That being said there are many factors which may hinder or impede this. For those students with connectivity issues or computer access problems there will be modifications and adaptations to address those issues.
- Communicate with their instructors as needed.
- Stay safe and continue to practice social distancing when in an environment where this is required.



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Attendance / Accountability

Attendance:

Student participation in the continuity of education plan is required. Attendance will be taken through weekly check-ins and through the completion of assignments.

Grading:

- We will utilize PASS/FAIL approach for assessment, utilizing only formative assessment with an emphasis on high quality specific feedback for learning. The threshold for passing will be a 70%.
- When assessing our students' work, what would typically qualify as a 70% or higher will be a passing grade.
- Any student who does not meet the 70% threshold will be afforded the opportunity to resubmit work to demonstrate their understanding and earn a passing grade.
- For students who choose not to participate or submit work, a FAILING grade will be assigned.

Our primary focus is on student enrichment – NOT grades.

Good Faith Efforts for Access and Equity for All Students

The Huntingdon County CTC, in partnership with our sending school districts, Huntingdon Area, Mount Union, Southern Huntingdon, and Juniata Valley is committed to providing Good Faith Efforts for Access and Equity for All Students. Specifically, Huntingdon County CTC will to the greatest extent possible, work to ensure each student with a disability will be provided the special education and related services identified in the student's Individualized Education Plan (IEP) or Section 504 Plan.

Through our sending school districts, HCCTC will provide access to necessary technology resources for all students and consistently at regular intervals, communicate with all students to make every attempt to provide reasonable and appropriate education based on student need and circumstances.

We believe that this experiment with virtual enrichment will prove better for all students in the present circumstances than doing nothing. We anticipate encountering difficulties with this roll-out, although just what difficulties remains to be seen. We feel that with flexibility, cooperation and understanding, we will be able to keep us all moving in a positive trajectory.



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Special Education Supports

We will be relying heavily on our paraprofessionals to provide to the best of their ability services to all IEP and GIEP students. These Paras will work hand in hand with the instructors to provide assistance as needed. There will also be online resources provided by the Tuscarora Intermediate Unit #11. Here is the link to their special education support webpage.

<https://sites.google.com/tiu11.org/remote-learning/toolkits/special-education>

The Huntingdon County Career and Technology Center realizes we will not be able to provide the same level of support your child is accustomed due to the situation, but we are committed to trying and helping the in safest and best way we can.

EL Supports

At this time the Huntingdon County Career and Technology Center does not have any EL students.

Gifted Education

Refer to Special Education Supports

Building/Grade Level Contacts

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Mike Douglas, Assistant Director, mdouglas@hcctc.org

Laura Hicks, Adult Education Coordinator, lhicks@hcctc.org

Justin Lewis, IT, jlewis@hcctc.org

Resource Links

Resource Links

<https://www.cdc.gov/coronavirsu/2019-ncov/community/schools-childcare/index.html>

<https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID19/Pages/AnswersToFAQ.aspx>

<https://www.mbit.org>

<https://www.pacareertech.org>

<https://www.pattan.net>