



## Continuity of Education Plan

CTC School District	Middle Bucks Institute of Technology
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Goal of Plan
Our goal is to provide continuity of education for all students through equitable access to distance learning. Middle Bucks Institute of Technology will provide the access, resources and learning opportunities for all students using an asynchronous and synchronous model.

Overview of Plan
Middle Bucks Institute of Technology's Distance Learning Plan supports our mission to "Prepare Tomorrow's Workforce Today" through planned courses of instruction that align with the Program of Study for each technical program as approved by the Pennsylvania Department of Education. During these unprecedented times in education, our focus will continue to be on supporting students' technical studies and social-emotional wellness while maintaining home and school balance.

### Expectations for Teaching and Learning

In a distance learning environment, it is critical for teachers to check in with their students.

Instruction will be conducted 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 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.

Teachers will perform regular check-ins and reach out to students as necessary to provide feedback on student learning.

### Communication Tools and Strategies

Teachers will be required to check in with all students on their roster through PowerSchool. Additionally, teachers will have regular scheduled hours twice a day at 8:00AM and 11:00AM.

Google Classroom, Google Meet, MBIT email, Student Services Directory, SwiftAlert, teleconferences, and virtual conferences are the strategies faculty and staff will use to communicate to families and students.

Middle Bucks Institute of Technology Websites: [www.mbit.org](http://www.mbit.org)

### Access (Devices, Platforms, Handouts)

**All Students:** Teacher websites, Google Classroom, Google Meet, MBIT email, Office 365 and all supported MBIT applications.

Students have access to laptops and Chromebooks issued by their sending school districts.

Comcast is providing Internet access to any student if needed.

**Tech Support:** Send an email to [helpdesk@mbit.org](mailto:helpdesk@mbit.org) or call 215-343-2480 X107 to leave a message.

### Staff General Expectations

Regular student-teacher communication is **KEY**. We realize that some students will not be available when the teachers are and vice-versa. The plan to implement asynchronous and synchronous learning is to be respectful of everyone's ability to access and participate within the many challenging circumstances we all face.

Be resilient, patient and enthusiastic. Reach out for help when you need it. We are here for YOU!

### Student Expectations

**Middle Bucks Institute of Technology Distance Learning Plan will begin on March 30, 2020.**

- Students will engage in a primarily asynchronous teaching and learning environment.
- Students will be expected to complete assignments to the best of their ability.
- Students will communicate with their teacher, instructional assistant and/or student services staff.

### Attendance / Accountability

**Attendance:** Student participation in the distance learning 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 re-submit 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 learning – NOT grades.**

### Good Faith Efforts for Access and Equity for All Students

Middle Bucks Institute of Technology, in partnership with our sending school districts, is committed to providing Good Faith Efforts for Access and Equity for All Students. Specifically, Middle Bucks Institute of Technology 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, Middle Bucks 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 learning 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.

### Special Education Supports

Students with IEPs and GIEPs will continue to receive the accommodations, supports, services, and specially designed instruction outlined in these plans, to the extent possible in the virtual learning environment.

Special Education Teachers and Instructional Assistants will access the virtual classrooms to view assignments and provide instructional support. The Student Services Directory is posted on the MBIT website for the contact information of MBIT case managers.

The school district's multi-disciplinary team meetings and IEP meetings will be held virtually, and documents will be provided digitally. The school district's case manager will contact families and IEP team members to schedule a time for the meeting. Meetings will be held via a conference call or through other virtual means.

### EL Supports

English Learners will continue to receive the accommodations, supports, and services as outlined in these plans, to the extent possible in the virtual learning environment.

All communication and resources are translated into the mode of communication of family preference using Language Line Solutions, Google Translate, SwiftAlert and email communications.

Please check the Student Services Directory on the MBIT website for the contact information.

### Gifted Education

See Special Education Supports

### Building/Grade Level Contacts

Ms. Kathryn Strouse, Administrative Director, [kstrouse@mbit.org](mailto:kstrouse@mbit.org)

Ms. Stacy Pakula, Assistant Administrative Director, [spakula@mbit.org](mailto:spakula@mbit.org)

Ms. Lauren Doherty, Career & Technical Supervisor, [ldoherty@mbit.org](mailto:ldoherty@mbit.org)

#### Resource Links

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

<https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/Pages/AnswersToFAQ.aspx>

<https://www.mbit.org>

<https://www.pacareertech.org>

<https://www.pattan.net>