

# Upper Bucks County Technical School

*Serving: Palisades, Pennridge, and Quakertown*

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## Continuity of Education Plan

### March 27, 2020

**Continuity of Education** is the overarching term for any educational practices that occur in the event of a prolonged school closure. It is important that students have the opportunity to develop and maintain skills while away from the customary school environment. This can be achieved through Planned Instruction, Enrichment and Review or a combination thereof.

1. **Planned Instruction:** Planned Instruction is formal teaching and learning similar to that which occurs in a classroom setting. Within this process, teachers use planned courses of instruction of new concepts/skills aligned to grade level standards.
2. **Enrichment and Review:** Enrichment and Review consists of informal activities that reinforce or extend students' prior learning. New standards and skills are not addressed through Enrichment and Review.  
Our plan at UBCTS is to offer a continuity of instruction to our students using a tiered approach by integrating a mixture of both enrichment and review and planned instruction.

### Three Part Implementation Plan

Part 1 – Friday, March 27, 2020 – Monday, March 30, 2020

- Expectations for staff set
- Expectations communicated to students through the use of School Messenger/Social Media/UBCTS website

Part 2 - Tuesday, March 30, 2020 through Friday, April 3, 2020

- Daily engagements/interactions with students
- All staff will implement the COVID-19 lesson through Instructors preference (Canvas)
- Make-up work, Review, and Practice Activities delivered through Instructors preference (Canvas)
- Delivery of new content is based on the comfort level of the instructor with delivering online curriculum.

Part 3 – Monday, April 6, 2020 until we resume normal operations (**Friday, April 10th - No School**)

- Daily engagements/interactions with students and feedback provided
- Material is graded
- New content delivery
- Develop fun and engaging activities for students to complete

## **Virtual Instruction Schedule – Tuesday, March 31<sup>st</sup> until we resume normal operations**

Monday through Friday (**Friday, April 10<sup>th</sup> – No School. In-service Monday April 13<sup>th</sup>-Resume virtual instruction Tuesday, April 14<sup>th</sup>**)

- 8:00 AM – 10:00 AM (meet with clusters)
  - o Planning and Preparation
- 10:00 AM – 2:00 PM
  - o Posting of activities and communicating and interacting with students
  - o Expectation is that teachers are available to students for questions. How that is accomplished is at the discretion of each individual teacher. There is no expectation that any teacher is expected to be online the entire time as long as there is sufficient monitoring of students in place.
  - o Teachers may adjust their meeting/online/collaboration time based on the needs of the students and teacher.

### **• Friday, April 3, 2020**

- o All faculty - Best Practices share-out – 12:30 pm Zoom Meeting
  - Cluster Teams session TBD
- o 10:00 AM – 2:00 PM
  - Posting of activities and communicating and interacting with students
  - Expectation is that teachers are available to students for questions. How that is accomplished is at the discretion of each individual teacher. There is no expectation that any teacher is expected to be online the entire time as long as there is sufficient monitoring of students in place.
  - Teachers may adjust their meeting/online/collaboration time based on the needs of the students and teacher.

### **• Monday, April 6, 2020 – End of 3rd qtr.**

#### **Bi-Weekly Faculty Meetings**

- 12:30-1:00 – All faculty/Staff (Mandatory)
  - Schedule **TBD**

#### **Virtual Learning Expectations for Students**

- Students are expected to log into Canvas each day school is virtually in session and have daily interactions with their teacher.
- Students are expected to complete all assignments, activities, discussion boards, etc. assigned by teachers
- o Students who do not complete work during the virtual instruction will be required to make that work up without penalty when we resume normal operations.
- o Teachers will not deduct late points for assignments not completed during the virtual instruction period.

#### **What if I need technical support?**

Technical support remains available by submitting a request to Dennis Nolan ([dnolen@ubtech.org](mailto:dnolen@ubtech.org)) or Adrian Wagenhurst ([awagenhurst@ubtech.org](mailto:awagenhurst@ubtech.org)) or by calling **215-795-2911 ext. 206 or 207**. Please include your name, school, grade, the technology issue, and return phone number with your requests.



## **Virtual Learning Expectations for Teachers**

### **Attendance**

- Student attendance will be tracked through completion of assignments and daily check-ins
- o Teachers must log attendance on a regular basis in power school.
  - Work ethic grades will not be tied to attendance during the virtual instruction period due to potential limitations of student access and is being handled behind the scenes in power school. There is nothing different for attendance an instructor needs to worry about or do anything different with.
- o For students who are not actively participating in the course:
  - If they have an IEP, contact the special education instructor
  - If they do not have an IEP, contact the cluster counselor

### **Audio/Video Recording Guidelines**

- Student cameras **MAY** be turned on if they choose to do so when conducting a zoom conference session.
- o ***Teachers should inform students the session is being recorded and will be posted as a reference prior to beginning a Zoom Conference.***
- If any aspect of the videoconferencing makes a student or parent uncomfortable, they can be encouraged to set the video conference up so that only the student is visible. This can be accomplished by sitting with a blank wall behind them.
- Teachers may record their Zoom Conference sessions and post them for students to reference.
- Teachers may record videos of themselves completing a task or demonstration for instructional purposes.
  - Teachers maintain a professional appearance during on camera interactions.
  - When doing so, teachers should be cognizant of the background/viewable area.
- These videos may be posted to the Learning Management System for viewing by the students.
- Students may record a video of themselves completing a task/assignment and send it to the instructor for grading purposes.

### **Discipline in a Virtual Environment**

- Student discipline is handled the same way in an online environment as it is in school, even if the activities are optional. If a student's behavior is inappropriate, it should be brought to the attention of the administrator. Wherever possible, schools should refrain from kicking students out of the online classroom just as they would in a physical classroom. But if the student is overly disrupting the learning process, the student can be removed and referred to administration, just as they would in the physical classroom.

### **Grading**

- Material that is assigned may be submitted for grades. Students are not to have points deducted for work not completed during the virtual instructional period. We must be flexible in understanding students will have limitations of access to technology, internet, and/or may have special education accommodations that impede their ability to complete an assignment.
  - Work Ethic and Attendance – see *Attendance*

### **Sharing of Copyrighted Material**

- In an educational video conference that is only open to students/parents in their homes for educational purposes, it is permissible to use and share screens of copyrighted material without violated the copyrights to those materials.



## Special Education

- Please review the UBCTS Teacher Guidance for Special Education Document

**Points of Contact for Additional support** will be provided by our student services department to our students with special needs.

Our Student Services department is making sure our content is accessible and appropriate for all students.

Ms. Jennifer Rubin, [jrubin@ubtech.org](mailto:jrubin@ubtech.org) Will provide student support in the following clusters, Automotive Cluster, Health Care cluster, Automated Manufacturing cluster.

Ms. Morgan Welding, [mwelding@ubtech.org](mailto:mwelding@ubtech.org) Will provide student support to students in the following clusters, Construction cluster, Human Services cluster, and Automated Manufacturing cluster.

Ms. Karen Freeh, [kfreeh@ubtech.org](mailto:kfreeh@ubtech.org) Will provide student support to students with IEPs in the following Clusters: Automotive Cluster, Health Care cluster, Automated Manufacturing cluster. She will be reaching out to parents of these students.

Ms. Nancy Overton, [noverton@ubtech.org](mailto:noverton@ubtech.org) Will provide student support to students with IEPs in the following Clusters: Construction cluster, Human Services cluster, and Automated Manufacturing cluster. She will be reaching out to parents of these students.

## Virtual Conferencing Expectations

- Teachers should review the ground rules of virtual conferencing to students on Monday, March 30th
  - Muting microphones when not speaking
  - Not talking over one another
  - Importance of maintaining professional language and decorum

## PSEA Guidance

- Please review the PSEA guidance on this topic at the following link for more information:

[https://www.psea.org/globalassets/issues--action/key-issues/files/teaching-in-the-time-of-quarantine-2020\\_v2.pdf/](https://www.psea.org/globalassets/issues--action/key-issues/files/teaching-in-the-time-of-quarantine-2020_v2.pdf/)

## PDE

- This UBCTS Continuity of Education Plan will be submitted to the Pennsylvania Department of Education in accordance with Act 13 of 2020 which was signed into Law by Governor Wolf on March 27, 2020.

## Leadership Points of Contact

If you have questions or concerns regarding our plan, implementation of instruction, or support received. We will answer your questions or direct your question to the appropriate staff member.

Executive Director – Mr. Jeff Sweda, [jsweda@ubtech.org](mailto:jsweda@ubtech.org)

Assistant Director – Dr. Michele Herrera, [mherrera@ubtech.org](mailto:mherrera@ubtech.org)

Career and Technical Education Supervisor – Mr. Christopher Gentilezza, [cgentilezza@ubtech.org](mailto:cgentilezza@ubtech.org)

***The UBCTS administrative team recognizes this is a new venture and we realize modifications to these guidelines may need to be made and communicated throughout the remainder of the school closure and possibly until the end of this school year. We ask for your patience and understanding as we work through these uncharted waters together. Communications will be key. Ask if unsure. Thank you!***

*Jeff Sweda*  
Executive Director