

# CAREER TEC PLAN FOR REMOTE LEARNING

Plan developed in consultation with CareerTEC teachers on March 30, 2020

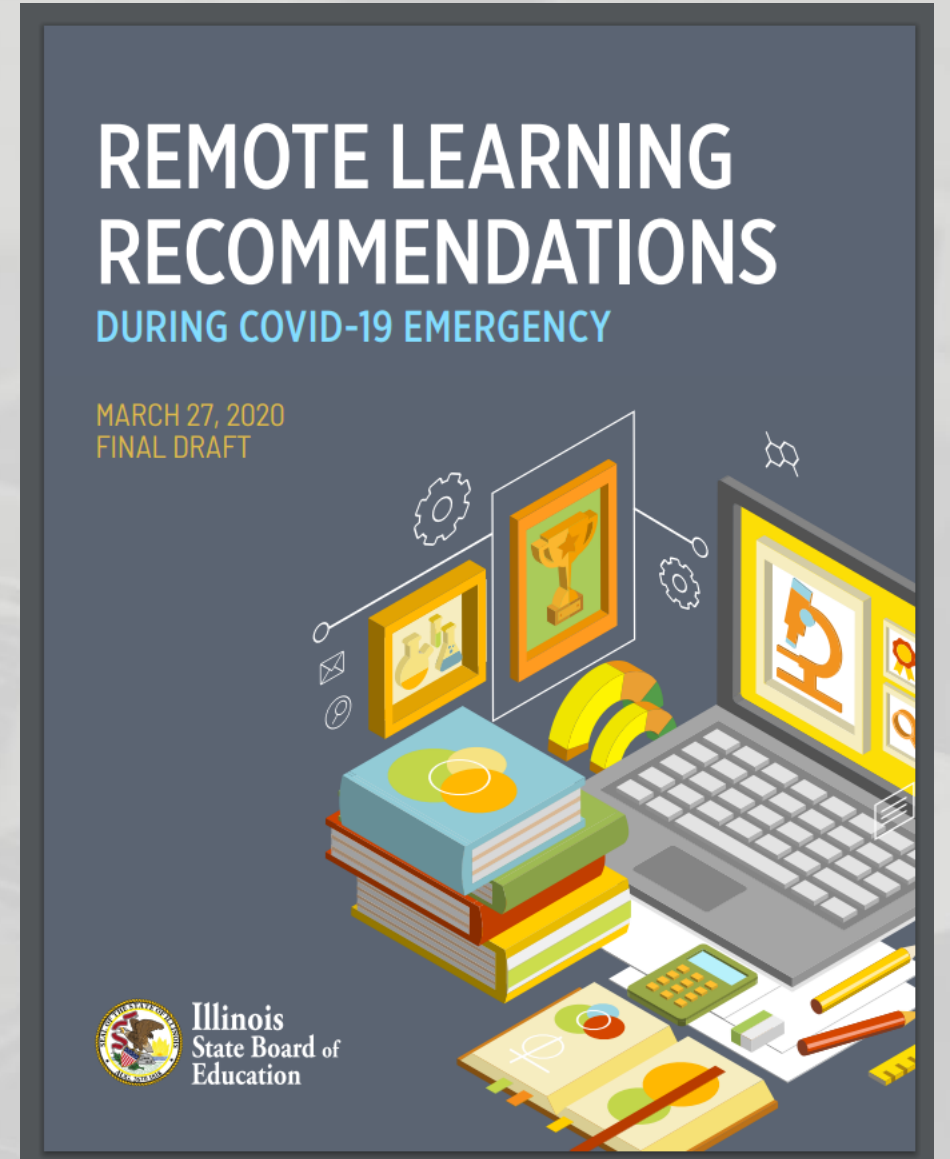
Updated April 22, 2020

# Executive Summary

“This executive summary presents essential recommendations for districts to consider as they refine existing plans and develop new ones as the COVID-19 health emergency continues. The introduction and overarching recommendations that follow provide suggestions to help districts, schools, and educators grapple with the challenges of delivering remote learning to meet the needs of all students across Illinois.”

See below link for ISBE’s full recommendations:

<https://www.isbe.net/Documents/RL-Recommendations-3-27-20.pdf>



# Rationale for Remote Learning Days

*Per Pearl City School District #200 Remote Learning Handbook and Closure Guide:*

“During this pandemic, it is not time to pull out the bells and whistles. Instead it’s the time to Keep Things Simple. Academically, prioritize what’s most important and nothing more.”

**Similarly, CareerTEC programs will adhere to this belief during the state’s Remote Learning Days, which will continue until the end of the 2019-20 school year. One of several objectives of Remote Learning is to stall any educational regression.**





Pages 9-10, *Remote Learning Recommendations*

**In our discussions, CareerTEC realizes there are several needs that we must address and many obstacles that we must overcome during this Remote Learning period.**

## ‘Consider Family/ Home Context’

- **It is not only access to technology that must be considered.** Since home will be the new classroom, it is critical that remote learning must work in a multitude of family and home contexts. In this time of rapidly changing public health and economic uncertainty, (CareerTEC) must ensure that our method of remote learning accounts for:
  - Students who are home alone while adults are working
  - Students who are homeless
  - Students who are caretakers for siblings or ill family members
  - Students who work to help support their family
  - Students who speak a language other than English and have language needs
  - Students whose parents speak a language other than English and cannot assist with homework
  - Students who have special education needs (e.g., children with an IEP, twice-exceptional students)
  - Students who are coping with the illness or loss of a family member
  - Students who are struggling with anxiety or depression
  - Staff who are working remotely and simultaneously planning and delivering remote instruction while also providing care for their families and, in many cases, their own children



Page 11, *Remote Learning Recommendations*

**CareerTEC teachers are committed to communicating their expectations to each and every student. As a goal, we will attempt to reach all families, as well.**

# Staff Communication

- Communicating with Students
  - Maintain classroom customs and norms as much as possible
  - Remind students how to best communicate with the teacher and, when appropriate, peers (a social-emotional learning opportunity)
  - Ensure all students have access to information through at least one form of communication (mail, packets dropped off by bus driver or picked up, phone, video, email)
  - Set guidelines for teacher response times
  - Maintain regular communication and set a minimum threshold for contact
- Communicating with Families
  - Avoid educational jargon and define terms to ensure understanding
  - Survey families to identify needs and follow through to provide for those needs.
  - To the extent possible, communicate with families in the language they are most comfortable
  - Provide recommendations on how to support the whole child
  - Solicit actionable feedback
  - Provide timely information

# Student Engagement: Remote Learning

*Per Pearl City School District Remote Learning Handbook and Closure Guide:*

“Our goal is to err on the side of less is more during this time. Teachers do not need to have an assessment or activity every day.”

**CareerTEC programs will adhere to this belief during the state's Remote Learning Days. Following state recommendations, we are expecting 20 to 45 minutes of daily engagement from all CareerTEC students.**





Pages 16-17, *Remote Learning Recommendations*

**CareerTEC teachers are mindful that we need to consider our students' needs in developing plans.**

# State Guidelines

- **The amount of student engagement (CareerTEC) aims for is inclusive of digital interaction and assigned work. This is not inclusive of non-graded enrichment opportunities, which the Illinois State Board of Education encourages teachers and families to provide. When planning, (CareerTEC) will consider:**
  - Students may or may not have a consistent caregiver who can work with them every day. Teachers will ensure that instructions are written so that the student can understand them independently.
  - Teachers will use headings, bullet points, appropriate text size, boldness, and color to create a clear workflow for students to follow.
  - These questions when designing remote learning experiences:
    - How will a student know where to start?
    - How will a student know what to do next?
    - How will a student know when the work is successfully completed?
    - How will the teacher know a student completed an activity?
- **Effective April 15, 2020, CareerTEC will deem Fridays in the 2019-20 school year as “Remote Learning Planning Days” until the end of the school year or until the maximum number of allowable planning days have been used. This means:**
  - Remote learning class meeting and activities will be conducted Mondays through Thursdays. Students will not have class nor will assignments be due on Fridays.
  - For teachers, Fridays are a day to plan for the next week and/or reach out to each and every student individually to check on his or her academic and social-emotional welfare.
  - For students, Friday is a day to get caught up on missing work and/or get a jump on the following week's work.

# Responsibilities

This is not an inclusive list of recommended responsibilities. Responsibilities should be appropriate for the context.

## CareerTEC

- Implement remote learning plans
- Communicate regularly with all stakeholders.
- Support teachers in planning and implementing remote learning plans.
- Help families find needed resources in the community (academic, health, social).

## CareerTEC Teachers

- Make remote learning activities available in a timely manner.
- Be available at scheduled times to answer student/caregiver questions.
- Provide timely feedback on student work.
- Communicate regularly with students.
- Provide a range of meaningful learning opportunities that meet the needs of all learners during the period of closure.
- Provide regular feedback to students on progress related to learning activities.

## CareerTEC Students

- Review assigned work.
- Complete your assigned work by the due date.
- Ask clarifying questions when you need help or don't understand
- Be respectful to yourself, teachers and peers.

## CareerTEC Parents, Caregivers, and Families

- Review work assigned to the student.
- Reserve a space for students to complete remote learning work.
- Encourage students to get enough sleep.
- Set sensible time limits for technology use.
- Talk to students about their work every day.
- Help students establish and follow regular daily routines.



# Responsibilities

## CareerTEC Instructor

## CareerTEC Student

**Provide resources for student learning and engagement**

**Add feedback/discuss topics/issues**

**Set specific times/methods for communicating with students and parents**

**Reach out with questions or concerns**

**Provide multiple pathways to assess student learning and create authentic assessments**

**Commit to and engage in this reimagined educational environment**

**Create a structure and routine**

**Complete assignments and assessments in a timely fashion**

**Be flexible and understanding with regards to social/emotional needs**

**Be flexible and understanding as CareerTEC Instructors navigate this new territory**



# Grading

- **The recommendations on grading are based upon the principle of no educational harm to any child.**
- **CareerTEC will use a traditional grading structure (A-F) for students, provided:**
  - Student's current grade in the current system as of March 16, 2020, at CareerTEC is maintained or improved and does not decrease. This is provided the student demonstrates continued engagement and ability at a passing level after the transition to instructional remote learning days
  - Students can improve grades as they demonstrate proficiency/mastery/attainment of prior and future skills and work.
  - CareerTEC has the option of either limiting the use of grades to reflect learning recovery/remediation or to use grades to reflect learning of new concepts as well
  - CareerTEC communicates the appropriate level of student accountability for this work during new instructional remote learning opportunities. Student disengagement will be documented by staff.
  - ***The use of F (failing) is not in place during remote learning; instead, a grade of I (incomplete) will be used, as recommended by the state.*** Students who are disengaged and/or do not comply with teacher expectations and/or assessments during this time will earn an *I* until further state guidance is available.



Page 53, *Remote Learning Recommendations*

**Because of the nature of Career and Technical Education (CTE), the state offered specific instructions for area regional centers like CareerTEC.**

## State Recommendations for Career & Tech Ed

“When weighing content decisions for CTE students, essential skills/knowledge must be considered along with what is required for students to earn industry credentials and meet standards of employers/certifying bodies.

Teachers may choose to use various delivery methods for materials and evaluation of knowledge. **Presentation may include, but not be limited to, video, YouTube, self-guided activities, posting materials with discussion and questioning, reading of texts and readings, essay writing, and sequential process flow.**

Additional recommendations for CTE are being developed and will be posted on ISBE’s COVID-19 webpage when available.”



# CTE Opportunities

Content Area	Options
Career and Technical Education (Applied Technology/ Business/Family & Consumer Science/ Nursing/Fire Sciences)	<ul style="list-style-type: none"><li>• Online videos</li><li>• Discussion boards</li><li>• Article critiques</li><li>• Manipulative materials/handouts</li><li>• Career exploration research (e.g. Xello)</li><li>• Self-assessments</li></ul>

Page 55, *Remote Learning Recommendations*

# THANK YOU!

Thanks to everyone for your patience and cooperation during these unprecedented times. If you have questions, please email CareerTEC director Brian Greene at [brian.greene@fsd145.org](mailto:brian.greene@fsd145.org)

For updated information involving students attending CareerTEC classes at Highland Community College, please see <https://highland.edu/hcc-advisory/>.

For updated information involving students attending CareerTEC classes at Freeport High School, please see <https://www.fsd145.org/domain/1189>.