

Bethlehem Area Vocational-Technical School (BAVTS) Alternative Education Plan

BAVTS Students, Families, and Staff,

We are prepared to continue our students' learning through our digital platforms and resources. We will start instruction on Monday, March 30.

Teacher's hours will be from 8am-3pm. Planning will take place from 8-9am. From 9-12pm teachers will have virtual office hours for their students and be available for essential online meetings. During the hours of 12:45pm - 3pm teachers will provide content/instruction online for students following the schedule below.

If students are unable to be online during the schedule below, please check in with the teacher of the course on a daily basis. Students should make every effort to login during the times below:

8:00am – 9:00am Teacher Preparation Time

9:00am All daily assignments posted on Google Classroom
(Make sure you have established a classroom communication plan with parents & students)

9:00am – 12:00pm Collaboration Time

- Teachers available for student and parent questions – must respond within 24-48 hours of the initial contact
- Teachers available for scheduled virtual or phone meetings (if needed) – meetings will be scheduled in advance
- Teachers may be asked to participate in an IEP or GIEP virtual or phone meeting
- Teachers establish communication with Special Education, Learning Support, Instructional Coaches, and/or Guidance
Teachers should collaborate with special education teacher and/or instructional assistant prior to posting assignments to ensure accommodations and/or modifications have been made
- Teachers establish connections with administration (as needed)
- Teachers establish communications/connections with business & industry partners (as needed)

12:45pm – 1:45pm AM Session

- Teachers available for student interaction
- Teachers provide feedback on student work as needed

2:00pm – 3:00pm PM Session

- Teachers available for student interaction
- Teachers provide feedback on student work as needed

BAVTS RESOURCES – www.bethlehemavts.org

Special Education Questions – Russ Gaffney gaffneyr@bavts.org

Guidance Questions – Heather Burkhart burkharth@bavts.org, Heather Chilcote chilcoteh@bavts.org, Alex Glassberg glassberga@bavts.org, and Angela Thom thoma@bavts.org

School-To-Work Questions – Connie Muschko muschkoc@bavts.org

Curriculum Questions – Mike Galler gallerm@bavts.org and Adam Lazarchak lazarchaka@bavts.org

Technology Questions – technology@bavts.org

Teacher Guidelines

- a. Dress professionally and be aware of your background if you are in a live meeting or are filming an instructional video for students
- b. Be sure students are aware of your expectations for communication regarding questions related to learning assignments
- c. Organize your Google Classroom content in a way that makes sense, is simple, and clear
- d. You can record yourself to offer direct instruction or to give active directions
- e. Students are expected to participate in the learning activities assigned by the teacher. The goal of this plan is for continuity of instruction/learning. Therefore, students may be graded on learning activities, but they must also be provided feedback and given one opportunity to revise and resubmit graded assignments
- f. Be reasonable and flexible with learning assignment timelines and due dates
- g. Marking Period 4 will begin on March 30th

Special Education Guidelines

- a. Follow Special Education guidelines during alternative educational delivery
- b. Communicate with teachers and parents/guardians regularly
- c. Collaborate with CTE teachers and Instructional Assistants to assist in providing modifications, accommodations and to ensure that Specially Designed Instruction (SDI) is provided as per student IEP, to maximum extent possible

Instructional Assistant Guidelines

- a. Provide remedial instruction of CTE program content to identified students
- b. Should monitor and document student contact and progress
- c. Should collaborate and support CTE teachers with assignments, assessments, and online resources to ensure appropriate modifications, accommodations and to ensure SDIs are being provided, to maximum extent possible

Counselor Guidelines

- a. Should be available to assist/meet with students between 8am -12noon and 12:45pm – 3:00pm
- b. Counselors and/or students may schedule counseling meetings, as needed, grades, careers and college, or personal needs
- c. Counselors should follow the BAVTS Comprehensive Guidance Plan
- d. Perform scheduling responsibilities for the 2020-2021 School year
- e. Should be available for scheduled virtual or phone meetings (if needed) – meetings will be scheduled in advance

Instructional Coaches

- a. Should be available to assist teachers with integration of literacy, math and technology
- b. Should communicate resources that can help teachers/students in an online environment

Student Attendance

- a. Student must check-in for attendance during their instructional class time - If student has a challenge meeting during their class time they should contact the instructor
- b. If a student has not participated in the learning activities for three (3) days, you must contact the parents/guardians, guidance counselor, and supervisor
- c. Keep a communication log documenting parent/guardian contacts