OVERVIEW & PURPOSE

The purpose of this guide is to provide answers and expectations for distance learning. Our hope is to provide the opportunity for continuous learning through the end of the school year and give a sense of stability to our students and their families.

Our ultimate goal is to focus on those students who are close to program completion, meaning adult students and high school seniors, and prepare them to complete their industry certifications and enter the workforce.

EXPECTATIONS

- Design relevant and engaging lessons for distance learning that requires students to be engaged daily.
- NO BUSY WORK!
- Submit telework plan to your campus director by noon on Fridays for the following work week.
- Attend weekly staff meeting (Zoom, conference call, etc.) meeting with your campus director.
- Track student progress and document all virtual instruction and communication.

COMMUNICATION & AVAILABILITY

Hold weekly virtual meetings or conferences with all of your students. This can be done in small groups or individually, if needed. The goal is to visit with each student at least one time a week.

Your hours of availability to your students will be Monday – Friday, 8 a.m. to 3 p.m. Students may contact you via LMS, email, text, phone, etc. Reply to your students within 24 hours. Check your email and messages daily.

STUDENT ATTENDANCE

Student attendance should be monitored. Students should check-in on a regular basis. To prove attendance, you can require logging in to LMS, sending a text message, phone call, etc.

ADULT DOCUMENTATION FOR FINANCIAL AID

A continuous learning activity and contact log must be completed for each program every week. You will provide that log to your campus director and financial aid clerk who will take care of the documentation necessary for financial aid students (template available via your campus director).

FREQUENTLY ASKED QUESTIONS

Q. What are we doing about grades?
A. No work should be punitive. We will use grades that were recorded prior to Spring Break. However, students can work to improve their grade.

Q. What if I have a student on an IEP?
A. You must continue to make modifications for that student according to their IEP plan.

Q. What if I have a student with no connectivity or access to devices to complete work?
A. Work with that student individually to meet the expectations and guidelines herein. This could require phone calls, texts, etc.

Q. Can I provide a hard-copy packet for my students?
A. It is not recommended to exchange any class content or assignments. If absolutely necessary, the student can pick up a packet of material if they cannot access it online. To minimize spread of the virus, no assignments should be brought back to campus.

Q. Can a student pick up personal or instructional items that were left on campus before spring break?
A. Notify your campus director and coordinate a pick-up time. All pick-ups should be outside of campus – no students should enter the buildings.

Q. What about certification testing for completers?
A. Currently, all testing and skills check-offs are postponed until further notice. We will communicate with those students when we know more.