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# CONTINUITY OF EDUCATION PLAN

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**April 3, 2020**



## **MISSION STATEMENT**

The mission of the Butler County Area Vocational – Technical School is empowering students with the skills necessary for the continuous development, education and employment.

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[www.butlertec.us](http://www.butlertec.us)

BUTLER COUNTY AREA VOCATIONAL-TECHNICAL SCHOOL  
210 Campus Lane Butler, PA 16001

<https://www.butlertec.us/>

724-282-0735

Canvas (online learning platform) Email: [StudentLearning@butlertec.us](mailto:StudentLearning@butlertec.us)

Regina Hiler, Principal/Assistant Director Email: [hilerr@butlertec.us](mailto:hilerr@butlertec.us)

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# Welcome and Introduction

April 3, 2020

Dear Students, Parents/Guardians, and Community Members,

Continuity of Education is the overall term for any educational practices that occur in the event of a prolonged school closure. We, at Butler County Area Vocational-Technical School (BCAVTS), believe it is important for our students to have the opportunity to maintain and develop skills during this time. This can be challenging because the key feature of our programs is the opportunity to engage in authentic, hands-on learning. While it is true that a large part of our program instruction is in fact practical, we have always stressed the importance of the theoretical knowledge that reinforces our technical tasks. Furthermore, we focus on developing leadership and employability skills. Finally, the following content in this Continuity of Education Plan will help to clarify expectations and provide additional helpful information.

Within a few days after March 13, 2020, which was the date of the first announcement regarding the closure, our teachers created optional online activities accessible on each program webpage, for the students to keep connected to their programs of study. Shortly thereafter, our teachers began working diligently and collaboratively to develop further learning assignments for our students. On March 30, 2020, students began to enroll in our online learning system: Canvas. As time progresses, a multitude of steps will happen simultaneously until all students are enrolled in Canvas: Teachers will continue to build curriculum and engage with students as another group of staff members will continue to assist the students in the enrollment process while others will help bridge educational gaps for the students.

At BCAVTS, we are committed to helping our students reach their future goals. Additionally, all learning opportunities provided by our teachers will align to industry standards and the program's approved task list. We are fortunate that some of our industry certifications can be obtained online and can be offered during this time. Also, we are very pleased to share that the Board of Cosmetology is now permitting our students to earn up to 250 hours through online instruction.

We understand that these are unprecedented times for all of us. We ask that our students take advantage of this opportunity and to communicate with our teachers and instructional aides so that they are poised to assist in removing any barriers to learning. This Continuity of Education Plan will remain in effect for the duration of the school closure. Also, we will continue to send relevant updates to families through our website, social media, email, mail and/or school messenger phone calls. Lastly, we wish everyone safety and good health!

Sincerely,



Regina Hiler, Principal/Assistant Director  
Butler County Area Vocational-Technical School

## Goal

The goal of our plan is to assist our students to review and enrich their prior knowledge while they continue to deepen their knowledge in their programs of study. This goal is in effect for all levels and all programs through the implementation of online learning.

## Overview

- All assignments will be posted through Canvas at [www.butlertec.us](http://www.butlertec.us), then “Family Hub,” then “Canvas – Student.” These assignments will reinforce the curriculum, supplement and review the program of study that your son/daughter is enrolled in.
- Assignments will be posted to Canvas weekly. Students are encouraged to participate as much as possible. Students will earn credit for participating and completing assignments to elevate their fourth marking period grade; however, students will not be penalized if they are unable to complete assignments.
- If students have direct questions and concerns regarding their assignments, all teachers will be available through email throughout this closure. A full list of teachers’ names and emails will be provided at the “Teaching Staff Points of Contact” section on page 5.
- Mr. Morton, our Support Services Coordinator/Assistant Principal, as well as our teachers and instructional aides will follow students’ IEP Addendums as provided by each sending school. These individuals will communicate with families through phone calls and emails to offer support as we progress through online learning. Mr. Morton’s email: [mortonc@butlertec.us](mailto:mortonc@butlertec.us).
- Ms. Gall-Ruggiero, our School Counselor, will be available by email, [gallt@butlertec.us](mailto:gallt@butlertec.us), throughout this time period as well. If you need to contact her for any reason, she is here to provide support to our students.
- Mrs. Burk, our Co-op Coordinator, will be available by email, [burks@butlertec.us](mailto:burks@butlertec.us), to support students in various areas.
- Most importantly, if do not have internet access, please inform BCAVTS administration at 724-282-0735 EXT. 204 or EXT. 230.

## **Instructional Delivery/Access/Communication Tools**

Butler County Area Vocational-Technical School's teachers will provide meaningful education that is guided by the components of PA Department of Education's programs of study. Teachers, instructional aides, as well as other staff members will utilize email, Canvas communication and one-on-one phone calls to communicate with students and families. Some teachers have their own "Remind" account to communicate with their students also.

BCAVTS' programs will use Canvas as a platform for instructional delivery. This will allow instructors to post assignments, task sheets, videos, links, and other related material as needed. Students will be able to access course material, post questions, and receive answers from their instructional staff. If requested, administration will provide paper assignments to students.

## **Expectations of Teachers & Instructional Aides**

We expect our teachers to post new educational content and assignments posted weekly.

We expect our teachers to provide feedback to students.

We expect our teachers to be available every work day (Monday – Friday) to answer emails and to correspond through Canvas within 24 hours of an inquiry. If a teacher has additional mode(s) of communication, the teacher will communicate this to their respective students.

We expect our teachers to immediately notify administration if they become aware of students that cannot complete assignments electronically.

We expect teaching and instructional staff to be available for virtual meetings.

We expect our teachers and instructional aides to follow students' IEP Addendums as provided by each sending school. Our above-mentioned staff members will communicate with families through phone calls and emails to offer support as we progress through online learning.

## **Student Expectations, Attendance & Accountability**

Students are expected put forth their best effort with all assignments and to schedule time as necessary to complete their work to their best of their abilities.

Students are expected to communicate with the school for any needs. Phone numbers and emails are listed throughout this plan.

## **Grading Practices**

Our teachers will provide students with complete, incomplete scores and/or numerical grades and feedback on assignments given during this time. Furthermore, each student will start the fourth marking period with a grade. The average of the first three marking periods' grades will form this grade.

## **Marking Periods**

The third marking period was originally scheduled to end on March 27, 2020. Due to the state-mandated closure, we have extended the third marking period deadline to April 8, 2020. April 9 – April 13, 2020 are vacation days. The fourth marking period will begin April 14, 2020.

## Communication Tools

BCAVTS will utilize School Messenger phone calls, our website, social media, “Remind” and/or traditional mail, for large format announcements to all families. Teachers, instructional aides, as well as other staff members will utilize email, Canvas communication and one-on-one phone calls to communicate with students and families. Some teachers have their own “Remind” account to communicate with their students also. Again, students are expected to communicate with the school for any needs. Phone numbers and emails are listed throughout this plan.

## Teaching Staff Points of Contact

Please contact your teacher if you have difficulty accessing instruction and/or need assistance with assignments. We will work together to find a solution.

PROGRAM OF STUDY	TEACHER	EMAIL
Air Conditioning/Heating/Electrical Occupations	Mr. Eric Collins	<a href="mailto:collinse@butlertec.us">collinse@butlertec.us</a>
Auto Body/Collision Repair	Mr. Dave Peters	<a href="mailto:petersd@butlertec.us">petersd@butlertec.us</a>
Automotive Technology	Mr. Rick Bennett	<a href="mailto:bennetr@butlertec.us">bennetr@butlertec.us</a>
Building Construction	Mr. Ronald Sankey	<a href="mailto:sankeyr@butlertec.us">sankeyr@butlertec.us</a>
Carpentry	Mr. Scott McKee	<a href="mailto:mckees@butlertec.us">mckees@butlertec.us</a>
Computer Networking & Security	Mr. Dan Zulick	<a href="mailto:zulickd@butlertec.us">zulickd@butlertec.us</a>
Cosmetology (Levels 2 & 3)	Mrs. Amy Ellison	<a href="mailto:ellisona@butlertec.us">ellisona@butlertec.us</a>
Cosmetology (Level 1)	Mrs. Ashley Rocco	<a href="mailto:rocco@butlertec.us">rocco@butlertec.us</a>
Culinary Arts	Mr. Michael Barczak	<a href="mailto:barczakm@butlertec.us">barczakm@butlertec.us</a>
Culinary Arts	Mrs. Katie Collins	<a href="mailto:collinsk@butlertec.us">collinsk@butlertec.us</a>
Graphic Design	Mrs. Lee Ann Clutter	<a href="mailto:clutterl@butlertec.us">clutterl@butlertec.us</a>
Health Assistant	Mrs. Tonya Blank	<a href="mailto:blankt@butlertec.us">blankt@butlertec.us</a>
Health Occupations	Mrs. Andrea Celender	<a href="mailto:celendera@butlertec.us">celendera@butlertec.us</a>
Heavy Equipment Repair	Mr. William Rearick	<a href="mailto:rearickw@butlertec.us">rearickw@butlertec.us</a>
Machine Technology	Mr. Aaron Clouse	<a href="mailto:clousea@butlertec.us">clousea@butlertec.us</a>
Protective Services	Mr. Jeffrey Celender	<a href="mailto:celenderj@butlertec.us">celenderj@butlertec.us</a>
<i>Special Education Teacher</i>	Mrs. Amy Dittman	<a href="mailto:dittmana@butlertec.us">dittmana@butlertec.us</a>
<i>Special Education Teacher</i>	Mr. Jared Ryan	<a href="mailto:ryanj@butlertec.us">ryanj@butlertec.us</a>
Sports Medicine	Dr. Jennifer Hindman	<a href="mailto:hindmanj@butlertec.us">hindmanj@butlertec.us</a>
Welding	Mr. George Petronelis	<a href="mailto:petronelisg@butlertec.us">petronelisg@butlertec.us</a>

## Good Faith Effort for Access and Equity for All Students/Special Education Supports

BCAVTS staff and each sending school district’s staff have worked together to make a Good Faith Effort to provide equal access for all students. We expect our teachers and instructional aides to follow students’ IEP

Addendums as provided by each sending school. Our staff members will communicate with families through phone calls and emails to offer support as we progress through online learning.

Many sending schools have provided options for access to internet through the local internet providers as well as electronic devices. If these interventions are not successful for families and if BCAVTS is made aware, hard copies of assignments will be provided through the mail.

## **Additional Points of Contact**

Contact the staff listed below 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. Kurt Speicher, [speicherk@butlertec.us](mailto:speicherk@butlertec.us)

**Principal/Assistant Director:** Dr. Regina Hiler, [hilerr@butlertec.us](mailto:hilerr@butlertec.us)

**Support Services Coordinator/Assistant Principal:** Mr. Clark Morton, [mortonc@butlertec.us](mailto:mortonc@butlertec.us)

Special Education Teacher: Mrs. Amy Dittman, [dittmana@butlertec.us](mailto:dittmana@butlertec.us)

Special Education Teacher: Mr. Jared Ryan, [ryanj@butlertec.us](mailto:ryanj@butlertec.us)

**School Counselor:** Ms. Taylor Gall-Ruggiero, [gallt@butlertec.us](mailto:gallt@butlertec.us)

**Program Development (Cooperative Education) Coordinator:** Mrs. Stacey Burk, [burks@butlertec.us](mailto:burks@butlertec.us)

**Technology Coordinator:** Ms. Pam Schachern, [schachernp@butlertec.us](mailto:schachernp@butlertec.us)

## **Resources**

Please visit our website at [www.butlertec.us](http://www.butlertec.us) or scan the QR Code below for more resources and additional information.

