



Continuity of Education Plan

School	SUN Area Technical Institute
Administrative Director	Jennifer Hain
Address	815 East Market Street, New Berlin PA 17855
Email/Phone	jhain@sun-tech.org / (570) 966-1031 ext. 110
Website	www.sun-tech.org

Goal of Plan

SUN Area Technical Institute values the success of our students during these challenging times. Though we will never replicate the equipment and hands-on aspects of our Career and Technical Education programs remotely, students will surely benefit from the continued engagement with their curriculum.

Since SUN Tech offers a one-year, senior delivery method, our focus will be to assist students with completing any PC Now/dual enrollment courses, industry credentials, licensing/certification exam preparation, and finally, any topics instructors deem essential to employment that can be completed in a remote setting. Most importantly, our goal is to reach every child with the resources available to complete their senior year on a positive note and graduate. Parents, you are also an essential component of this plan. Please continue to encourage your child's participation in completing their educational requirements provided by their instructor.

Overview of Plan

We will strive to provide students with Planned Instruction (online learning and formal instruction) and Enrichment Activities that reinforce or extend students' prior learning to earn industry certifications, eligibility for State Licensure exams, completion of dual enrollment courses, and preparedness for gainful employment in industry. For this reason, Planned Instruction will be graded through all means available to ensure student participation opportunities. Instructors will connect on a routine basis with students to identify needs, technology availability, and to work through alternate options for completion of assignments.

Expectations for Teaching and Learning

PHASE 1: (March 30th – April 3rd)

The goal for this week is to re-engage students and assess the resources available to our students. We will also meet as a faculty to discuss the focus of our instruction moving forward, student needs, and the amount of work to assign each week. Instructors will need to identify the critical areas (dual enrollment, industry certifications, licensing exams, and essential skills) students will need to successfully complete the program. The first academic assignments are to be submitted for posting by Sunday, April 5th.

PART 2 (April 6th – May 22nd)

Planned Instruction assignments are mandatory beginning April 6th. Assignments will include “new-learning”, which will be a continuation of their course curriculum. We expect a fairly wide disparity of time spent on the activities depending on the individual student. As we move forward and teachers become more experienced with developing assignments, the more comfortable they will become with ensuring an appropriate amount of work. Instructors and other school staff will be monitoring completion and reaching out via phone or school email to communicate with those students that do not engage.

Communication Tools and Strategies

SUN Tech staff and faculty will communicate with students and parents through a variety of methods. These will include:

- Schoology
- Microsoft Teams
- Remind App
- Telephone
- Videoconference
- Physical Distribution of materials as needed
- District Website
- School Messenger
- SUN Tech Student Email

Technical Support and Assistance:

Tom Gray, Director of Technology, tgray@sun-tech.org or 570-966-1031 ext. 131

Todd Hollenbach, IT Technician, thollenbach@sun-tech.org or 570-1031 ext. 180

General Assistance or Concerns:

Jennifer Hain, Administrative Director, jhain@sun-tech.org or 570-966-1031 ext. 110

Office Manager: Jodi Marshall, jmarshall@sun-tech.org or 570-966-1031 ext. 129

Instructor Emails and Office Hours

- Visit our website at www.sun-tech.org , under the program tab found under Coursework

Special Education*:

Wendy Chalmers, Resource Specialist – (Adv. Art & Design, Electronics, Health 114, Health 201, Computer Networking Technology, Adv. Precision Machining, Masonry, Automotive Technology, Cosmetology).

Dirk Metzger, Resource Specialist – (Diesel Technology, Culinary Arts, Welding, Electrical Systems, HVAC/Plumbing, Carpentry, Dental Technology, Collision Repair, Criminal Justice, Wood Design Technology).

Additional office hours:

Ms. Chalmers will have office hours on Tuesdays from 9 AM to 12 PM and on Thursdays from 1 PM to 4 PM She can be reached at wchalmers@sun-tech.org or by calling 570-966-1031 ext. 301

Mr. Metzger will have office hours on Tuesdays and Thursdays from 9 AM to 12 PM He can be reached at dmetzger@sun-tech.org or by calling 570-966-1031 ext. 300

Mrs. Davis (Adv. Precision Machining, Advertising Art, Electrical Systems) will have office hours on Tuesdays from 9 AM to 12 PM and Thursdays from 1 PM to 4 PM and can be reached at sdavis@sun-tech.org

Mrs. Smith (Cosmetology, Health Professions 201, Wood, Design) will have office hours on Mondays and Fridays from 10 AM to 2 PM and can be reached at ssmith@sun-tech.org

Mrs. Zechman (Collision, Masonry) will have office hours Wednesdays from 9 AM -12PM and Thursdays from 1PM – 4PM and can be reached at bzechman@sun-tech.org

Mrs. Sherman (Health 114, Dental, and Carpentry) will have office hours Tuesdays and Thursdays from 1 PM to 4 PM She can be reached at rsherman@sun-tech.org

Mrs. Hendricks (Culinary and Computer Networking) will be available on Tuesdays and Thursdays from 2 PM to 5 PM She can be reached at lhendricks@sun-tech.org

Mr. Clark (Electronics, Diesel, Auto Tech) has office hours on Tuesdays and Thursdays from 9 AM to 12 PM He can be reached at jclark@sun-tech.org

Mrs. Van Horn (Welding, HVAC, & Criminal Justice) has office hours on Tuesdays and Thursdays from 9 AM to 12 PM She can be reached at pvanhorn@sun-tech.org

*If you cannot reach Mrs. Van Horn, please email Mr. Metzger at dmetzger@sun-tech.org

Access (Devices, Platforms, Handouts)

Microsoft Teams, Schoology, Zoom, SUN Tech student email, and program specific online curriculum will be the mode of delivering lessons, activities and assignments to students. All SUN Tech students can access their **Email** account through username@sun-tech.org. Students will utilize this account to access assignments as well as the program tab located on the SUN Tech website under Coursework. Note: Student **Login** names are username@sunarea.org.

Students that do not remember their SUN Tech username/password should email their name, program, and contact phone number to:

Tom Gray, Director of Technology, tgray@sun-tech.org or 570-966-1031 ext. 131 or
Todd Hollenbach, IT Technician, thollenbach@sun-tech.org or 570-966-1031 ext. 180

DEVICE ACCESS OPTIONS: SUN Tech will provide computers or iPads to students who do not otherwise have them. Students should email thollenbach@sun-tech.org and provide name, program and phone number or alert their instructor. Technical assistance can also be provided by calling 570-966-1031 ext. 180 and leaving a message.

INTERNET ACCESS OPTIONS: There are several options for families who do not have internet access:

1. Service Electric: With students at home now in an eLearning environment, Service Electric Cablevision (SECV) will offer 90 days free Internet service to students and teachers who do not already subscribe to SECV Internet. This offer includes the 40M x 4M tier of Internet service, along with a free cable modem rental. It applies only to new customers that have not subscribed to SECV Internet service within the last sixty (60) days and other restrictions may apply. Self-installation is required with the assistance of a technician outside the residence to ensure the safety of our employees. All new customers must provide written proof of their child's current enrollment at a local school in SECV's service area. All teachers must reside in SECV's service area and provide evidence of current employment status. For more information or to enroll in the eLearning offer, please have students or teachers call us at 877-955-7328.
2. Guide to Internet Service: <https://www.sun-tech.org/wp-content/uploads/2020/03/Guide-to-Internet-Service-during-COVID-19.pdf>
3. Hot Spot locations: https://www.sun-tech.org/wp-content/uploads/2020/04/wifi-flyer_location-450x582.jpg

NO INTERNET ACCESS: In cases where there are no feasible options for a student to access the internet, SUN Tech will provide the student assignments and content using non-internet means, either paper/pencil, USB flash drive, or a combination of methods. Students may pick up the materials at an established time or have assignments mailed, and if necessary, they will be delivered. This will be managed on a case-by-case basis and alternate assignments may be

provided as necessary. Each week students will turn in their completed work and will receive new assignments. If capable, students may use the Apps below on their cell phone to return written work.

Resource for those without internet:

Scanning completed documents or taking pictures of completed documents on phone and texting and/or emailing from phone/device.

- IOS [scanning](#) on iPad and iPhone
- Android - [Camscanner app](#)

Staff General Expectations

PART 1 (March 30th – April 3rd)

- Communicate with families through School Messenger, Social Media, and SUN Tech website.
- Virtual meeting with staff and faculty (updates, continuity plan, student needs, expectations).
- Virtually provide staff and faculty with training on Microsoft Teams and Zoom
- Instructors begin identifying appropriate curriculum content, plan assignments, and connecting with all students in the program.
- Instructors communicate with students and parents to identify student needs and available technology.
- Host student pick-up days to secure texts, materials, and technology devices.
- Close the third marking period and identify students who are failing at that point.
- Complete and mail 3rd Marking Period report cards.
- Post Planned Instruction (graded) and Enrichment (un-graded) Activities to the website and email content to student emails or contact by phone if necessary.
- Instructors will set weekly office hours twice a week and talk with students once a week.
- IT Department will set up support line and training for students, staff, and faculty
- Career Center will provide wellness and career/college resources on the website.

PART 2 (April 6th – May 22nd)

- Weekly virtual meetings with staff and faculty (updates, continuity plan, student needs, expectations, and best practices).
- Communicate with families through School Messenger, Social Media, and SUN Tech website.
- Instructors communicate with students and parents to identify student needs and available technology.
- Host student pick-up days to secure texts, materials, and technology devices.
- Begin course assignments and online training for students.

- Start grading participation and Planned Instruction assignments for the 4th marking period.
- Expectations could be changed or supplemented at any time, employees should check their school issued email frequently, especially between the hours of 8:30 AM to 2:30 PM, for any additional updates, instructions, or assignments from administration.
- All courses will end by May 22nd, instructors must have all grades submitted by Friday, May 22nd at 8PM.

INSTRUCTORS:

- Email students weekly Planned Instruction and Enrichment/Review Assignments by every Monday
- Post weekly summary of Planned Instruction and Enrichment Assignments to the SUN Tech website by 9AM every Monday.
- Be available by email to students and respond timely to communications daily between 8:30am-10:30am and 12:30pm-2:30pm.
- Hold office hours 2 days a week for 3 hours each session.
- Schedule, communicate, and attend at least one (1) Teams or Zoom session open for all students or schedule 1:1 sessions or phone calls on a case-by-case basis.
- Make personal contact (telephone if possible) with as many students/parents as possible to check-in; focus on students where there are concerns or where there is lack of online engagement.
- Teachers must inform students if any online session is being recorded and students may opt to turn their individual video off during a recorded session.
- Submit 3rd Marking Period grades by Wednesday, April 1st.
- Grade assignments as submitted; our goal is that every student can complete assignments to a level of satisfactory completion; allow for resubmissions as necessary during the week and up to one week later.
- Coordinate with resource specialists and paraprofessionals to adapt assignments for students without internet access.
- Expectations could be changed or supplemented at any time, employees should check their school issued email frequently, especially between the hours of 8:30 AM to 2:30 PM, for any additional updates, instructions, or assignments from administration.
- Coordinate with resource specialists and paraprofessionals to adapt assignments for students with special needs.
- Complete Professional Development Activities as assigned:
 - ✓ Suicide Prevention
 - ✓ Microsoft Team
 - ✓ Zoom video conferencing
 - ✓ TBD as needed
- Attend weekly virtual Staff Meetings

RESOURCE SPECIALISTS:

Our special education staff, faculty, and the sending district special education programs have been and will continue to work together over the school closure to continue providing education and ensure that necessary supports are provided.

- Initiate and coordinate communications between teachers, students, and parents to implement specially designed instruction for students to the extent appropriate and feasible.
- Initiate and coordinate communications with students/parents to discuss specific needs and identify strategies to be employed for remote learning case-by-case as necessary.
- Contact IEP students currently failing the 3rd Marking Period or for the school year, alerting them to the closure of the marking period and reviewing possible options for those students.
- Coordinate necessary activities related to student IEPs; attend IEP meetings as necessary and feasible.
- Initiate and coordinate communications between teachers, students, and parents to implement specially designed instruction for students to the extent appropriate and feasible.
- Instructors are currently focused on getting the students to make their best attempt to complete work. Students have also been encouraged in some instances to use technology to work with classmates if possible.
- Special Education Staff will be providing additional resources and materials to assist with transition related services as well as virtual assistance by phone, email, or electronic means.
- There will be a Resource Room link on our website with additional information for services, supports, and resources for students receiving special education.
- All staff will have weekly office hours allowing students to virtually connect with instructors and support staff to gain assistance, answer questions, and address concerns.
- Expectations could be changed or supplemented at any time, employees should check their school issued email frequently, especially between the hours of 8:30 AM to 2:30 PM, for any additional updates, instructions, or assignments from administration.
- Complete Professional Development Activities as assigned:
 - ✓ Suicide Prevention
 - ✓ Microsoft Team
 - ✓ Zoom video conferencing
 - ✓ TBD as needed
- Attend weekly virtual Staff Meetings

Resource Specialists:

Ms. Chalmers will have office hours on Tuesdays from 9 AM to 12 PM and on Thursdays from 1 PM to 4 PM. She can be reached at wchalmers@sun-tech.org or by calling 570-966-1031 ext. 301

Mr. Metzger will have office hours on Tuesdays and Thursdays from 9 AM to 12 PM. He can be reached at dmetzger@sun-tech.org or by calling 570-966-1031 ext. 300.

PARAPROFESSIONALS:

- Complete Professional Development as assigned:
 - ✓ TBD as needed
 - ✓ Suicide Prevention
 - ✓ Microsoft Team
 - ✓ Zoom video conferencing
- Coordinate with resource specialists and instructors to adapt assignments and provide support for students with special needs.
- Attend virtual program online meetings and trainings.
- Attend weekly virtual Staff Meetings and bi-monthly Team Meetings.
- Expectations could be changed or supplemented at any time, employees should check their school issued email frequently, especially between the hours of 8:30 AM to 2:30 PM, for any additional updates, instructions, or assignments from administration.

COUNSELOR:

- Provide resources for Career, Academic, or SEL growth for students under the Coursework tab on the SUN Tech website.
- Initiate and respond to communications with students/parents to discuss specific needs and concerns, paying particular attention to reach out to students with whom regular contact occurs.
- Coordinate and check-in with teachers about concerns, issues, and students to assist with problem solving solutions.
- Contact students currently failing the 3rd Marking Period or for the school year, alerting them to the closure of the marking period and reviewing possible options for those students.
- Assist students preparing to make the transition to post-secondary education.
- Provide community resources for family needs and mental health on the website.
- Expectations could be changed or supplemented at any time, employees should check their school issued email frequently, especially between the hours of 8:30 AM to 2:30 PM, for any additional updates, instructions, or assignments from administration.
- Complete Professional Development Activities as assigned:
 - ✓ Suicide Prevention
 - ✓ Microsoft Team
 - ✓ Zoom video conferencing
 - ✓ TBD as needed
- Attend weekly virtual Staff Meetings.

COOPERATIVE EDUCATION COORDINATOR:

- Continue to follow up with employers on employment prospects.
- Assist students in completing resumes, interviews and employment applications.
- Assist with the delivery of materials to students.
- Assist students preparing to make the transition to employment.
- Serve as resource to students.
- Expectations could be changed or supplemented at any time, employees should check their school issued email frequently, especially between the hours of 8:30 AM to 2:30 PM, for any additional updates, instructions, or assignments from administration.
- Complete Professional Development Activities as assigned:
 - ✓ Suicide Prevention
 - ✓ Microsoft Team
 - ✓ Zoom video conferencing
 - ✓ TBD as needed
- Attend weekly virtual Staff Meetings.

Student Expectations

Students are expected to check in weekly and attend any online sessions required by the instructor. Students should check SUN Tech email each week to receive the weekly assignments and complete by the due date. Parents can find a listing on assignments of the SUN Tech website under Coursework. All Planned Instruction assignments will be graded as part of the 4th Marking Period grade. Enrichment Activities will also be provided for students to enhance their learning. Since our focus is to assist students with completing any PC Now/dual enrollment courses, industry credentials, licensing/certification exam preparation, and finally any topics instructors deem essential to employment. Student assignments may vary to meet the needs of the individual student.

Students have a variety of support services through their instructors, resource staff, career center, technical support, and administration. Students and parents should not hesitate to reach out at any time when they are struggling, need assistance, or have questions or concerns. The SUN Tech Team is here to help students finish this year successfully.

Students acting inappropriately in any online session will be referred to the attention of administration, just as they would in a physical classroom.

Attendance/Accountability

ATTENDANCE: Students are expected to meet at least once weekly with their instructor for updates and check-ins. Some instructors will be hosting online training sessions and Teams/ZOOM meetings, students are expected to attend all scheduled online sessions. Attendance will be taken during each of these meeting times and check-ins. Attendance will also be tracked by the submission of Planned Instruction assignments each week.

GRADING: Students will be given daily grade points for work ethic, check-ins and online sessions with their instructors. Depending on the number of meetings students may receive points from 1-5 times per week. All Planned Instruction assignments will be graded to produce a 4th Marking Period grade. Students who do not complete an assignment satisfactorily or fail to attend a check-in will not be given a grade. We will be flexible; understanding students will have limitations of access to technology, internet, and/or may have a special education accommodation that impedes their ability to complete an assignment. While Enrichment Activities compliment the students' learning, we encourage students to complete the assignments and instructors will offer feedback rather than grades for these activities.

Our goal with this grading method is to allow all students an opportunity to increase their final transcript average without penalty*. No student will receive a final grade lower than the average of the first three marking periods*. If a student at the end of the 3rd Marking Period was passing, he/she will meet the requirements for completing their program requirements*. Students not passing at the end of the 3rd Marking Period will need to communicate with their instructor to complete the additional assignments in order to receive their SUN Tech certificate. Note: SUN Tech does not have the opportunity to offer credit recovery programs.

***Note:** While Cosmetology students are able to graduate according to the grading method above, the State Board of Cosmetology does not allow us to count hours if a student does not complete the 4th Marking Period with a passing average. To earn Cosmetology hours all assignments and daily grades must be recorded and satisfactorily passed.

Good Faith Efforts for Access and Equity for All Students

SUN Tech is committed to providing all students the highest level of education within our capacity. Though we have considered and detailed possible solutions to issues of access, equity, and FAPE that can best be applied under the current circumstances, we are receptive to and appreciate suggestions from parents, students, staff, and other community members that may better enable our students' successes.

Special Education Supports

Special Education details are also found in the “STAFF EXPECTATIONS” section.

Staff will continue to differentiate instruction and provide support to students through phone conferencing, video conferencing, or other means to the best of their ability while maintaining the health and well-being of students and staff during these unprecedented times.

Some provided supports are as follows:

- Resource Specialists will communicate with parents and/or students via phone, text (google voice), email, Microsoft Teams Chat for classes , or Zoom meetings weekly.
- Specially designed instruction (SDI’s) can include modified assignments, extended time, grading on pass/fail, accept best attempt effort of work completion.
- Paraprofessionals will be in contact with teachers and attend Zoom meetings or other group meetings that are conducted by individual teachers.
- Office hours for all LS Staff (resource specialists and paraprofessionals) are found in the “Communication Strategies” section of this document, posted on the SUN Tech website and given to students individually.
- The SUN Tech webpage has a list of resources under the coursework, resource room tab. Resources include assistive technology support, emergency relief/need, transition related activities resources, and directions to contact Directors of Special Education at the sending districts. Additional information about SATs, studying for CNA and ASVAB tests, college searches, career development, and self-assessments can be found, along with enrichment activities to supplement work that is occurring in their program areas.
- Our Resource Specialists will work collaboratively with each teacher to help them problem-solve and trouble shoot issues that may arise to help make any of their lessons and content more user friendly and accessible to their students.

EL Supports

SUN Tech will coordinate with our sending school districts to provide EL support as necessary on a case by case basis. Non-IEP students may contact Erik Strawser at estrawser@sun-tech.org or by calling 570-966-1031 ext. 111. Students with IEPs may contact Ms. Chalmers at wchalmers@sun-tech.org or by calling 570-966-1031 ext. 301 and Mr. Metzger at dmetzger@sun-tech.org or by calling 570-966-1031 ext. 300

Some provided supports are as follows:

- Communication with students directly via phone, email, Zoom meetings, chats, etc.
- Communication also occurs with ELL teacher support from sending district to navigate situations as they occur and also communicate with families.
- Resources for translation can be provided in email and provided to instructors and paraprofessionals to assist as needed.

Gifted Education

Handled by each sending district.

Building/Grade Level Contacts

Jennifer Hain, Administrative Director jhain@sun-tech.org or (570)966-1031 ext. 110

Resource Links

A number of resources are located on the SUN Tech Website in the Coronavirus and Coursework tabs. Please check back frequently, as we will continue to add resources to the website as they become available.

Student Resources:

- Program resources can be found under the program tab on the SUN Tech Coursework page: <https://www.sun-tech.org/coursework/>
- Scanning completed documents or taking pictures of completed documents on phone and texting and/or emailing from phone/device.
 - IOS [scanning](#) on iPad and iPhone
 - Android - [Camscanner app](#)

Parent Updates and Resources

- School updates and community resources can be found under the SUN Tech Coronavirus Update page: <https://www.sun-tech.org/coronavirus-updates/>