

## NCCVT AED Program Info for School Year 2020-2021

### Course Delivery Methods:

- Due to COVID-19's impact on the safety and well-being of our staff and students, the RTI Theory portion (Book Work) of all programs and classes are scheduled run using the Schoology Online Learning Platform combined with Zoom class meetings in order to allow direct student-to-instructor and student-to-student interaction while providing for the safest and best learning environment possible for our students.
  - If it is safe for schools to be open, limited hands-on training will be scheduled and conducted in Delcastle's and Hodgson's "Shop" areas while adhering to all State guidelines regarding COVID-19.
  - Instructors will schedule hands-on training opportunities with their Program Coordinator, Building Principal, and AED Supervisor and relay these scheduled dates and times to their students. **The hands-on training will follow the original course schedule (M/W or Tu/Th from 6:30 – 9:30) at Delcastle or Hodgson.**
    - Student attendance during Zoom Class Meetings and Hands-On classes is mandatory and will count towards a student's official attendance record.
      - State guidelines will be followed during all group gatherings so any and all guidelines that are active during that time will be followed. **For example, we might have the following guidelines in place throughout the year: students must all wear face coverings and gloves, social distance, stay home if they are not feeling well or have a temperature...etc.**
      - In the event a student is not feeling well or has COVID-19, and does not participate in the hands-on training, he/she must notify their instructor prior to the start of class. Any student who misses a hands-on class due to not feeling well will be given alternative online assignments in order to make-up those lost hours of instruction

### Online Learning- Student Expectations:

#### **Zoom Class Meetings:**

- Students must follow the same course schedule that is posted (M/W or Tu/Th from 6:30 – 9:30).
  - Zoom Class meetings will take place on every scheduled school night starting at 6:30 and will run for a minimum of 1 hour. **(The instructor will decide when to end the meeting after the hour has surpassed and will provide means of communication that will allow**

him/her to stay in contact with students to answer questions they may have regarding the topics and assignments).

- Student attendance in Zoom Class Meetings is mandatory.
  - If a student does not have internet access or a smartphone, he/she can participate in the Zoom meeting by dialing in through a phone with a land line connection.
  - If a student is infected with COVID-19, he/she must notify his instructor immediately and provide the proper documentation to the AED Supervisor in order for an attendance waiver to be considered.
    - If a student receives an attendance waiver, he/she will still be responsible for completing any and all assignments that were missed during the regular curriculum (Hands-on not included). Alternative online assignments will be given to make up hands-on instructional hours.
- Student attendance will be taken every night by the instructor, and student attendance will count toward the State of Delaware's Apprenticeship Attendance Policy.
- If students encounter technical issues relating to accessing Zoom, they must notify the instructor prior to the start of class. **It is the student's responsibility to be on the meeting at the start of class. Just like encountering a traffic jam on the way to school doesn't justify a late arrival.**
  - To be marked present for a night of instruction, students must be in the Zoom Class Meeting by 6:30 PM. A student can arrive in the meeting from 6:31 – 6:45 and receive a late. If a student enters the meeting after 6:45, he/she will be marked absent for the night.
  - When a Registered Apprentice acquires their 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> absences, his/her employer will be notified.
  - Once a student acquires 6 absences, he/she will be dropped from the program.
- If a student does not attend the Zoom meeting but still completes the assigned work for that night of instruction, the student will still receive an absence for that night, but their grade will not be affected by their absence.
- Students are expected to be present in all Zoom Class Meetings and actively participate and contribute to conversations while taking responsibility for their learning.

- The AED Student handbook details all polices that govern student behavior. Online learning environments (Zoom Class Meetings and Schoology) will be treated in the same manner as the physical classrooms within NCCVT's Buildings. **Please refer to the updated course schedule and supporting documents on NCCVT's AED website since COVID-19 has required us to make alterations to some of the registration/scheduling information in the student handbook.**

### **Schoology:**

- All Theory Related Instruction (Book Work) will be delivered through Schoology's Online Learning Management System.
  - If students encounter technical issues relating to Schoology's online learning Platform, they must notify the instructor of their issue.
    - If a student doesn't have internet access or a device to access the internet, he/she must notify their instructor who will then notify the AED Supervisor so other arrangements can be made. (students are able to complete Schoology assignments through the use of a smart phone, if they don't have a computer).
  - Students are expected to read their assigned Modules/Chapters, review PowerPoint Presentations and other resources (if applicable for their lesson) and complete all required assignments prior to 6:00 PM on next night of class. **(For example, if a student who follows the M/W schedule was assigned work on Monday night, he/she would have until 6:00 PM on Wednesday night to complete all of Monday's assignments. If a student was assigned work on Wednesday night, he/she would have until 6:00 PM on Monday night to complete all of Wednesday's assignments.**
  - Students are expected to actively participate in all Zoom Class Meetings, contribute to conversations, take responsibility for their learning and complete all Schoology assignments within their due dates while keeping open lines of communication with their instructor. **Online learning puts more emphasis on students to actively communicate with their instructor and support staff and take an interest in their own learning. Learning is what you make of it- Complete your required reading, view Module PowerPoint Presentations, ask questions, actively participate in class discussions, and take responsibility for your own learning.**
  - Students who do not complete and submit their assignments by its due date and time will receive a Zero (0) for that assignment(s).

- Missing assignments (Zeros) drastically reduce a student's grade point average and can cause them to be placed in [In Danger of Failing or Failing Status](#), which hinders their ability to successfully complete their program.
- If students are struggling with the course content, they must let their instructor know so additional support structures can be put in place.