



## Distance Learning COVID-19 Plan, Policy, and Procedures Tri-County OIC

The purpose of Tri-County OIC's DL COVID-19 Plan is to provide staff, volunteers, tutors, and facilitators with policy guidance concerning remote engagement and instructional delivery to eligible OIC students, including those enrolled in ABE/ASE, ESL, and IELCE/IET classes. It is the responsibility of Tri-County OIC to provide staff with the training, resources, dedicated time, and technology needed to deliver quality and timely remote instruction to our students.

The OIC Plan details our agency's efforts to reach out and engage our students, including those who recently attended class as well as those who stopped attending before the March 16<sup>th</sup> suspension of classes. The students will be contacted through telephone, email, text messages, Facebook messages, and standard mail. Students will receive guided instruction by phone, web conferencing platforms, text messaging, and social media apps. To the greatest extent, students will be instructed using approved SDL resources, including approved textbooks, web sites, web based instructional delivery, and teacher led, curriculum-based activities. The following describes Tri-County's policies and procedures for adhering to all guidelines provided by the Pennsylvania Department of Education, Division of Adult Education.

### POLICY

Tri-County OIC uses all the Supplemental Distance Learning instructional methods detailed in the *Addendum to Policy D.130 Distance Learning for COVID-19 Period*.

These instructional methods include:

#### **Computer-based/technology enhanced - COVID SDL (Supplemental Distance Learning)**

Instructors are required to use approved SDL web-based programs that are aligned with the instructional content, academic level, and digital literacy skills of the student.

Currently these programs are used by staff:

- Essential Education (HiSET Academy, GED Academy, TABE Academy)
- Aztec Software (AZTEC Learning)
- USA Learns!

Instructors are permitted to use other approved computer-based SDL as listed in *Policy D.130 Distance Learning*.

#### **Teacher-assigned not supplemental - COVID TADL (Teacher Assigned Distance Learning)**

Instructors are required to use approved SDL web-based programs that are aligned with the instructional content, academic level, digital literacy skills of the student.

Currently these programs are used by staff:

- Essential Education (HiSET Academy, GED Academy, TABE Academy)
- Aztec Software (AZTEC Learning)
- USA Learns!

Instructors are permitted to use other approved computer-based SDL as listed in *Policy D.130 Distance Learning*.

### **Real time remote instruction - COVID Remote**

Instructors are required to deliver remote real time instruction by using one or more of the student contact methods listed below.

- Telephone for one-on-one remote instruction
- Web conferencing (Zoom, GoToMeeting, or similar)
- Interactive messaging and chat apps (WhatsApp or similar)

Teachers are required to determine each student's ability to use and access any of the remote resources before engaging students in real time remote instruction. Core instructional textbooks, workbooks, and instructional resources must be aligned with instructional curricula. Instructors must submit a list of core instructional materials for approval by the Executive Director or his designee. Materials may be approved retroactively.

### **PAPER-BASED - COVID D.130 PACKETS - CONTRACT 064**

Instructors are required to use approved text-based materials that are aligned with the instructional content and academic functioning level of the student.

Currently staff are using the following text-based resources:

- HiSET Preparation Series (New Readers Press)
- Pre-High School Equivalency (New Readers Press)

### **PROCEDURES:**

#### **Staff Responsibilities**

Instructors - Instructors are responsible for maintaining contact with students no less than weekly using one or more of the approved communication methods described in this policy. Contact with students must be documented and reported weekly to the MIS Data Specialist. The documentation must include instructor's name, contact dates, method of contact, student's name, length of contact (general), length of contact (instruction), and method used to confirm student identity. Instructors must maintain a weekly log documenting the total estimated time spent on the following: direct remote instruction; time spent preparing instructional materials (to include duplication and mailing) for students; time spent lesson planning; time spent reviewing student work and time spent providing feedback to students on their assignments. Logs must be submitted every two weeks to the Executive Director or his designee.

MIS Data Specialist - The MIS Data Specialist is responsible for creating the COVID classes in eData based on the guidelines provided in the *Addendum to Policy D.130 Distance Learning for COVID-19*

*Period.* The MIS Data Specialist will create customized classes depending on which instructional method each teacher is using. (Example: If the AM ABE teachers are using COVID Remote, she will create a class named COVID Remote AM ABE.) The MIS Data Specialist is responsible for reviewing the documentation submitted by instructors for accuracy. The MIS Data Specialist will inform the Executive Director or his designee if weekly reports are submitted late or are consistently inaccurate. The MIS Data Specialist will enter the hours into eData within 2 weeks of receipt. The MIS Data Specialist will provide data reports as requested by the Executive Director.

Executive Director - The Executive Director is responsible for ensuring that instructors are providing instruction in accordance with the allowable distance learning activities as described in the *Addendum to Policy D.130 Distance Learning for COVID-19 Period*; ensuring that instructors are only using the approved SDL curricula as listed in *Policy D.130 Distance Learning* for attendance reporting purposes; verifying the work of the MIS Data Specialist; and maintaining regular contact with the instructors via telephone, email, and web conferencing platforms.

### **Confirming Student Identity and Participation**

Instructors are responsible for confirming student identity and participation in each of the four instructional methods. For Internet-based curricula, participation will be tracked through the websites' time on task as listed in *Policy D.130 Distance Learning*. For real time remote instruction, instructors will note the time that each student logs in and logs out or by using a tracking device if embedded in the web conferencing platform. Students will be required to turn on video cameras if they have that functionality available. For paper-based instruction, teachers will review work completed by the students through phone discussions after voice identification confirmation with the student.

### **Documenting Attendance Hours**

Instructors will document attendance hours in accordance with the requirements of *Policy D.130 Distance Learning* and the *Addendum to Policy D.130 Distance Learning for COVID-19 Period* using the attached COVID Attendance template. Instructors will use the "time on task as recorded by the website" for Internet-based instruction, record actual attendance/participation time during real time remote instruction as if it were a regular classroom, and use the Distance Learning time table from *Policy D.130 Distance Learning* for the paper-based instruction.

### **Tools/Learning Management/Communications**

Instructors will use the postal service, email, telephone, and web conferencing platforms to communicate with students, provide content, deliver content, and offer support as needed.

### **Division Approved Curricula**

For computer-based instruction (COVID SDL and COVID TADL), instructors will primarily utilize Essential Education's HiSET Academy, Essential Education's TABE Academy, and Aztec for ABE/ASE students and USA Learns for ESL students. Instructors are permitted to use other approved computer-based SDL as listed in *Policy D.130 Distance Learning*. For paper-based instruction (COVID D.130 Packets), instructors will use New Readers Press: *HiSET Preparation Series* and New Readers Press: *Pre-High School Equivalence for ABE/ASE* students.

### **Major Changes to Expenditures**

Major changes to Tri-County OIC's expenditures will include:

- . Increasing expenditures for textbooks and workbooks,
- . Increasing expenditures for consumable supplies for students,
- . Increasing expenditures for technology supplies (flash drives, web cams, storage devices),
- . Increasing expenditures to add additional seats for web-based programs,
- . Increasing spending on web conferencing platforms (GoToMeeting, Zoom),
- . Increasing spending on professional development activities,
- . Increasing spending on postage to mail paper-based materials to students.
- . Reducing expenditures related to correctional facilities (DCP, CCP),
- . Reducing expenditures related to part-time staff.