

# Huot Career and Technical Center

Supporting Students in Short-Term Remote and Hybrid

Updated 2-9-21



## General Overview

The Huot Career and Technical Center is an applied learning center serving over a dozen communities in the Lakes Region. Our seven feeder schools have adopted a variety of approaches to handling COVID-19 precautions in their district. This has created a complex scheduling scenario for our programs with a mixture of full-time in-person, hybrid and short-term remote students.

We feel in-person learning is fundamental to our CTE experience. However, we also recognize that there are times when schools, including our own, may need to pivot to remote in order to protect our students and community. As more schools find themselves in this situation, we are revising our instructional methods to better serve students who find themselves unable to attend their HTC classes in person for a period of time.

To be clear, **students are required to complete assignments when they are remote**. The plans included will provide more program specific detail on what that work may look like and available supports.

## Center-Wide Expectations

All plans include an expectation that **students will at minimum log into their HTC Google Classroom daily** and also **check their HTC email**. All programs require at least one live, synchronous, meeting per week.

Students not completing remote assignments risk falling behind in the class both in terms of grading and skill development. In some cases, the student may need to make up these remote assignments during their in-person days which could limit their ability to participate in lab activities until the pre-requisite assignments have been completed. **In short, remote work is important and must be completed.**

## Remote Scenarios

This document covers two distinct scenarios where a student may be accessing HTC course material remotely:

**Scenario #1:** Where the Huot Center is **full in-person** but the student's home high school is remote or hybrid. Or, a situation where an individual student is out for a short period of time due to required quarantine procedures. The attached program plans are intended to address this scenario. Class meetings would, except as noted in the plans, follow our normal bell schedule.

**Scenario #2:** Where the Huot Center is in **full-remote** with no students on campus. In this scenario we would use the full-remote schedule included at the end of this guide. During full-remote we would be running virtual classes daily with an expectation of daily student engagement.

## Additional Supports

In addition to the direct teacher support, the Huot Center has other staff who may be able to assist students who are struggling. Our regional sending schools are also committed to seeing students be successful in their CTE program. Please let us know if your learner needs additional support during this challenging time.

### PLEASE NOTE

- The following plans apply to Scenario #1 when HTC is in session and your school is remote.
- Meetings will, generally, occur during the regular class block.
- Refer to the end of this guide for our **full remote schedule** if needed.

## Automotive Technology

We will continue to utilize our Google Classroom for all assignments. Each class will meet at a predetermined time for “Mandatory Monday” Zoom Meetings. **That start time will be at some point during the first 30 minutes of the scheduled class time.**

- Expectations will be discussed for the week for various assignments which are either in-progress or upcoming.
- Depending on the assignments, there will be instructional materials delivered at this time. This may be pre-recorded, live, or directions will be given on where to locate digital instructional materials within the assignment.
- Each assignment (regardless of how it was initially introduced) will contain additional digital resources for students to access during the week when questions arise. Students may contact me via email throughout the day.
- Most coursework can be done with a fully-interactive online curriculum package called **ELECTUDE**. This platform contains hundreds of hours of self-directed coursework including pre-tests, interactive curriculum and a post exam. Students should never be in a position of saying “I have no work to do in that class”. S/P2, online assignments, case studies, etc.
- Question of the day is posted daily on Google Classroom for everyone to do.

### **Follow-Up-Fridays will utilize Zoom**

- We will recap the weeks assignments and allow for interactive questions/comments that came up during the week for remotes students.
- Participation in Monday and Friday sessions is mandatory.

## BioMedical Technology

The expectation for students in BioMedical Technology is synchronous learning. Students whose schools are remote, are in hybrid or are out on quarantine, should be prepared for class with their remote learning supplies (sent home or mailed to them), a pair of headphones, and their computer. Students should check google classroom for updates, and should report to class at 12:45 each day via zoom (link below). Students will be expected to participate in labs, class discussions, virtual labs, problem sets, and take notes (which will be recorded as needed). Student (and instructor) patience and flexibility is important as we work out the kinks as we all learn how to maximize remote learning time.

This expectation is only for individual schools that go remote; the times will change if the entire Huot center is remote for a period of time. Zoom link: <https://us02web.zoom.us/j/5058392554?pwd=LzI0K0VUU0lqSjdDNjVhdXlVtK3d6UT09>

## Building Construction

Students whose schools are remote, are in hybrid or are out on quarantine, **will be expected** to check Google Classroom for any assignments, lecture material and *The Question of The Day*.

*The Question of the Day* will be worth 5 points and will also be used for attendance with remote students. Most of the time the question will be geared toward the current content we are learning about for the week.

Every Monday and Friday we will be doing a **MANDATORY ZOOM** meeting where students will be given the opportunity to ask questions and participate in any discussion. **Monday’s Zoom meeting** will be introducing the content for the week along with some instruction and **Friday’s Zoom meeting** will be a follow up meeting for students to ask questions about the assignments they have completed mid week. Zoom links are posted in Google Classroom and will be sent out the day before with a couple of reminders before the meeting begins.

Most class assignments will continue to be submitted through Google Classroom, whether the student is remote or in person. All class materials such as handouts and Powerpoints will continue to be posted in Google Classroom **and will be attached to the Assignment.**

### **Business Education**

Students whose schools are remote, are in hybrid or are out on quarantine, will be expected to check Google Classroom for assignments, lecture material and Virtual Classroom Zoom Link information. Students on hybrid schedules who are unable to attend in person are expected to log into the day's Virtual Classroom.

**Block 3 Virtual Classroom will be opened at 11:15 AM and run until 12:00 PM.**

**Block 4 Virtual Classroom will be opened at 1:15 PM and run until 2:00 PM.**

Cameras and microphones should be turned on and the student's attention to the presentation, discussions and activities should be 100%. Special events and activities may alter the times for Virtual Classroom Sessions.

Students should monitor Google Classroom regularly, or enable notifications, to be informed of such changes in a timely manner. During the time prior to the Zoom session, students are expected to be continuing any ongoing assignment work independently. They must review Google Classroom for new assignments and materials prior to joining the virtual session.

Any lectures in class will be presented live on Zoom daily during the assigned block (see above). Students will be given the opportunity to ask questions and participate in any discussion. Zoom links are posted in Google Classroom under the topic "Virtual Class Links".

Class assignments will continue to be submitted through Google Classroom, whether the student is remote or in person. Any manual work (pencil/pen & paper) is expected to be submitted by photographing with smart phone or web cam of Chromebook/PC and submitted for grading.

### **Computer Programming**

Students whose schools are remote, are in hybrid or are out on quarantine, are responsible for checking the google classroom every day. A question will be asked on google classroom every day. Every student is required to answer this question before the end of class period. If you are learning from home answering this question will be the basis for attendance. The answer does not need to be correct to be marked present.

I post assignments and class materials in order on google classroom under the "classwork" tab. I will have all the daily questions at the top of the "classwork" page under the heading "**Daily Questions**". Immediately under these questions will be the heading for the current unit with additional materials and assignments. Older "daily questions" will be moved lower down below the current unit under the heading "**Previous Daily Questions**".

Any direct instruction will be posted in the Google classroom as a pre-recorded video. For questions that come up in class I will post an answer or explanation in the classroom. I will play these videos in class. All class materials will be posted in the classroom. Submission of all work will be in the Google classroom or on your digital portfolio using google sites.

### **Culinary Arts**

- Using Google Classroom for email, I will send out an assignment that could be a topic that needs to be researched, questions that need answering, or watch a demo video with questions on content and techniques. Some topics will be directly from NH State Competencies for Culinary Arts.
- All students are expected to check their Huot G-Mail account for the questions of the day which I call "Culinary Connection with Chef A" Answering this question will count as showing up to class and also being graded.

- For those students that are remote for that day they will get an e-mail on a classwork that needs to be done that day.
- All daily questions and research will be graded and entered into the grade book.
- Zoom meetings times will be announced by email on Sundays for the week.
- Students have easy access to KPcompass which is a fully-interactive online Culinary Arts curriculum that they are registered for. It contains hundreds of hours of self-directed modules containing coursework and pre-quizzes and post exams. I can follow their progress and see all their results <https://lms.kpcompass.com/>
- ServSafe Food-handler Certification should be done at home with additional certifications to be done soon.

### **Digital Media**

Students whose schools are remote, are in hybrid or are out on quarantine, core responsibilities remain the same. Time spent out of the building is not time off. Instruction, learning and assessment continues every day. Students are expected to be actively engaged.

- All students are expected to check in daily via Google Classroom and answer the daily check in question. Responding to this question counts as attendance for the day.
- At that time students must also check Google Classroom for assignments.
- It is expected that remote and in person students alike read the instructional materials and follow along with the video lectures.
- Students are also responsible for checking their Huot Gmails daily, it is only a mouse click away while in Google Classroom.
- Remote and hybrid students will be given alternative activities and assessments when they are unable to participate in hands-on assignments. These are noted in the instructions posted in Classroom daily.
- Students can easily ask questions through Google Classroom as well as Gmail if they have any questions or problems with assignments. If a greater problem arises students are advised to contact the teacher immediately.
- Tuesday and Friday there will be a live Zoom Meeting during the first 30 minutes of normal class time in which students will receive instruction, ask questions, and interact with fellow classmates. It is strongly recommended that students attend with their cameras on. Links will be posted in Classroom, not attending these on Tuesday and Thursday will be considered an absence.
- *Lastly students are responsible for knowing what assignments they are missing or have incomplete, it is always at their fingertips. It is a student's responsibility to check ALMA at least once a week. It is easily bookmarked within Chrome and is also a click away at any time.*

### **Engineering**

We will continue to utilize our Google Classroom for all assignments. Each class will meet at a predetermined time for “**Mandatory Monday**” Zoom Meetings. **The start time will be at some point during the first 30 minutes of the scheduled class time.**

- Expectations for in-progress or upcoming assignments will be reviewed for the week.
- Depending on the assignments, there will be instructional materials delivered at this time. This may be pre-recorded, live, or directions will be given on where to locate digital instructional materials within the assignment.
- Each assignment (regardless of how it was initially introduced) will contain additional digital resources for students to access during the week if questions arise. Students may contact me via email throughout the day.
- Most coursework can be done with a fully-interactive online curriculum package called **Amatrol**. This platform contains hundreds of hours of self-directed coursework including pre-tests, interactive curriculum and a post exam. Students should never be in a position of saying “I have no work to do in that class”

## **Follow-Up-Fridays will utilize Google Meet/Hangout**

- We will recap the week's assignments and allow for interactive questions/comments that came up during the week for remote students.
- Students will be assigned, by predetermined groups, into their own Google Hangout or break-out room to discuss various curriculum related topics.
- Additional time to utilize *Meet* or *Hangout* during our classes will be scheduled as needed for group assignments.
- Participation in Monday and Friday sessions is mandatory.

## **Health Science/Allied Health – Ms. Pert**

Students whose schools are remote, are in hybrid or are out on quarantine, are expected to check Google Classroom daily. We will have a Zoom meeting during lecture which will provide direct instruction and time for feedback and questions. Students are expected to log in to mandatory meeting ten minutes after the regular start of class time (Block 2 9:10, Block 3- 10:40 and Block 4 12:40).

There is a “Question of the Day” posted daily on Google Classroom, this is worth 5 points and should be completed by 2:30 for attendance purposes if students are not in the class. All assignments and PowerPoints are posted in Google Classroom. All modules are also accessible in AES Education.

## **Health Science/LNA Program – Mrs. Brody**

Google Classroom and AES will be used for all assignments. LNA students will continue to complete work in textbook and correlating workbook. Workbook assignments can be submitted via Google Classroom or instructor email. AES modules, quizzes and tests will be submitted through AES on-line. Law and Ethics course for HST II students will be completed online via Brightspace platform.

Monday thru Friday Google Meetings. Break-out sessions as needed. Monday and Friday Google Meetings mandatory. Times will begin 20 minutes after beginning of class time and last 30-40 minutes with adequate time for lectures, questions, student sharing, and reviews.

Daily assignments on Google Classroom. Videos, questions and required written responses. Available for emails for personal concerns, questions, and students needing extra support.

## **Law Enforcement**

Students whose schools are remote, are in hybrid or are out on quarantine, will be expected to check Google Classroom for any assignments, lecture material and *The Question of The Day*.

***The Question of the Day* will be worth 5 points and will also be used for attendance with remote students.**

Any lectures in class will be presented live on Zoom daily **during the assigned block**. Students will be given the opportunity to ask questions and participate in any discussion. Zoom links are posted in Google Classroom and have already been emailed to each student.

All class materials such as handouts and Powerpoints will continue to be posted in Google Classroom **under materials**.

Most class assignments will continue to be submitted through Google Classroom, whether the student is remote or in person.

## **Plumbing & Heating**

**ALL** students in class, hybrid or remote will be expected to check Google Classroom daily for any assignments, lecture material and *Daily Check in Question*.

***The Question of the Day* will be worth 5 points and will also be used for attendance with remote students. This should be completed during your normal scheduled class time and turned in no later than 1:45 pm the day due. No late responses will be accepted!**

Lectures and new material will be delivered in video format, on Monday or Tuesday so students may review the material as necessary. Related assignments will follow the lecture and we will have a Zoom meeting Friday (at minimum, live demonstrations and other events will be scheduled as they arise) **during the assigned block** for discussion and to review the material and answer any questions regarding the delivered material. Zoom links will be posted in Google Classroom.

Our Google Classroom is broken down into a weekly format and all lectures, videos and assignments for that week can be found there. This is a format we have been using in my program right along during normal school sessions and the students understand how it works.

All class assignments will continue to be submitted through Google Classroom, whether the student is remote or in person. Students can email at any time and I will respond promptly. I will be available during prep period (7:30am-8:50am) or other arranged times to meet on Zoom with students with specific needs or questions.

## **Teacher Prep Program**

- Students who are remote for any reason, including on hybrid days, while the Huot is in session are expected to check Google Classroom every day for updates, lessons, and assignments. All class readings, slideshows, videos, and other materials are posted on daily basis. When appropriate, video instruction is also posted. Students are responsible for completing all posted assignments by the designated due date.
- All students should answer a 5-point daily attendance question, related to current learning. This question must be answered on the day it is posted to signify that the student is present-remote and checking in with Google Classroom, as expected.
- Every MONDAY remote students will use Zoom to attend class at a scheduled time for the lecture portion of the class. Zoom invitations are posted on Google Classroom and sent to students via email on Monday mornings.
- Every THURSDAY remote students will Zoom in to class in order to participate in a group learning activity. Students should expect to spend at least 45 minutes collaborating with fellow students in Zoom breakout rooms and/or in the main Zoom session.
- Any student who would like extra teacher support may schedule a weekly time to meet individually via Zoom. These times will be scheduled between the hour of 7:30-8:30 am or between the hours of 2:00-4:00 pm.

Should the Huot move to a full remote model, then all students will be responsible for attending a scheduled daily Zoom class and completing work posted on Google Classroom on a daily basis.

## **SCENARIO 2: HTC Full Remote**

In the event of the Huot Center pivoting to full-remote students would follow the schedule below. Teachers may make small accommodations to this schedule based on their student populations. Attending daily Zoom sessions will be an expectation during any period of full remote.

*LHS students should note the time difference for Block #3 Huot remote classes verses Block #3 LHS remote.*

**HTC Full Remote Schedule**

Block 1 - 8:00-8:50 – NOT USED AT HTC

Block 2 - 9:10-10:00

SSB - 10:08-10:56am (for LHS students only)

**HTC Block 3 - 11:00-11:50am**

Lunch - 12pm-12:30pm

Block 4 - 12:50-1:40pm

Office Hours (by appointment) - 1:50pm-3pm