



**Home-Based Career and Technical Education
Guidelines, Procedures, and Expectations
For Students**

Updated 8-13-21

Home-Based Career and Technical Education Handbook (Including Emergency Instructional Days)

Attendance

Attendance will be taken each class period. Students are expected to log-in to Google Classroom during their regularly scheduled class time. If students do not log-in, they will be considered absent from CPI on that day. All excuses should be submitted to Sharon Cook at scook@cpi.edu for student absences. Failure to submit an excuse within 3 days may result in an unexcused absence.

Assignments

Assignments will be provided to students for each class period missed due to the use of Emergency Instructional Day(s) or because a class, wing, or school must utilize home-based career and technical instruction as a result issues related to COVID-19. Instructors are asked to provide 1.5 hours of material or more for each class period. Students are expected to complete the assigned work. Instructors will provide students with the information and access needed to complete assigned tasks/activities for their individual program areas.

Availability

Instructors will be available to students on Emergency Instructional Day(s) (EID's) or because a class, wing, or school must utilize home-based career and technical instruction as a result issues related to COVID-19 during the student's regularly scheduled session (morning or afternoon). Class meetings, group assignments, Zoom sessions, and synchronous learning activities will occur during a student's regularly scheduled time at CPI. Students are expected to complete assignments and participate in discussions/Zoom sessions as scheduled.

Checking E-mail

During home-based career and technical education/Emergency Instructional Days, instructors are expected to check their email on a regular basis during the normal workday (Monday-Friday from 8:00 am -3:15 pm). Students should not hesitate to email their instructors with questions or issues that arise during home-based career and technical education instruction. While instructors are expected to reply in a timely manner to instructional/educational questions during the normal school day/week, please allow up to 24-48 hours for a response to other questions and/or concerns.

Communication with Students and Parents

Instructors are expected to communicate with students via email, social media, and Zoom regarding assignments and class discussions on a regular basis. Each instructor should ensure that parents are aware of what the home-based career and technical education expectations are for their program area so that support can be provided at home. While the school will send out general expectations for attendance and grades, if home-based

career and technical education is implemented, instructors are responsible for providing program specific information.

Google Classroom

Instructors are expected to use Google Classroom to post assignments/class work/notifications. Each instructor has developed a Course Page where program area and school updates will be posted for easier communication with students and parents.

Students are expected to check Google Classroom during EID's or home-based CTE and complete the required assignments within the timeline given. Students may be learning new material during a school closure and their work will be graded during all home-based career and technical education. Therefore, assignment completion and attendance are mandatory. If students do not have access to Google Classroom or online learning capabilities, they should contact their instructor and/or Mrs. Volders. Failure to complete assignments may result in a student's removal from their CPI program.

Grading

Students are responsible for completing assignments and participating in all class activities. Work completed on EID's or during home-based CTE will be included in a student's 9-weeks grade.

School Closures

School closures could be mandated by the federal or state government. However, a closure can also be a local decision, related to the spread of the virus. If the number of infected people climbs in any of our three sending schools or communities, we could potentially close CPI.