



ADE/CTE Recommended Considerations for 2020-2021

First and foremost, follow your district's policies concerning the CDC's (Centers for Disease Control and Prevention) guidelines and schedules.

It is recommended that all classrooms and labs are supplied with hand sanitizers.

Follow your district's guidelines concerning the requirement of face coverings.

The following are considerations and suggestions ADE/CTE recommends to help you provide a quality CTE experience for our students and teachers during these uncertain times:

- **Prioritizing technical standards:** Use the CTE Program's Technical Standards, Blueprints for Instruction and Assessment, and Instructional Framework when determining the priority of that program's technical standards.
- **Providing hands-on learning:** Most of the program time must be hands on. This means throughout the coherent sequence at least 51% of the time must be hands-on.

Considerations:

- Lab, shops, and hands-on experiences should be "front-loaded" to each class to be held in the beginning of the class whenever possible to ensure that at least 51% of program time is hands-on.
- To ensure that there is adequate time for equipment sanitation between classes, considerations should be taken in scheduling. This could be handled in a variety of ways, such as alternating class days or class periods in the labs, (e.g. period 1, 3, 5 Monday and Wednesday, periods 2,4,6 Tuesday and Thursday.)
- Incorporate Hybrid Classrooms and Learning. This may incorporate ideas such as a flipped classroom, alternating online learning with small group lab experience, and more individual lab learning spaces.
- Provide each student with their own goggles or other personal equipment when possible.

- Provide project-based learning activities students can do at home, with adequate information and support sources for those that need them.
 - Create project packets with supplies that students can assemble at home, with adequate information and support resources for those that need them. (Priority and CTED funds may be used for supplies.)
- **Devices, internet access, and equipment:** Ensure all students have access to required technology-related equipment and devices and adequate internet access.

Considerations:

- To ensure that there is adequate time for equipment sanitation between classes, considerations should be taken in scheduling. This could be handled in a variety of ways, such as alternating class days and class periods in the labs, (e.g. period 1, 3, 5 Monday and Wednesday, periods 2,4,6 Tuesday and Thursday.)
 - Provide individual hotspots to students when possible to ensure adequate internet access.
 - Provide students with flash drives containing lessons, assessments, and activities.
- **Work-based Learning:**

Considerations:

- Provide virtual simulations.
 - Seek real-world projects or problems from industry for students to complete virtually.
 - Conduct virtual conference calls with employers.
 - Provide opportunities on campus for internships or work-based learning.
- **Industry Credential Requirements:**

Considerations:

- Determine if the credential can be obtained at the school or if it requires an outside proctor.
 - Certification training should be “front-loaded” to each class to be held in the beginning of the class when possible.

- If a certification requires outside proctors and/or an in-person assessment, research the requirements and plan appropriately to ensure that you will be able to support the student in the requirements for receiving that certification.
 - If a certification can be assessed online, research the requirements to plan appropriately to ensure that you will be able to support the student in the requirements for receiving that certification.
- **Resources:**
 - Refer to the Arizona Curriculum Connection (formerly Arizona Curriculum Consortium (<https://www.ctecaz.org/>) for suggestions from CTE Program Specialists.
 - When considering online curriculum, ensure the curriculum matches the Arizona Technical Standards for the program (<https://www.azed.gov/cte/programs/>). Contact ADE/CTE Program Specialists with questions.

Ongoing Learning Considerations if a school is totally virtual:

Student Support:

These guidelines should only be used in an emergency status for both online and blended approaches. CTE programs rely heavily on hands-on learning.

Options for schools without digital learning options for families:

- Prioritize what CTE program technical standards need to be covered to receive credit. This will depend on the level of the course in the coherent sequence. (Intro classes will be at a different mastering level than advanced courses.)
- Create “project packs” to be picked up for students in need of supplies (paper, pencils, consumable manipulatives or supplies).
- Projects, prompt lists, or choice boards can be distributed to give a broad “menu” of options using little to no home equipment.
- Create a list of projects/skills/online certifications that can be completed to meet required competencies or certifications.
- Utilize work-based learning skills/projects that can count as credit. (Follow school and health department guidelines.)
- Provide activities to reinforce Professional Skills.

For schools with digital/online access:

- District should prioritize what program technical standards need to be covered or to reinforce skills to receive credit.
- Use similar electronic platforms to what is currently in place at school.
- Provide class lessons, assignments, and activities on a jump drive to be distributed to each student.
- Provide online simulations or virtual learning when possible.
- Provide links to projects online (e.g., video demonstrations, project resources shared through a content management platform). Be sure to consider copyright restrictions.
- Provide activities to reinforce Professional Skills.
- Record personal messages/demonstrations from home teacher(s).

Teacher Support:

- Collaborate with like program teachers in-district to share resources and ideas.
- Districts should provide professional development for teachers to learn how to teach digitally or with a blended delivery.
- Access the Arizona Curriculum Connection (formerly Arizona Curriculum Consortium) for lessons, videos, and assignments for CTE programs.
- Districts should provide teachers with equipment, such as laptops, necessary for instruction.
- Districts should develop a procedure to enable teachers to purchase supplies and be reimbursed for project packs to be distributed to students to complete at home.
- Districts should provide a forum for questions and sharing of resources for content-specific areas.
- Districts and teachers should utilize state-wide and national social media groups for resources and ideas. Groups for Automotive, Family and Consumer Sciences, and Agriculture teachers have already been created on Facebook.
- Schools should use markings on the floors and/or student workstations to adhere to social distancing requirements in classrooms and labs that require students and teachers to move around within the space to accomplish required tasks.
- Schools should post signs and messaging regarding:
 - i. Proper hand washing
 - ii. Proper use of a mask
 - iii. Proper way to disinfect surfaces
- Cleaning and disinfecting frequently touched surfaces should be done between uses and deep cleaning should be done daily.