

# Planned Instruction FAQ

## What if my son/daughter does not have internet/device access?

Parents or students should call 814-946-8450 to leave a message with the student name and program enrolled. Please indicate if the student does not have access to the internet and/or device to access virtual learning. The GACTC will provide paper packets through the mail for any assignments or activities that can be accomplished through those means. A prepaid envelope will be included in the packet for the student to return the work completed. You may also want to review the resources available at <https://www.digitalinclusion.org/free-low-cost-internet-plans/> for internet options.

## Will teachers have set office hours?

Yes, teachers are available Monday through Friday from 7:35 AM - 3:05 PM. Students have been given contact information for their teachers (email and GoogleVoice phone).

## How will attendance be taken?

Attendance is taken weekly by instructors and is based on completion of assigned work and projects. Each instructor establishes deadlines for the work they assign.

## How do I know when assignments are due?

All work expectations and due dates are communicated to students directly from their instructors through their online learning platform (Canvas, Google Classroom, etc.) or email.

## How are grades given?

### Grading:

- The GACTC will utilize the PASS/FAIL format for assessment, utilizing only formative assessment with an emphasis on high quality specific feedback for learning. The threshold for passing will be 70%.
- When assessing a students' work, what would typically qualify as a 70% or higher will be a passing grade.
- Any student who does not meet the 70% threshold will be given specific feedback for corrections and may be asked to submit again.
- For students who choose not to participate or submit work, despite instructor's and support staff's efforts to engage them, a FAILING grade will be assigned.

## How do I get a refund from the fundraiser?

Various fundraisers were in progress prior to the abrupt closing. Instructors will be in direct communication with their students as a plan is developed for refunding individuals participating in the various fundraisers.

## How will students turn in uniforms and get personal belongings out of CTC lockers?

All students will be afforded the opportunity to retrieve their personal belongings from the GACTC once we are directed by the PA Department of Education and Governor Wolf that we are able to reopen our building.

## **Can students continue to earn industry certifications through virtual instruction?**

Where applicable, students are still able to earn industry certifications. The GACTC continues to work with agencies to provide students the opportunity to earn certifications while we are providing learning virtually. For example, students may be able to acquire the OSHA -10 certification through CareerSafe if it is applicable to their program of study.

## **How will my child find their assigned work?**

Students should access their school-issued email (firstname.lastname@st.gactc.edu) to find information from their instructor about virtual learning. Instructors will be using a variety of tools to teach their classes, for example, Canvas, Google Classroom, and other web-based applications from which students can learn and engage with their trade content. All communications related to the work assigned by the instructors will be delivered through email or the learning platform, like Canvas or Google Classroom, etc.

## **Will my son/daughter need their textbook, tools, or a specific software?**

Instructors will be providing all necessary resources for their students. Students will not need their textbooks, tools, or specific software.

## **What if my child is struggling with virtual learning?**

Instructors will keep "office hours" Monday through Friday 7:35 a.m.-11:00 a.m. and 12:00 p.m.- 3:05 p.m. to answer questions through email, text or phone. Each instructor has provided students with a contact number and has a school-issued email. Emails may be found at <https://www.gactc.edu/domain/47>. Additionally, a communication plan for ALL students, specifically those students in need of special education services, has been developed. This plan requires general education, special education and support personnel to collectively make contact to homes of students weekly (special education) to ensure that students are progressing and able to access the content being delivered. These check-ins are intended to ensure that if students are struggling or have any related questions, they can receive as much help as possible, given the circumstances. Again, students and parents are encouraged to reach out to their instructor, special education teacher (for students who receive special education services), instructional aide or assistant with any questions.

## **How will my child's teacher communicate with them and vice versa?**

Students should communicate with their instructors using their school-issued email or the contact number shared by the instructor. In most cases, students will be able to communicate with their instructors through their online learning platform (Canvas, Google Classroom, etc.)

## **Is my child required to be online at a specific time?**

Program instructors will use a variety of methods to engage students. Mostly, students will be able to complete the assigned work as their schedule allows. At other times, instructors may invite students to video chats or the like. Instructors have been asked to be sensitive to the schedules dictated by their sending school as some may designate times for certain learning activities. All of these arrangements will be dictated to your child through their CTC instructor.

## What do I do if I cannot access Infinite Campus?

Contact Mr. Williamson 814-299-6678 or [infinitecampus@gactc.edu](mailto:infinitecampus@gactc.edu) . Please include your name and contact information in the message.

## Troubleshooting for students using Chromebooks

If you are unable to log into the device with your @st.gactc.edu address try the following:

- First thing is to completely shutdown and restart the Chromebook. Not just log off. Depending on the model it might be done differently. Usually pushing the power button will bring up the request to Power off or Reboot.
- Make sure the Chromebook is connected to wireless (WiFi)
- This will be at the bottom right of your screen
- Log in with your “username”@st.gactc.edu account. You may have to click “Add another person” or “Add another user”.
- It may take a few moments while it builds your profile.

## Comments, Questions, Concerns

Call our Main Office at 814-941-TECH (8324) and leave a message. Our team will get back to you to assist you.

## Administration

Shawn Cerully Dean of Students	<a href="mailto:shawn.cerully@gactc.edu">shawn.cerully@gactc.edu</a>	814-201-7448
Mike Selvenis Principal	<a href="mailto:mike.selvenis@gactc.edu">mike.selvenis@gactc.edu</a>	814-201-7386