



**Silicon Valley**  
Career Technical Education



**Silicon Valley**  
**Adult Education**

Changing Students' Lives • Creating Brighter Futures

## Metropolitan Education District

### Blended Learning Plan, based on the California Blueprint for a Safer Economy during COVID-19

Metropolitan Education School District is committed to delivering high-quality career, and technical education, English as a Second Language (ESL) and High School Education learning opportunities to students to the extent feasible through blended learning. During the blended learning schedule (s) of our schools, the *\*Families and students can choose between the Distance Learning Model and the Blended Learning Model for the 2020-2021 school year, please see the District Reopening Plan for more information.*

#### **When Can Blended Learning begin/resume When will Blended Learning begin?**

Schools will begin and resume according to California's Blueprint for a Safer Economy. (August 3, 2020) In short, anytime Santa Clara County falls within the Moderate (orange) and Minimal (yellow) tiers, school can resume a blended learning model. Beginning January, 2021 SVCTE and SVAE will begin Blended Learning as long as Santa Clara County remains in the Moderate tier (for at least 14 days) and/or the Minimal tier. Each student will be required to follow all COVID-19 protocols including but not limited wearing a face covering at all times.

#### **What is blended learning and what will be needed?**

It is important to remember that while you are not physically in school on a-synchronous days, school is still in session and you are expected to engage in your coursework. Blended Learning means that you are attending class in-person and online, completing and submitting assignments, and interacting with your teachers and classmates using the online tools and in person instruction designated by your teachers and supported by the District.

## **The following tools will be essential to the successful implementation of blended learning:**

### **Required:**

- computer or tablet
- if students do not have access to a computer or tablet and they are not able to obtain one from their home school, they can reach out to our outreach specialist, Aliza Hasan, to request a chromebook by emailing her at [ahasan@metroed.net](mailto:ahasan@metroed.net).
- internet access
- if students do not have access to internet, they can access a no cost or low cost service paper and pencils/pens to take notes and work through problems & assignments

### **Ideal to have but not essential or required:**

- headphones, printer and/or scanner

## **Blended Learning Model - SVCTE**

- In person instruction will occur by course and district cohorts: students who attend the same district(s) and same course will meet in -person on a designated day Monday thru Thursday to allow for separation of student cohorts. Students will be a member of one of the following district(s) cohorts: Yellow, Green, White and Teal. AM student cohorts will meet in person from 8:00am to 10:00am and PM student cohorts will meet in person from 1:00 pm to 3:30pm
- At home instruction will be a combination of asynchronous and synchronous lessons; 30 minute synchronous lessons will occur Monday thru Thursday at 7:30am for AM students and at 12:30pm for PM students. Four asynchronous lessons will be provided each week.
- Staggered breaks, staggered arrivals and departures to maintain separation of student cohorts

## Information for SVCTE Students

### What will my class look like? What can I expect from my teachers? What will be expected of me?

Canvas will continue to be the home base for your classes. Teachers will post assignments, resources, and grades through the Canvas system as well as hold their synchronous lesson(s). The difference between the distance learning and the blended learning models is that blended learning is an approach that combines face to face and online learning experiences.

**Blended Learning Model Explanation:** Your teachers will provide you with an explanation sheet (green sheet/syllabus) on the blended learning model(s) they have selected for your course. The explanation will cover expected student conduct, asynchronous assignments and forms of communication.

**Schedule:** Your class will have a designated time for you to engage with your teacher for that specific period. These are dedicated times for you to connect with your teacher to review content and assignments, have small group discussions, and/or interact with your classmates. Your teachers will be able to conduct class check-ins in-person and through an online meeting using Zoom, Google Hangout & Google Meet, or some other method the teacher has specified to demonstrate that students are engaged in the class.

## Information for Parents

### What do I do if I need help in supporting my student?

- **Accessing your online accounts:** If you do not have a parent user account for Infinite Campus, contact [amkelley@metroed.net](mailto:amkelley@metroed.net) for instructions on setting up your account in the system.
- **Student illness/absence:** Please inform your student's teacher if they are ill and are unable to engage for any given class.
- **Monitoring your student's progress:** Teachers will post assignments and grades in their designated system. You can log in to view these or you can talk with your student about their classes and assignments.

## What do I do if I need help in supporting my student?-Cont'd

- **Student wellness/mental health support:** Contact your student's Guidance Counselor or Administrator to share your concerns. They will work with you to determine next steps for supporting your student.
- **Request for assistance:** If you need assistance, please send an email to [lhunter@metroed.net](mailto:lhunter@metroed.net) and school personnel will respond to your request.
- **School Site Contacts:** If you need assistance, please email [mdinis@metroed.net](mailto:mdinis@metroed.net) or [amkelley@metroed.net](mailto:amkelley@metroed.net).

SVCTE Blended Learning Schedule					
Time	Monday	Tuesday	Wednesday	Thursday	Friday
7:30am-8:00am	Synchronous Lesson Delivery for Students not receiving In Person Instruction				Teacher Preparation/Professional Development
8:00am-10:00am	SCUSD, ESUHSD YELLOW	CUHSD, LGS, Charter, MUSD	ESUHSD WHITE	SJUSD	
12:30pm-1:00pm	Synchronous Lesson Delivery for Students not receiving In Person Instruction				Teacher Preparation/Professional Development
1:00 pm-3:30 pm	SCUSD, ESUHSD YELLOW	CUHSD, LGS, Charter, MUSD	ESUHSD WHITE	SJUSD	

**Grading:** We recognize that this learning environment cannot replace the in-person hands on experience that SVCTE provides, yet our goal is to maintain a level of learning to prevent regression or loss of learning, while providing the knowledge and skills necessary to meet workplace and academic expectations. As such, students will continue to be graded in three knowledge and skills areas: Academic, Technical, and Career Readiness. The combination of these three areas is intended to prepare students for post-secondary education and employment. These areas will be evaluated using standards developed by industry and by the California Department of Education. Each Silicon Valley CTE teacher establishes appropriate assessments to evaluate students. These assessments are done on a daily basis as students participate in classroom and lab/shop activities when feasible, this includes active participation through video and audio participation. Accordingly, all students are required to have their camera on during virtual lessons and are encouraged to mute their audio until prompted. More information and clarification of the three knowledge and skills areas can be found on page 24 of the SVCTE Student Handbook.

**Grades are to be determined using the following measures:**

- Participation in virtual synchronous lessons
- Participation in on site cohort instruction
- Submission and completion of posted assignments
- Proficiency as measured by assignments

Assessments will be formative. Summative assessment examples may also include industry recognized exams that occur at the end of the year. During these times, we must allow for flexibility and to a certain degree leniency given the various factors that are currently out of our control. We recognize that this learning environment cannot replace the in-person hands on experience, our goal is to maintain a level of learning so as to prevent regression or loss of learning.

**What do I do if I need help?**

- **Reach out to your teacher.** All teachers will be available during Office Hours (see schedule above) so you can ask questions and get help quickly through email, canvas, or another digital platform.
- **Reach out to your Guidance Counselor.** Guidance Counselors at your home school or to Lora Hunter, SVCTE Lead Counselor. Counselors will also be available during Office Hours by email or some other digital platform.

## Blended Learning Model - SVAE

- In person instruction will occur by Purple and Orange Cohort. Students in the same cohort in the day (AM) will meet in person on two designated days, either Monday & Tuesday or Thursday & Friday to allow for separation of student cohorts. Students in the same cohort in the evening (PM) will meet in person on two designated days, either Monday & Tuesday or Wednesday & Thursday to allow for separation of student cohorts.
- Students will be a member of one of the following cohorts: Purple or Orange. AM student cohorts will meet in person from 8:30AM to 11:30am and PM student cohorts will meet in person from 7:00 pm to 9:00 pm
- At home instruction will be a combination of asynchronous and synchronous lessons; 30 minute synchronous lessons will occur Monday thru Thursday for AM & PM students. Four asynchronous lessons will be provided each week.
- Staggered breaks, staggered arrivals and departures to maintain separation of student cohorts

### SVAE AM Blended Learning Schedule

AM Program	Monday	Tuesday	Wednesday	Thursday	Friday
DAY COHORT 1 8:30-11:30 AM	In-Person Classroom Instruction	In-Person Classroom Instruction	Professional Development, Teacher Preparation, Office Hours	Asynchronous Lesson Delivery	Asynchronous Lesson Delivery
DAY COHORT 2 8:30-11:30 AM	Asynchronous Lesson Delivery	Asynchronous Lesson Delivery		In Person Classroom Instruction	In Person Classroom Instruction

## SVAE PM Blended Learning Schedule

6:00-7:00 PM	Teacher Prep	Teacher Prep		
7:00 - 9:00 PM Purple PM COHORT	In Person Classroom Instruction	In Person Classroom Instruction	Asynchronous Lesson Delivery	Asynchronous Lesson Delivery
6:00-7:00 PM			Teacher Prep	Teacher Prep
7:00 - 9:00 PM Orange PM COHORT	Asynchronous Lesson Delivery	Asynchronous Lesson Delivery	In Person Classroom Instruction	In Person Classroom Instruction

### What are some tips for being successful in a blended learning environment?

- **Become familiar with the Blended Learning Schedule** so that you know when to check in online and/or in-person for each of your classes. Then set a routine for yourself that is your dedicated “school time.”
- **Create a work space for yourself** so you can use an electronic device such as a computer, open a textbook, and complete assignments. As much as possible, minimize potential distractions such as a TV.
- **Practice good online etiquette.** Treat your online classroom as you would your regular, in-person classroom with appropriate attire, backgrounds, and behavior during your class online meetings. Use appropriate and considerate language and keep topics professional and relevant to the course material. Consistent with Education Code section 51512, the unauthorized use of listening or recording devices in any classroom, which shall include online classrooms, without the prior consent of the teacher and the principal/director of the school is prohibited.
- **Stay connected to your classmates and teachers.** Outside of your scheduled period time, email and/or connect with your teachers during Office Hours to check in and ask questions. Stay connected with your classmates by creating virtual study groups and using zoom, google hangout, facetime to socialize.