

# LEARNING CONTINUITY & ATTENDANCE PLAN

HOW WE CONTINUE EDUCATION IN EMERGENCY SITUATIONS

## PURPOSE

Also known as an ECP or Education Continuity Plan, this plan is intended to balance the needs of all stakeholders; including, but not limited to students, educators, & staff in the event of an emergency school closure due to weather or other interruptions preventing education at the physical school.

## PUBLICATION

This plan is published under disclosures on our campus website homepage & in our official School Catalog.

## HISTORY

The Covid crisis brought on reactive measures to continue education. Learning from that experience, the University of Aesthetics & Cosmetology campuses have created this plan to be proactive to ensure that learning continues seamlessly & students achieve the best possible outcomes.

We have moved to online coursework & have the necessary hardware & software to continue education.

## OBJECTIVE

This plan is a proactive plan to respond to unusual circumstances so that students can continue their education through Distance Education.

Distance Education is a means to provide meaningful education interaction among educators & students via the internet. We realize that this may be a difficult adjustment for some. Our faculty & staff are ready to help maintain our students' well-being throughout the temporary interruption in their education.

Our campuses have met previous interruptions using distance education with great success & we believe this is a meaningful method to help our students continue their education.

## EMERGENCY RESPONSE & RECOVERY STRATEGY

In the event of an interruption in face-to-face education at one of our campuses,

1. the administration will notify all students through the Student Information System (SIS).
2. Schedules will be communicated by the educators.
3. Students will be directed to join their class online.
4. Attendance will be taken at the beginning of class following any break & may be periodically taken throughout the day to ensure attendance accuracy.
5. If a student cannot participate, proper notification is required & must include a compelling reason why the student cannot participate.

6. Students will receive attendance credit & grades via distance education. In a like way, students not participating will receive absences.
7. Arrangements will be made for students to pick up any personal or educational items from the campus.

## DISTANCE LEARNING TOOLS

- SIS
- CIMA
- Google Classroom
- Google Video Conferencing Platform
- Online discussion
- Other Digital Content

## MANAGING EXPECTATIONS

### STUDENTS

- Students will be expected to be meaningfully engaged at all times. Students not meaningfully engaged will be dismissed from class & credit will not be given.
- Students are expected to maintain professional decorum

### ADMIN, STAFF, & EDUCATORS

- Communication will be coordinated by Leigh Anne Kelley, [leighanne@uofac.edu](mailto:leighanne@uofac.edu) & Robert Kelley, [robert@uofac.edu](mailto:robert@uofac.edu).
- Educators will be expected to teach remotely during a disruption.
- Educators are expected to understand each student's distance learning conditions & challenges.
- Educators will balance synchronous & asynchronous learning.
- Educators should personalize lessons & expectations where possible.
- Educators should be prepared to test online; alter the curriculum as needed; & simplify assignments for the conditions.
- At all times, employees are cautioned to only use safe & appropriate online engagement.
- Admin, staff, & educators will have meetings as needed to answer questions, solve problems, & share successes.

## COMMUNICATION CHANNELS

Students & educators should only use official school communication channels.

- Official school email addresses for staff & educators
- Communication through the SIS (texting, emailing)
- GSuite for conferencing