



March 26, 2020

Charter Arts students and families,

We know that this is an uncertain time, and many of us are still trying to process the COVID-19 pandemic and how it has impacted the world and our day-to-day lives. On top of that, many families are experiencing the loss of jobs and household income, and we are united in that we all worry about our loved ones, relatives, neighbors, and friends and hope that everyone we know continues to stay healthy.

One thing that makes Charter Arts unique is our sense of community and family. In our recent mid-year student survey, one student in particular wrote:

"This school feels more like a family to me than just any school, all of the teachers are so understanding and it's very clear that they only want you to succeed. All of the students are so understanding and beautifully unique that it allows you to comfortably express yourself as an individual."

We miss you! We miss our Charter Arts family! So we are taking the following steps to provide continuity of education for our students:

- Currently, teachers have been providing optional REVIEW & ENRICHMENT activities through their Google Classroom pages.
- Starting Monday, March 30th, we are launching ONLINE LEARNING, and we can't wait to see you online!

That said, we also want to help clarify some of our expectations as this is new for all of us. In addition to our online Q&A, we have compiled some information below to help us set the stage (pun intended) for what is to come in the upcoming weeks until we can return to school and engage in person with all of you!

Here goes ...

Quarter 3

The end of Quarter 3 (Q3) has been extended to April 3rd, and we are allowing students to complete and submit any previously uncompleted work from Q3 to their teachers for grading. Therefore, ALL incomplete work from Q3 is still eligible for completion. Late policies may apply. While this does not usually occur, we are opening up this window of opportunity to maximize students' opportunities for success this quarter. Teachers will not be posting any additional assignments for Q3. Please make sure to complete all current Q3 work as it will be the last opportunity to earn points this quarter before grades are finalized. Teachers will be able to continue to support you remotely (as needed) from March 30 through April 3rd to conclude Q3, which will serve as dress rehearsal (another pun intended) of online learning as we ease into this new model.

Quarter 4

Officially, Quarter 4 (Q4) will begin on April 6, 2020 and will run through the end of the school year - date TBD. We will need to be flexible with our end-of-year calendar as we are not sure how we will be reporting our instructional time to PDE this year. We plan to share additional information as we have it. All new learning opportunities will be entered into Q4. Teachers are still advised to have multiple opportunities to monitor and measure student engagement and learning as we work remotely.

Schedule

We know that some of you are at home and sharing devices with siblings so we want to be sure that our school schedule works within your life context at home as best we can. **To that end, Charter Arts School Board of Directors will be approving an adjusted schedule for learning in which students are expected to spend 1.5-2 hours of time working on their artistic major everyday and 1.5-2 hours working on core class requirements everyday.** Teachers will be creating their own instructional videos and may also be posting other meaningful instructional videos, activities, and work to be completed/submitted for grading in Q4.

To clarify:

- **The week of March 30th** will be spent checking in with teachers during office hours and finalizing all coursework for Q3. Teachers and students will take this week to work out technology access issues, and teachers will be available for support during their scheduled office hours. Some teachers may choose to host live sessions with students while others post materials for review. Either way, this will be a transition week into online learning.
- **During the week of April 6th**, teachers will begin to provide new instructional and/or enrichment opportunities, some of which will be attributed to Q4. See below for a more specific outline.

We know that it is often challenging to keep up with our rigorous course schedule when you are at Charter Arts let alone while you are at home and working. Therefore, here is how we are planning to streamline your workflow during this initial phase of online learning, **beginning the week of April 6th:**

- **Core** classes (English, Math, Science, Seminar, Social Studies, World Language) will provide new learning materials and instruction. These new assignments will be applied to Q4.
- **Artistic** coursework and associated assessments will be streamlined to meet the needs of that major. New assignments will be applied to Q4.
- **AP** classes (Core & Artistic) will provide learning opportunities via teacher support and other materials provided by College Board's AP Central website. These new assignments will be applied to Q4.
- **Core elective** classes:
 - *Psychology, Sociology, Yearbook, & upper level World Language classes* will provide new learning materials and instruction. These new assignments will be applied to Q4.
 - *Creative Writing, Journalism, Contemporary World Issues, SAT Prep, Keystone Workshop, Personal Finance, Astronomy, & Yoga* will provide optional and non-graded enrichment activities to keep students active in the course material.
- **Artistic elective** classes that are taken out of major (*Intro to Acting, Intro to Film, Intro to Photography, AV, Creative Process, etc.*) will provide optional and non-graded enrichment activities to keep students active and engaged in the course material.

Student Accountability

To maintain accountability for both students and teachers, Charter Arts teachers will have a method of documenting classroom interactions and student work as teachers will still need to grade student participation

online, submitted work, and assessments, etc. Ultimately, teachers will be maintaining their regular unit planning but will be modifying instruction for online learning.

To avoid overloading assignments for students, assignment due dates will be staggered throughout the week by department (see schedule below). **Teachers may assign work in Google Classroom throughout the week, but all required work will list an official due date for submission based on the schedule below. All assignments will be due by 11:59 PM.**

Monday	Tuesday	Wednesday	Thursday	Friday
Artistic Major	Artistic Major	Artistic Major	Artistic Major	Artistic Major
English World Language	Social Studies Science	English Math	Science World Language Seminar	Social Studies Math

School code of conduct and plagiarism policies as outlined in the student handbook are still in effect. If students are struggling with assignments and work provided, they must reach out directly to their teachers during office hours or by Hangouts/email. Teachers will continue to update their gradebooks by Monday morning at 8am as usual.

School Attendance Expectations

Students are still expected to keep up with their schoolwork. All students should check Google Classroom everyday and are expected to email and check-in with their teachers just as they normally would.

School attendance procedures are still in effect during the learning time period. Students are expected to check in between 7:30am and 3:00pm daily in order to document their attendance. A Google form will be posted to each student's English Google Classroom. **Students will be required to log into their English Google Classroom daily and complete the posted survey form to document their attendance. If students do not log in daily to report attendance, they will be marked absent for the school day.** Students who are not able to access the daily attendance form in Google Classroom can call in daily attendance to the Main Office. Students calling in will be expected to leave a voicemail with their full legal name, grade, and major via the main office at (610) 868-2971.

If your child is ill and is not able to be in attendance for a specific school day, you may call into the office as usual or email attendance@charterarts.org to excuse your child's absence. During online learning, it will be important for each student to stay up-to-date, and if Charter Arts students are not logging their daily attendance, we will be in communication with guardians as we are looking to you to help support our learning efforts. If we attempt to communicate with students and guardians and are not able to for some reason, Charter Arts may need to contact Children and Youth and/or send a public official to your home for a welfare check as we want to make sure that our students are safe during this time.

Further, if you get a call from a restricted number, please answer it as it may be a school employee calling from their personal phone to try to get in touch with you about your child. If you do not answer, the employee will leave you a voicemail and will try calling you back again in a few minutes or will attempt to reach you by email. We look forward to keeping our lines of communication open to support all of our students as we work remotely during this time.

Online Learning Office Hours

Please see the [Office Hours](#) document on our school website for a comprehensive list of planned office hours by teacher. Teachers will be available during this time on their individual Google Classroom pages and will be accessible by email and Google Hangouts. Google Hangouts is an app that can be downloaded and has recently been activated on the student domain as one method for students to access their teachers for brief questions as needed. **Use of Google Hangouts should be limited to office hours or pre-scheduled appointments with teachers.** Should a teacher be sick or unavailable during their scheduled time, they will post an announcement to their classroom.

Outside of office hours, students may contact teachers via Charter Arts email. Teachers will be required to respond to email communications, even outside of their office hours, within a 48 hour window (or next business day). Students should reach out directly to course teachers as their main support during the teacher's scheduled office hours or by appointment as scheduled directly via email.

Special Education

Special Education department members will be scheduling class meeting times with their students for academic support. Miss Bell and Ms. Diana will be in communication with families regarding these class meeting times. Miss Bell and Ms. Diana will also be available to support students via email and by scheduled appointments. Students should make sure they have joined the Academic Support Google Classroom. Please email your case manager if you need assistance to do so.

Student Support

School counselors and school administration will also be available via office hours or by a scheduled meeting.

If you are having technology access issues, please submit the **Student Technology Request Form:** <https://cutt.ly/Btb2YPM>. Please note that Charter Arts Technology Staff will not be able to troubleshoot any home network issues. You may need to reach out to your local provider if you are having difficulty with your home network. Additionally, due to student demand, it may take us longer than 48 hours to respond to you, but we will do our best to respond in a timely fashion.

Confidentiality/FERPA

Google Classroom and Google Hangouts are secure methods of communication. However, we are not able to prevent other family members that are present at home from hearing what is being discussed during live class or support sessions. We ask that all students and families help us by implementing the following guidelines and expectations at home to preserve the confidentiality of our Charter Arts students during online learning.

- Neither Charter Arts nor any student/guardian shall make or maintain recordings of the live course content or classroom activity or other group communication that is conveyed via the virtual attendance services.
- Guardians shall make every effort to ensure that no one other than the student scheduled to participate in a virtual attendance live session can see or hear the virtual attendance session.
- If parental or other third-party involvement in a virtual attendance service is necessary to enable a student to participate, the individual assisting the student shall not disclose any personally identifiable information about any student involved in the virtual attendance activity.
- If electronic equipment malfunctions in any way, the planned virtual attendance services will continue as scheduled. Students are encouraged to attempt to re-enter the live session and may contact the teacher via hangouts or email to follow-up.

- Charter Arts, the student, and guardian understand that teachers may pre-record their instructional lessons so that students have access to the course material at any time, but students will not be recorded as part of recorded instruction.
- If at any time during learning, students or guardians have questions, they should directly communicate with their teachers to access needed supports.
- We ask that you are flexible with teachers as they have been working diligently to prepare for and launch online learning. This is a learning process for all of us.

To Summarize:

- Per Governor Wolf, Charter Arts is closed to teachers until at least April 6th and to students until at least April 9th.
- Please plan to check PowerSchool, school email, and Google Classroom immediately to complete and submit any incomplete work from Q3. All incomplete work from Q3 is still eligible for completion. Remember, Q3 grades will be based solely on these current assignments. No new assessments will be given in Q3.
- Please plan to begin online learning as outlined on Monday, March 30th. All assignments will be posted in Google Classroom. We aim to provide online learning opportunities that are appropriate, reasonable, flexible, and accessible to all of our students during this unprecedented time.
- Once learning begins, students are expected to be in contact with their teachers consistently for the duration of the learning period and until the end of the year.
- Students will log their attendance using the Attendance Survey in their respective English Google Classroom.

In advance, we appreciate your flexibility as we implement this online learning plan. Please know that it is subject to change based on student and teacher needs, as PDE updates state requirements, or as Governor Wolf updates the PA COVID-19 response efforts. We are a brick and mortar school, and we are only launching online learning given this extenuating circumstance. We know that it is not ideal to be creative and collaborative in an online learning setting, and we are eagerly anticipating the day that we can get back into our beautiful building and make art together again in person!

In the meantime, if you have a video of a performance or images of art that you have been working on during this time, please refer to grade level Google Classrooms for an opportunity to share your work with our community! Also, students should be on the lookout for information in the grade-level Google Classrooms about a virtual spirit week starting Monday, March 30th! We look forward to seeing your submissions!

Please continue to look out for updated communication on our website and through email or phone calls.

Best,

Diane LaBelle, Executive Director and CEO
 Carise Comstock, Principal
 MaryJo Rosania-Harvie, Assistant Principal
 Lauren Sheldon, Assistant Principal
 Kimberly Mooney, Dean of Specialized Services
 Jennifer Levernier, Technology Coordinator