



COVID-19 Continuity of Education Plan: Spring 2020

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IU	20

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Goal of Plan

To maintain continuity of education for all Charter Arts students during the statewide mandated COVID-19 closure and to ensure students access to support - artistically, academically, socially and emotionally - during remote learning.

Overview of Plan

Charter Arts School Board of Directors approved an adjusted and reduced student schedule for online 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.

The week of March 30th was spent checking in with teachers during office hours and finalizing all coursework for Q3. Teachers and students took this week to work out technology access issues, and teachers were available for support during their scheduled office hours. Some teachers chose to host live sessions with students while others posted materials for review. Either way, this was to be a transition week into online learning.

During the week of April 6th, teachers began to provide new instructional and/or enrichment opportunities. In our "Remote Learning Launch" communication to families on 3.26.2020, we clarified the following:

- **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.

Since PA school buildings will be closed for the remainder of the 2019-2020 academic year, Charter Arts remote learning will be provided until May 29, 2020, and final exams in all courses have been waived. Additionally, since seniors will not be able finalize their graduation projects or finish their required community service hours, current seniors in the 2020 graduating class will be exempted from these two requirements (pending Board approval).

Further, Charter Arts wants to ensure that students are provided every opportunity to succeed. **Q4 assigned work** (as originally outlined in our 3.26.2020 communication) **will be graded and added to the PowerSchool grade book. Student work submitted during Q4 remote learning will be applied to a student's course end-of-year average if it benefits the student.** Specifically, if student work submitted during Q4 benefits the student and improves the student's average in the course, the work will be included in their overall grade calculation for the year (averaging Q1-4 together). If the student's work during Q4 decreases their course average (for whatever reason), their Q4 work will not be applied to the overall calculation, and their final course grade will be based on their average from Q1-3 only. **No students' course end grade will decrease as a result of Q4 remote learning.**

Ultimately, we believe that Q4 work and remote learning should not stand in a student's way to meet graduation requirements, matriculate to the next grade, or maintain a student's GPA if they were on track to pass for the year prior to the COVID-19 pandemic and remote learning. We are aware that students may need to make decisions based on what is best for themselves and their families during this pandemic, and as always, we want to ensure opportunities for success for all of our students based on their individual needs. Teachers will continue to provide a hybrid of live

sessions, new instructional videos, and assignments and will be available to support students during their office hours.

Expectations for Teaching and Learning

Q3 was extended until April 3rd, and all students were offered the opportunity to submit missing work (any uncompleted assignments) from Q3 for grading. Teachers were available for support during their scheduled office hours (two hours per day; five days per week) from March 30-April 3 to ensure support. No new instruction occurred during this time, but some teachers chose to host live review sessions with students while others posted review materials. Teachers and students took advantage of this week from March 30-April 3rd to work out technology access issues and transition into online learning by finalizing Q3 grades.

Q4 and new assignments launched for students remotely on April 6th, and to avoid overloading assignments for students, assignment due dates were scheduled and 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 in Google Classroom by 11:59 PM on that due date.

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

Communication Tools and Strategies

Teachers/Students

- Charter Arts email accounts
- Google Hangouts (during [office hours](#) only)
- Google Classroom
 - Grade Level Google Classrooms: school administration and grade level advisors use Google Classrooms to communicate with students on a daily basis. These Classrooms are used to share relevant school closure information and also to push out school spirit initiatives. Students are enrolled by grade level.
 - School Counseling department Google Classrooms: this classroom is used to share counseling resources with students throughout the school closure. All students are enrolled.
- Google Meet (live sessions)
- Zoom (live sessions)
- Pre-recorded instructional materials (teacher created or other supplemental based on course/needs)

School Administration

- Update families using our Swift K-12 Alert System in PowerSchool as new information is released and posting all Charter Arts COVID-19 communications to www.charterarts.org under the families tab
- School administration will participate in weekly IU20 CAC/DC meetings

- Google Hangouts Meet meetings weekly

Access (Devices, Platforms, Handouts)

- Student personal devices (home computers, phones, etc.)
- Google Classroom
- Student/employee school issued email accounts
- School issued chromebooks for teachers and for extended use by students based on student technology survey issued 3.2020
- T-Mobile hot-spots for extended use based on student technology survey 3.2020

Staff General Expectations

Classroom Teachers

To maintain accountability for students and teachers during remote learning, teachers will document classroom interactions and student work in a daily log. Teachers are expected to log approximately five hours of student contact and instructional activities (planning, lesson/assignment/assessment creation, instructional videos, live feedback sessions, grading, etc.) Monday-Friday. Teachers will maintain their regular unit planning but will modify instruction for online learning. Teachers will continue to update their gradebooks by Monday morning at 8am as usual. Teachers will continue to communicate with families and support staff regarding student needs and will maintain two hours of scheduled office hours per day, five days per week (as part of their five hours total per day).

Based on a review of the teacher logs, and in consultation with our Instructional Leadership Team (ILT), school administration will continue to evaluate both student and teacher expectations regarding remote learning. Further, teacher and student surveys will be used to monitor remote learning experiences, and this Continuity of Education plan may need to be updated according to the results of those surveys. **We reserve the authority to adjust our remote learning plan and schedule according to identified needs at Charter Arts and the COVID-19 community impact.** Additionally, we will continue to monitor recommendations from Governor Wolf, PDE, and the CDC and will adjust our plans as necessary to meet state expectations.

Any new/additional changes to this plan will be communicated directly with students and families and will be posted to our website with our other COVID related communications at www.charterarts.org under the families tab.

Student Support Staff

These additional employees will also offer office hours and/or schedule appointments with students/families as needed: special education case managers, school counselors, social worker, school psychologist, student/technology support, and administration.

Other Employees

Essential employees working on payroll, billing, attendance, etc. will be working from home while the building is closed. Meetings will be scheduled remotely as necessary to ensure continuity of all business operations. Our Facilities Director will be on site monitoring the buildings and grounds weekly for maintenance and up-keep as needed.

Student Expectations

Students are expected to be active participants in their online learning experience during each school day. Specific expectations were communicated to families on March 26th and again to

students specifically through grade-level Google Classrooms on March 29th. Additionally, 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.

Attendance / Accountability

School attendance procedures are still in effect during the learning time period. Students are expected to check in between 7:30am and 11:59pm daily in order to document their attendance. Specifically, a Google form is posted to each student's English Google Classroom, and students are 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.

If a student is ill and is not able to be in attendance for a specific school day, their parent/guardian may call into the office as usual or email an excuse. 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.

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 a student's home for a welfare check as we want to make sure that our students are safe during this time.

Good Faith Efforts for Access and Equity for All Students

Charter Arts sent a letter to families of students with IEPs/504s on March 27th explaining our commitment to making a good faith effort to provide continuity of education, planned instruction, appropriate, and reasonable services for students while we are closed due to COVID-19 and during remote learning. A copy of this letter is also posted to our website www.charterarts.org under the families tab.

Charter Arts will continue to provide a free and appropriate public education (FAPE) consistent with the need to protect the health and safety of students with disabilities and those individuals providing education, specialized instruction, and related services.

During the extended closure, Charter Arts will provide special education and related services through online instruction delivered virtually through recorded videos, live support sessions, and/or other modes. During this time, the school will not be able to provide all services in the same manner they are typically provided. In addition, for students with an individualized education plan (IEP), progress monitoring of IEP goals may not be able to be collected in the same manner they are typically provided. The IEP team will work collaboratively to monitor progress through practices of observation remotely.

Each child's case manager made initial contact with families on Friday, March 13, 2020 to discuss various ways in which the child's services may be delivered that are flexible, meaningful, reasonable, and appropriate. Case managers will continue to maintain contact with students and their families regarding their education.

The Specialized Services team values education, and we value all of our Charter Arts students. We understand the challenges this school closure has caused and want to do our part in ensuring that each child has equal access to learning. We also appreciate the expanded role that has been thrust upon parents, and we want to be a continued support.

Further, we clarified our expectations for ALL students and families regarding confidentiality and FERPA in our school wide communication on March 26th:

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.

Special Education Supports

Special Education department members have scheduled remote academic support class meeting times with their students to ensure continued contact and student support as necessary. Case managers will also be available to support students via email and by scheduled appointments. Students are also logged into and are participating in the Academic Support Google Classroom. Our paraprofessional will be supporting students with homework help and will also be working individually with a student based on identified needs.

EL Supports

No ELL students identified at this time.

Gifted Education

Charter schools are not required to provide gifted education per state regulations.

Building/Grade Level Contacts (email: first initial and last name @charterarts.org)

Carise Comstock, Principal
MaryJo Rosania-Harvie, Assistant Principal (Classes of 2021 and 2023)
Lauren Sheldon, Assistant Principal (Classes of 2020 and 2022)
Kimberly Mooney, Dean of Specialized Services
Jennifer Levernier, Student Support and Technology Coordinator

Stephanie Covelle, Director of School Counseling
Brian Filchner, Director of Facilities

Resource Links

PowerSchool Administrator: <https://powerschool.charterarts.org/admin>
PowerSchool Teacher: <https://powerschool.charterarts.org/teachers>
PowerSchool Student/Guardian: <https://powerschool.charterarts.org/public>
Faculty/Staff Technology Needs Request Form: <https://cutt.ly/4tT3i9N>
Student Technology Needs Request Form: <https://cutt.ly/Btb2YPM>
College Board: <https://apcentral.collegeboard.org/about-ap/news-changes/coronavirus-update>
Additional resources and other educational links will be posted on individual teacher Google Classroom pages by content area.

Final Notes

We are a brick and mortar charter school, and we have only launched online learning given these government mandated and extenuating circumstances. We know that it is not ideal to implement our vision and mission and ensure creativity and collaboration in an online learning setting, but we are committed to doing our best to serve our students no matter what. Our entire Charter Arts community is eagerly anticipating the day that we can get back into our beautiful building and make art together again in person!