



August 11, 2020

Dear Charter Arts students and families,

Welcome to the 2020-2021 school year! We hope that you have all had some time to relax and rejuvenate because we are very excited and ready to start the new school year with you at the end of this month! Please read this letter in its entirety as there is a lot of important information included which will help set the stage (pun intended) for an excellent school year!

Health and Safety Plan Update 2020-2021

Our School Board held a meeting last night, on August, 10th, to review, discuss, and approve our Charter Arts Health and Safety Plan for this coming year. We have included a summary of the plan below for your review, and [HERE](#) is a link where you can access the more specific details of the plan.

The Charter Arts Health and Safety Plan addresses three plan options (A, B, & C) for the 2020-2021 school year, and our Remote Planning Team carefully considered the following when crafting this plan:

- A plan consistent with our Charter Arts Vision and Mission
- Charter Arts regional model, which brings students from 45+ sending districts and 11 counties together, many with siblings at home attending other schools, which will be addressing their return to school protocols in a variety of ways
- Transportation
- Maintaining a safe and healthy environment for our students, employees, and all of the families that are connected to our school community through interactions with our students and employees
- Opportunities for engaging students with in-person learning and events, when possible, for the social and emotional well-being of students and employees while safely addressing physical distancing, small group sizes, mask and shield wearing, and maximizing the use of outdoor space when possible
- Feedback from family and employee planning surveys

Our final plan ensures the quality of the arts education on which our school was founded and offers opportunities for collaboration and connection to our community for instruction, assessment, performance, discussion, and one-on-one teacher and peer feedback and conferencing. Our teachers and students need to be able to see one another's expression, sing or play an instrument together, move together in unison, or collaborate as a team. In order to do this effectively given CDC guidance, our staff has begun developing new and innovative ways to collaborate in a virtual world through Google Meets and Zoom sessions and are excited to work creatively together.

Out of an abundance of caution, and to maintain the safety of Charter Arts' students, employees, and families, Charter Arts will begin the 2020-2021 school year with Plan A (as outlined), which is a fully universal remote learning start for quarter one (the first nine weeks).

Throughout the quarter, our Charter Arts Administrative Team and Remote Learning Planning Team will continue to monitor guidance from the Pennsylvania Department of Education (PDE), the Center for Disease Control and Prevention (CDC), the Department of Health (DOH), St. Luke's Health Network, and the PA County COVID Case Map and may make adjustments to this plan accordingly. Charter Arts may stay

in Plan A or switch to Plan B or C after quarter one depending on what is in the best interest of our school community to maintain health and safety. Per state requirements, when this plan needs to be amended, the Charter Arts Board of Directors will approve any updates and provide those updates to our students, employees, families, and PDE.

To summarize, Plan A requires all students to participate in their core, artistic, and elective classes synchronously and asynchronously from home remotely per their daily school schedule. The class time period schedule will remain the same as the 19-20 school year using 10 periods per day, and the four-day cycle will occur Monday Day 1, Tuesday Day 2, Wednesday remote, Thursday Day 3, and Friday Day 4. Teachers will take attendance each instructional period of the school day (except for study hall periods) whether via Zoom or Google Meet. Homework will be assigned at the discretion of the teacher. On Wednesdays and during student study halls, students will work independently at home on their coursework and will self-report their attendance. Students are expected to attend class daily and meet the high expectations for student participation and engagement just as they normally would in-person. Students may opt to drop elective classes if they would prefer to focus on core and artistic classes during remote or hybrid learning. To allow for an adjustment period to remote learning prior to making a determination about electives, we have extended the add/drop window until September 18th with no impact on a student's transcript. See further details outlined below under "Scheduling".

Plan A allows for limited optional in-person experiences during quarter one. These experiences will be determined and coordinated by teachers and will be scheduled in collaboration with school administration and in meeting all CDC requirements. Space usage will be pre-approved by school administration and will be strictly monitored and enforced. For participation in these limited optional in-person experiences during Plan A remote learning, students will need to coordinate their own transportation to and from Charter Arts. Students who come to the building must be accompanied and monitored by a staff member. Examples for these optional experiences include, but are not necessarily limited to, preparation for artistic performances, recording artistic performances, science lab experiences, in-person tutoring, and in-person support in the Academic Support class in accordance with students' IEPs to the extent possible. Tutoring for individual or small groups of students may be provided remotely or in-person depending on the needs of the student and teacher availability. Schedules will be coordinated internally in advance by employees and shared with students via their teachers, artistic departments, counselors, case managers, or other employees as necessary. Additionally, should students need a quiet space to work outside of their homes, they should discuss their needs directly with their school counselor and needs will be accommodated space permitting and in coordination with CDC guidelines. All students will be issued a Chromebook and their necessary textbooks at the beginning of the year during supply distribution days as outlined on our updated school calendar.

In each model in this plan, all students will have remote access to their school counselors, case managers, and other support staff (i.e. social worker and school psychologist) by appointment, via small group social/emotional check-ins, and through post-secondary planning and academic monitoring as needed. For students who have IEPs or Section 504 plans that include counseling services, they will have the option to participate in said counseling services in-person or remotely, if it is safe to do so. Further, Charter Arts will work with sending school districts that provide transportation to our school if special education services require in-person learning opportunities.

Students with Individualized Education Plans (IEPs) and Chapter 15/504 accommodations will have remote access to their specially designed instruction and accommodations based on their individual needs, as outlined and discussed with the educational team, including parents, prior to the start of the 20-21 school year. We encourage open communication between families and their child's special education team at all times to ensure that students continue to receive a Free Appropriate Public Education.

In the event that students are scheduled to come into the building for any reason, students and families will need to self-monitor health symptoms at home prior to coming to school. Should a student or family member have any COVID symptoms or be exposed to someone that has been exposed, as outlined in the [Self Screener Checklist](#) sent home to families, students should stay at home and not come to school for any reason. Students scheduled to participate in the optional experience that day should notify the school Main

Office immediately by phone at 610-868-2971. Students attending in-person events will need to maintain 6ft. of physical distance at all times, comply with the state mask-wearing requirements as outlined by the PDE, and practice regular hand washing/sanitizing while in the building.

For additional details about Plans B and C, please see our full Health and Safety Plan available on our school website, www.charterarts.org.

We look forward to working with our students, families, and employees in new and innovative ways this school year, and we look forward to hearing your feedback as we implement this plan. Our Charter Arts Administration and Remote Learning Planning Team will continue to work together and monitor the implementation of universal remote learning through a variety of means, including stakeholder surveys to gather real-time feedback, and will adjust the plan accordingly if necessary.

Health and Safety Plan Q&A

Our Administrative Team will be hosting a Q&A to address any questions that you have regarding this Health and Safety Plan on Friday, August 14th, at 10:00 am. Please read through the entire plan before submitting questions as they may already be answered within the plan. Please submit your questions [HERE](#) by Thursday, August 13th at 5 pm, and we will do our best to answer any and all questions that come through during our 45-minute Q&A. If you cannot attend the Friday session, we will post an FAQ on the website next week for further reference. The meeting login for the session will be available on the school website on Thursday in a banner at the top of the page.

New Student Orientation & Returning Student Orientation

Since remote learning will be new for ALL of our students, and since it will be different from what our students experienced last spring, we are scheduling remote learning orientation meetings for all of our students this year. Students will be scheduled to pick up their school schedules and materials based on last name as outlined below. Additionally, meetings for all students, both new and returning, will be held on September 2 & 3. Full itinerary and details to follow.

Event	NEW Dates
Student Schedule Disbursement & Supply Pick-up	<p>Monday, August 31st 8:00 - 11:00 am Students last names A-E Noon - 3:00pm Students last names F-L</p> <p>Tuesday, September 1st 8:00 - 11:00 am Students last names M-R Noon - 3:00pm Students last names S-Z</p>
New Student and Transfer Orientation - <i>RESCHEDULED from August 27 & 28</i>	September 2 & 3
Return to School Student Expectations and Class Meetings for ALL students (returning and NEW)	September 2 & 3
Back to School Night	<i>September 16: Virtual Event - details TBD</i>
Materials adjustment drop off/pick-up	Wednesday, September 23

Administrative Team Updates

In the midst of planning for a school year during a pandemic, we have also had some transition at the administrative team level and wanted to make you aware of our new structure and titles. As needs arise throughout the year, please don't hesitate to reach out to one of us should you need anything.

Carise Comstock	Superintendent & CEO
MaryJo Rosania-Harvie	Chief of Artistic Programs and Events/Co-Principal School Safety Coordinator
Lauren Sheldon	Chief of Core Curriculum and Engagement/Co-Principal Federal Programs and Title IX Coordinator
TBD	Assistant Principal - hiring in process Student Support Grades 9-12
Stephanie Covelle	Director of Specialized Services
Jennifer Levernier	Restorative Practices Coordinator & Technology and Support Staff Manager
Jessica Diana	Special Education Coordinator

As outlined in the Student Handbook, which will soon be released for the coming year, we have outlined this Ladder of Communication for Parent Concerns.

If you have a question, issue, or concern regarding a matter in the classroom:

- *First point of contact:* Teacher
- *Second point of contact:* Artistic Director or Core Department Chairperson
- *Third point of contact:* School Counselor and/or Case Manager (if applicable)
- Finally, if your email or call is not returned and/or if your issue persists, please contact the Restorative Practices Coordinator, the Director of Specialized Services, and/or the Assistant Principal. If needed, the Assistant Principal can direct you to the appropriate executive administrator for additional support.



Arts Walk 2020

If you are looking for something fun to do Labor Day weekend, please sign up to participate in our first-ever Arts Walk, which will be our first remote event of the year! Go to [this page](#) or use your cell phone camera to scan the QR code below for more details. Please donate to support Charter Arts as we need your continued support now more than ever!

We know that our community will come through this together and will stay strong given any myriad of obstacles because that is what we do. It continues to be our goal to support our community - artistically, academically, socially, and emotionally. We thank you for believing in us and for trusting us to meet the needs of your family in all that we do!

Best,
The Administrative Team

