

**Chester County Family Academy
Continuity of Education Plan
April 17, 2020**

Charter School	Chester County Family Academy
Contacts	Amanda Lake, Interim CEO Sarah Behrndt-Malone, Special Education Teacher & Operations Coordinator
Address	530 East Union Street, West Chester, PA 19382
Email/Phone	lake@ccfaschool.org behrndt@ccfaschool.org
Website	http://www.ccfaschool.org/

Goal of Plan

The goal of Chester County Family Academy's (CCFA's) Continuity of Education Plan is to transition from providing review and remediation to students through the use of paper packets, to providing online instruction on new material through the use of digital platforms and the distribution of technological devices to all students.

Overview of Plan

CCFA serves 70 students in grades K-3. Approximately half of CCFA's students do not currently have access to devices and WIFI necessary for online teaching and learning to occur. CCFA's Continuity of Education plan focuses on providing 1:1 technology for all students and grade appropriate digital resources and tools to enable teachers to provide online instruction for the remainder of the 2019-2020 school year, and into the next school year as needed.

Expectations for Teaching and Learning

Teachers will provide standards-based instruction and portfolio-based assessment for students through the use of Seesaw and Zoom and will make use of the benchmark assessments in Odysseyware SPARK to collect standardized assessment data on student learning.

Instructional topics will be chosen based on their alignment with CCFA's standards-based curriculum, and their adaptability to online instruction.

Teachers will continue to participate in targeted professional development activities that focus on helping improve their proficiency with delivering effective online instruction at the early elementary grade levels.

Communication Tools and Strategies

CCFA makes use of an automated School Messenger phone system to communicate updates to families, as well as posting updates and information on the school's website, Facebook page, and Instagram account. Additionally, each family receives at least one call a week from a

CCFA teacher to check in on students' academic progress, as well as their family's overall wellbeing.

These communication tools and strategies will be used to share information with families about picking up their devices when they become available, as well as helping families work through the logistics of setting up the students' online accounts for Seesaw, Zoom, and Odysseyware SPARK.

Access (Devices, Platforms, Handouts)

CCFA is currently mailing home packets of review work for all students. These packets have been sent home every two weeks since schools were closed in March. Teachers call each family weekly to answer questions about the packets, share information and updates, and check on families' general wellbeing.

CCFA applied for the Continuity of Education Equity Grant and has sought funding through the school's foundation for the purchase of iPads for all seventy students and subscriptions to Seesaw and Zoom. We are working in conjunction with the Chester County Intermediate Unit to accommodate students' needs for wifi access, as well as ensuring that the 1:1 technology program is rolled out in an efficient and effective manner.

Staff General Expectations

CCFA staff members work daily from 9:00 AM to 3:00 PM. Staff members spend the majority of their time working from home and are in regular communication through the use of the school's Google platform. From time to time staff members access the school building to prepare educational materials for students, check the mail, and ensure that business processes continue. Our virtual faculty meetings are conducted through Google Hangouts at least once a week, and special working groups use phone calls and virtual meetings to collaborate as needed. CCFA staff members have been working to create and distribute student packets, provide translation services for phone calls home, connect families with available community resources, work out the logistics of distributing technology to students, and revise the curriculum for the transition to online education.

Student Expectations

Students will be expected to participate in regularly scheduled Zoom meetings, access instructional materials and upload portfolio pieces through Seesaw, and complete online assessments through the Odysseyware SPARK platform.

Attendance / Accountability

When the transition to online education takes place, students will be expected to participate on at least one of the school's platforms (Zoom, Seesaw, Odysseyware SPARK) once a day to be considered present for attendance purposes. We will continue to coordinate with our colleagues at the Chester County Intermediate Unit in order to ensure that we are in compliance with the latest guidance pertaining to student attendance and child accountability during this extended school closure.

Good Faith Efforts for Access and Equity for All Students

CCFA applied for the Continuity of Education Equity Grant and has sought funding through the school's foundation for the purchase of iPads for all seventy students, as well as subscriptions to Seesaw and Zoom. We are working in conjunction with the Chester County Intermediate Unit to accommodate students' needs for wifi access, as well as ensuring that the 1:1 technology program is rolled out in an efficient and effective manner.

Special Education Supports

CCFA's special education teachers have made weekly phone calls home to students on their caseloads and created individualized educational packets for student that targeted each student's unique IEP goals. When the school transitions to online education, special education programming will be delivered through the use of Zoom.

EL Supports

CCFA's ELL teacher has made weekly phone calls home to the students on her caseload and has created individualized educational packets for students based on the students' EL goals. When the school transitions to online education, EL supports will be delivered through the use of Zoom. All phone calls home to EL families are conducted collaboratively with one of the school's translators. All written information is translated before being sent home to EL families.

Gifted Education

As a charter school, CCFA is not required to provide gifted education services.

Building/Grade Level Contacts

Sarah Behrndt-Malone, Special Education Teacher and Operations Coordinator
behrndt@ccfaschool.org

Resource Links

How to Set Up Zoom for Parents and Students: <https://youtu.be/d7xXZxRDFUU>
Zoom for Parents - Cheat Sheet: https://www.speed802.org/assets/1/7/ZOOM_for_Parents.pdf
Introduction to Seesaw for Parents: <https://web.seesaw.me/parents>
Seesaw Introduction for Parents: <http://seesaw-app.dreamhosters.com/wp-content/uploads/2014/12/Seesaw-Parent-Intro-Presentation.compressed.pdf>
Meet Odysseyware – A Parent's Introduction: <https://www.odysseyware.com/training-resources/meet-odysseyware-parents-introduction>
Spark Tutorial: <https://www.odysseyware.com/training-resources/spark-tutorial>