

# Virtual



## Continuity of Education Plan

School District (School)	Universal Alcorn Charter School
Superintendent	Dr. Penny Nixon
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### Goal of Plan

Universal Alcorn Charter School has developed a continuity of education plan to ensure that all scholars have access to daily instruction, research-based programs, appropriate interventions, and consistent communication through the state-directed school closures.

### Overview of Plan

During the COVID-19 related closures of 2020, Universal Alcorn Charter School's plan was developed to ensure that teaching and learning remains consistent through the duration of the academic school year. Successful implementation of the plan ensures that scholars have access to teacher-directed instructional videos, rigorous review of grade-level skills, and scaffolded lessons to introduce new grade-level standards. Scholars will have access to daily instruction via Google Classroom and will be provided with immediate feedback on assigned work using Google Form.

Monday	Tuesday	Wednesday	Thursday	Friday
Literacy & Social Studies	Math & Science	Literacy & Social Studies	Math & Science	Art & Physical Education/Health
<p><b>ELA</b>  <b>8:30 am-9:00:</b>  Teacher Directed Video via Screen Castify and Zoom to address new content</p> <p><b>9:00-9:30:</b> Teachers to answer/clarify questions pertaining to their lesson via Zoom. Teachers will utilize I-Ready and Study Island to address new concepts and skills</p> <p><b>9:30-10:30:</b>  Independent Practice Skill Focus via Google Form</p> <p><b>10:30-12:00:</b>  <b>MTSS</b>  K-2 Raz- Kids  3-8 Achieve3000 article and corresponding questions</p> <p><b>12:00-1:00:</b>  <b>LUNCH</b></p> <p><b>SOCIAL STUDIES</b></p> <p><b>1:00-2:00:</b>  Unpacking Achieve 3000 Video and/or article via Zoom</p> <p><b>2:00-3:30</b>  Assigned Google Form with questions that correspond to video/article</p>	<p><b>MATH</b>  <b>8:30 am-9:00:</b>  Teacher Directed Video via Screen Castify and Zoom to address new content</p> <p><b>9:00-9:30:</b> Teachers to answer/clarify questions pertaining to their lesson via Zoom. Teachers will utilize I-Ready and Study Island to address new concepts and skills</p> <p><b>9:30-10:30:</b>  Independent Practice Skill Focus via Google Form</p> <p><b>10:30-12:00:</b>  <b>MTSS</b>  Assigned IXL Questions</p> <p><b>12:00-1:00:</b>  <b>LUNCH</b></p> <p><b>SCIENCE</b></p> <p><b>1:00-2:00:</b>  Unpacking Achieve 3000 Video and/or article via Zoom</p> <p><b>2:00-3:30</b>  Assigned Google Form with questions that correspond to video/article</p>	<p><b>ELA</b>  <b>8:30 am-9:00:</b>  Teacher Directed Video via Screen Castify and Zoom to address new content</p> <p><b>9:00-9:30:</b> Teachers to answer/clarify questions pertaining to their lesson via Zoom. Teachers will utilize I-Ready and Study Island to address new concepts and skills</p> <p><b>9:30-10:30:</b>  Independent Practice Skill Focus via Google Form</p> <p><b>10:30-12:00:</b>  <b>MTSS</b>  K-2 Raz- Kids  3-8 Achieve3000 article and corresponding questions</p> <p><b>12:00-1:00:</b>  <b>LUNCH</b></p> <p><b>SOCIAL STUDIES</b></p> <p><b>1:00-2:00:</b>  Unpacking Achieve 3000 Video and/or article via Zoom</p> <p><b>2:00-3:30</b>  Assigned Google Form with questions that correspond to video/article</p>	<p><b>MATH</b>  <b>8:30 am-9:00:</b>  Teacher Directed Video via Screen Castify and Zoom to address new content</p> <p><b>9:00-9:30:</b> Teachers to answer/clarify questions pertaining to their lesson via Zoom. Teachers will utilize I-Ready and Study Island to address new concepts and skills</p> <p><b>9:30-10:30:</b>  Independent Practice Skill Focus via Google Form</p> <p><b>10:30-12:00:</b>  <b>MTSS</b>  Assigned IXL Questions</p> <p><b>12:00-1:00:</b>  <b>LUNCH</b></p> <p><b>SCIENCE</b></p> <p><b>1:00-2:00:</b>  Unpacking Achieve 3000 Video and/or article via Zoom</p> <p><b>2:00-3:30</b>  Assigned Google Form with questions that correspond to video/article</p>	<p><b>ART</b>  <b>8:30-9:30:</b>  K-2: Direct Instruction via Zoom</p> <p><b>9:30-10:30:</b>  3-5: Direct Instruction via Zoom</p> <p><b>10:30-11:30:</b>  6-8: Direct Instruction via Zoom</p> <p><b>11:30-12:30</b>  <b>LUNCH</b></p> <p><b>PHYS.ED/HEALTH</b></p> <p><b>12:30-1:30:</b>  K-2: Direct Instruction via Zoom</p> <p><b>1:30-2:30:</b>  3-5: Direct Instruction via Zoom</p> <p><b>2:30-3:30:</b>  6-8: Direct Instruction via Zoom</p>

### Expectations for Teaching and Learning

Scholars in grades K-2 will engage in lessons using Raz-Kids, Study Island and I-Ready. Educators will utilize the instructional materials as well as varying technology platforms to conduct interactive read-alouds and teacher-directed instructional videos. Skills and concepts presented to scholars will be both new concepts aligning to the Scope and Sequence as well as previously taught material.

Scholars in grades 3-8 will engage in lessons using I-Ready, Khan Academy, IXL, and Achieve 3000. Educators are expected to present material to scholars using Google Classroom and Screen Castify. The use of Screen Castify will ensure that teachers create and upload teacher-directed videos that align to the daily lesson. Scholars will use Google Classroom to view their teacher's video(s) while working through the day's assignments. To verify that scholars have completed the work and to allow educators to check for scholars' understanding, Universal Alcorn will utilize the Google Form platform. This will allow scholars to upload answers to the lesson's independent practice and will provide scholars with immediate feedback. Additionally, it will assist the teacher in reviewing common misconceptions within further lessons.

### Communication Tools and Strategies

After contacting families and conducting a school-wide technology survey, all data derived from the survey was analyzed and compiled into a school-wide contact tracker form. Families who did not have access to a computer/tablet were then contacted again and were told they were eligible to pick up a Chromebook from the school at a designated time.

Teachers and staff members will continue to reach out to families using the following media: phone calls, texts, emails, Classroom Dojo, and through Google Classrooms. A communication log has been constructed to ensure that educators and staff members are continuously making contact with scholars and/or parents.

### Access (Devices, Platforms, Handouts)

Using Chromebooks, scholars will create a G-mail account to access their Google Classroom. Teachers will utilize Google Classroom to upload assignments. Screen Castify will be utilized by teachers to provide teacher-directed instructional videos. Google Forms will be used at the end of each lesson to assess student mastery and provide immediate feedback to scholars.

I-Ready, Achieve 3000, IXL, Raz-Kids, Study Island, Khan Academy, PDESAS, Readworks.org, and NewsELA are the instructional resources that Universal Alcorn Charter School will utilize to facilitate instruction.

Teachers and staff members reached out via phone, text, or email to every family in grades K-8 to determine if they had a computer/tablet. Families that responded that they did not have a computer/tablet were provided with a Chromebook laptop to ensure access and equity.

### Staff General Expectations

All teachers, including special education and expressive arts, are expected to record instructional lessons each week and upload these videos to the Google Classrooms platform by 1:00 pm every Friday. Based on the content of these lessons, teachers will also be responsible for assigning and uploading corresponding assignments which contain answers/explanations to each question.

All teachers, PCA's and instructional classroom assistants are required to be available to answer any student questions throughout the instructional day (8:30 am - 3:30 pm). All instructional assistants have been assigned to a specific classroom via the Google Classroom platform. As previously noted, teachers can utilize the following media to work with scholars: phone calls, texts, emails, Classroom Dojo, and Google Classroom.

The dean, climate staff, and school counselor are responsible for checking-in on scholars who present with significant behavioral difficulties or mental health needs. The school counselor will then conduct 1-1 and small group counseling sessions as deemed appropriate and contact any households of scholars who do not attend classes and/or complete required assignments.

FSRC staff will be responsible for addressing parent concerns and providing community resources. A parent communication log will be used to monitor all family engagement.

The school nurse will be available to discuss any medical concerns and will provide families with health and safety resources.

Special education teachers and staff members will assign work to individual scholars, modify/adapt work, provide targeted interventions, and answer any student questions throughout the instructional day.

The school leadership team will coach, monitor and provide feedback to support the school's

academic program. Team members will monitor student data and provide ongoing professional development.

### Student Expectations

Scholars are expected to check in daily with their teacher through Classroom Dojo, Zoom, Google Classroom and/or phone calls. Scholars will be directed to view all instructional videos on Google Classroom, complete designated daily assignments, complete supplementary work, and abide by all timelines set forth by the general education teacher. If scholars have difficulty completing the work, they are expected to contact their teachers to receive additional support. While scholars have the opportunity to work at their own pace, the Universal Alcorn team created an instructional schedule to help guide scholars.

Daily, scholars are required to engage in rigorous lessons and complete an independent practice assignment that aligns to the daily lesson(s). Scholars are required to record answers using Google Form. Feedback from teachers will be provided immediately through the Google Form program with a corresponding explanation.

### Attendance / Accountability

Teachers will examine completion of student work as evidence of attendance. Teachers will then submit a daily attendance report to the school secretary who will input all attendance data into PowerSchool. If a scholar is not completing the assigned coursework, the teacher is responsible for contacting the parent/guardian of the scholar. The teacher will clarify any questions or concerns and will work with the family to determine if additional help is required for scholars to complete the task. Teachers will record all parent/guardian communication in a tracker.

Student work is both assigned and graded using Google Form. Scholars are provided with immediate feedback on the assigned work. The content-specific teacher is responsible for uploading students' grades on assignments into the school's Gradebook program. To ensure that the Gradebook program is being utilized with fidelity, the leadership team will conduct periodic reviews of Gradebook.

### Good Faith Efforts for Access and Equity for All Students

To ensure that all scholars were given the opportunity to receive academic instruction and be exposed to online programs and interventions, the Universal Alcorn team conducted a

technology needs assessment (as previously described) and provided Chromebook laptops to families who did not have computers/tablets. Contact was attempted for all scholars in grades K-8.

Universal Alcorn is in the process of obtaining additional Chromebooks and will distribute to scholars as needed.

## Special Education Supports

### Overview

Special education teachers will assign work based on the instruction level of the scholar from the general education online curriculum. Special education teachers will also modify or adapt grade-level work when appropriate and provide academic intervention support. Special education teachers will conduct frequent check-ins with scholars via phone and will also answer any questions or concerns via email. All communication will be documented in an electronic call log. If a parent has any questions or concerns, they can email the special education teacher and schedule a time to speak or meet virtually (Zoom). Special Education teachers will be available daily from 8:30 a.m. to 3:30 p.m. to assist scholars that need support.

### Learning Support

1. Location of Services
  - a. Online instruction will be delivered via pre-recorded instruction, and/or electronic handouts/guides.
2. Amount of Services
  - a. Learning Support teachers will provide intervention focusing on IEP goals 2 times a week for 30 minutes (Math) and 2 times a week for 30 minutes (ELA)
  - b. During the instructional day, Learning Support teachers will be provided support with the general ed. curriculum to small groups of scholars using ZOOM meetings 30 minutes a day.
3. Programming used
  - a. General Ed. Curriculum: Razz Kids, IXL, Study Island, I-Ready, Achieve 3000
  - b. Interventions: Khan Academy (Math) and Free Reading Program (ELA)
4. Special Education Teachers
  - a. Each teacher will be responsible for modifying the general education curriculum and providing intervention for their caseloads and they only managing their individual caseloads. Special Education Liaison will provide support through weekly meetings and researching additional resources that may increase the effectiveness of online instruction

### Life Skills/Emotional Support

1. Location of Services

- a. Online instruction will be delivered via pre-recorded teacher-directed lessons followed by independent practice via an online learning program and/or electronic handouts/guide.
- 2. Amount of Services
  - a. Teachers will provide lessons based on the scholar’s instructional level for morning instructions.
  - b. Life Skills Support teacher will provide intervention focusing on functional academics for 30 minutes during the instructional day twice a week through teacher-directed videos and weekly online assignments
  - c. Emotional Support Teacher will provide intervention focusing on social skills for 30 minutes during the instructional day through online assignments
  - d. Counselor will check-in with scholars 2 twice a week for 15 minutes. (Emotional Support)
- 3. Programming used
  - a. General Ed. Curriculum: Razz Kids, I-Ready
  - b. Interventions: Khan Academy (Math) and Free Reading Program (ELA), Zoodle (Functional Academics) and Centervention (Social Skills)

**EL Supports**

The ESOL teacher will assign weekly supplemental work to individual EL scholars through Flipgrid. The ESOL teacher will conduct frequent check-ins with scholars via phone and will also answer any questions or concerns via email. If a parent has any questions or concerns, they can email the ESOL teacher and schedule a time to speak or meet virtually.

**Gifted Education**

As of March 31st, 2020, the Universal Alcorn team has not identified any scholars as “Gifted” who required a Gifted IEP. If a parent would like to discuss their child receiving gifted education, they must contact the Special Education Liaison.

**Building/Grade Level Contacts**

Building - Aaron Starke - [astarke@universalcompanies.org](mailto:astarke@universalcompanies.org)  
 Kindergarten - Anna Bouquet  
 First Grade - Juie Schweizer  
 Second Grade - Davia Thompson  
 Third Grade - Dana Pagliaro  
 Fourth Grade - Andrea Barnes  
 Fifth Grade - Devin Hume

Sixth Grade - Renee Thomas  
Seventh Grade - Whitley Thomas  
Eighth Grade - Christopher Bowe

Resource Links	
IReady Lessons & Interactive/Instructional Videos	<a href="#">Ready Teacher Toolbox</a>
Khan Academy Instructional Videos	<a href="#">Khan Academy   Free Online Courses, Lessons &amp; Practice</a>
Google Classroom	<a href="https://classroom.google.com">classroom.google.com</a>
Achieve 3000	<a href="https://www.achieve3000.com/">https://www.achieve3000.com/</a>
IXL	<a href="https://www.ixl.com/">https://www.ixl.com/</a>
Study Island	<a href="https://app.studyisland.com/cfw/login">https://app.studyisland.com/cfw/login</a>
News ELA	<a href="https://newsela.com/">https://newsela.com/</a>
Raz-Kids	<a href="https://www.raz-kids.com/">https://www.raz-kids.com/</a>
Read Works	<a href="https://www.readworks.org/">https://www.readworks.org/</a>
PDESAS	<a href="http://pdesas.org/">http://pdesas.org/</a>