

## Continuity of Education Plan

School District	Infinity Charter School -- CAIU15
Director/CEO	Suzanne Gausman
Address	5405 Locust Lane, Harrisburg, PA 17109
Email/Phone	<a href="mailto:sgausman@infinityschool.org">sgausman@infinityschool.org</a> , 717-238-1880
Website	<a href="http://www.infinityschool.org">www.infinityschool.org</a>

Goal of Plan
<p>Infinity Charter School's Continuity of Education (CoE) Plan was crafted with the goal of establishing strategies to engage all of the school's learners during the extended closure of schools ordered by Governor Wolf. ICS will offer enrichment and review activities to all K-8 students through April 10, 2020. Beginning the week of April 13, 2020, ICS will provide planned instruction for all K-8 students and continue to offer enrichment and review. This plan details how ICS will deliver instruction and may change to meet the needs of our students and their families.</p>

Overview of Plan
<p>Infinity remains committed to our mission of meeting the unique intellectual, academic, and social-emotional needs of mentally gifted children despite being unable to do so in our traditional environment. Infinity's CoE Plan outlines how ICS intends to pursue its vision of inspiring, challenging, and engaging the hearts, minds, and spirits of our students by making a good faith effort to provide learning remotely. ICS considered the needs of our students, their families, and our staff in the creation of this plan. It will require flexibility and perseverance from our students, families, and staff, but we seek to best prepare students for their return to the traditional learning environment.</p> <p>Infinity will provide a combination of planned instruction and enrichment and review for all students, K-8. The focus and rigor will vary for each grade and will be determined by what is developmentally appropriate at each level.</p> <p>ICS will use teacher-created materials and curricula provided by Pennsylvania's Department of Education to best attempt to provide a quality learning experience to our students.</p> <p>Infinity will utilize both asynchronous (primary means, completing the same material at different times) and synchronous (occasional, working on the same material in meetups via Zoom) learning for its students.</p>

## Expectations for Teaching and Learning

**Until April 12, 2020** - ICS staff will be offering "enrichment and review" activities. These activities will reinforce concepts that have been taught to the students already in their classrooms. No new standards will be presented during enrichment and review. Teachers will continue using the method of communication they have been using. This period of enrichment and review will allow Infinity to distribute technology to families in need, help families address other barriers to student learning in their homes, and give teachers time to prepare their materials for the virtual learning environment while giving families the option to continue learning. Teachers will be available by email (and any other means they have decided) to help support caregivers who are assisting students.

**Starting the week of April 13, 2020** - ICS will offer remote "planned instruction" **and** "enrichment and review" to all K-8 students. **All planned instruction is expected to be completed.** Details for each group follow. Teachers will have assignments for the week of April 20 and each subsequent week posted and/or emailed by 5:00 pm on April 18th/the Friday prior. Students will be expected to complete those assignments by April 26th/the following Sunday at 8:00 pm. ICS staff will contact students that do not interact with school work at least once during the week. During the first two weeks, planned instruction assignments will not be graded. This decision was made with the rationale that students do not need the added anxiety of grades during a transition to a virtual learning environment.

**Grades K-2** - Teachers have prioritized ELA and mathematics for students in these grades. Students will work asynchronously on Odysseyware Spark to complete planned instruction in ELA and mathematics. Classroom teachers will provide enrichment and review in other subjects as needed. Specials teachers will provide optional enrichment and review materials. Students will have the opportunity to meet with teachers and classmates via Zoom, but this is not a requirement. Teachers will communicate with families regularly to provide support and clarity to caregivers who are assisting the students. **Initial time expectation:** one hour per week for each course (ELA and math); no minimum for other content areas or specials for which there is only enrichment and review. **In the event that the Spark curriculum is not available by 4/13/2020, teachers will provide other activities until students have access to Spark.**

**Grades 3-5** - Teachers have prioritized the core content areas of mathematics and ELA followed by Theme (science and social studies). Students will work asynchronously through Google Classroom and to complete planned instruction in core content areas. Specials teachers will provide optional enrichment and review materials. Students will have the opportunity to meet with teachers and classmates via Zoom, but this is not a requirement. Teachers will communicate with families regularly to provide support and clarity to caregivers who are assisting the students. **Initial time expectation:** one hour per week for each core content course (reading, writing, math, theme); no minimum for specials for which there is only enrichment and review.

**Grades 6-8** - Teachers have prioritized the four core classes of mathematics, reading, writing, and theme. Students will work asynchronously through Google Classroom to complete teacher-created activities. **Students may be asked to meet for synchronous instruction once per week via Zoom.** Specials teachers will provide optional enrichment and review materials. Teachers will communicate with families regularly to provide support and clarity to caregivers who are assisting the students. **Initial time expectation:** 90 minutes per week for each core content course (math, reading, writing, theme); no minimum for specials for which there is only enrichment and review.

### Communication Tools and Strategies

All information regarding the school's closure due to COVID-19 will be posted on the school's website. New information will be communicated to families through our website, One Call Now, email, phone and text, and/or any apps already used by teachers (Remind, Google Classroom, etc.). School administrators have established Google Voice lines to be reached via telephone during the extended closure.

Links and directions for accessing student coursework will be posted to the school's website.

If students are asked to participate via Zoom, teachers will provide private links for the students to join the class meeting. Students can participate by voice and (with parent consent) visually.

### Access (Devices, Platforms, Handouts)

Teachers are communicating enrichment and review activities through individually selected means and will do so through April 14, 2020.

Beginning April 14, 2020, students will be able to access their assignments via the Odysseyware platform and/or Google Classroom.

Infinity conducted a technology access survey to gain a better understanding of the needs of our community to provide remote education to our students. The results indicated that technology devices and internet access generally are not challenges for our families, but Infinity is loaning devices to families in need and is working with families to establish access to stable internet connections, including granting access to our WiFi in our parking lot. Infinity is committed to working with families on case-by-case solutions to ensure access for all of its students. If a family requires an individual solution, they are asked to email or call the director and/or assistant director to devise a plan to make remote learning work for their student.

Comcast will offer new residential, low-income customers its \$9.95-per-month Internet Essentials program free for 60 days. The company is also boosting the internet service speeds in this program from 15/2 Mbps to 25/3 Mbps, which qualifies the service as high-speed broadband under FCC guidelines. Visit [www.internetessentials.com](http://www.internetessentials.com) or call 1-855-846-8376 for English and 1-855-765-6995 for Spanish.

### Staff General Expectations

ICS staff are expected to make good faith efforts to provide a quality learning experience under unique circumstances.

**All teachers will be expected to:**

- be considerate of age-appropriate time limits, obstacles families are facing, etc.;
- be flexible and understanding with families;
- decide which courses take priority and what content takes priority within each course;

- post and/or send the week's worth of assignments for the following week by 5:00 pm on the preceding Friday;
- plan the following amount of work, which will be increased as time goes on until we have reached an ideal amount of expected learning time (given the circumstances) for all stakeholders:
  - K-2 - one hour of instructional activities for each ELA and mathematics, and what the teacher deems appropriate as enrichment for the other content areas per week;
  - 3-5 - one hour of instructional activities each for ELA, mathematics, and theme;
  - 6-8 - 90 minutes of instructional activities each for mathematics, reading, writing, and theme;
  - Specials - appropriate, optional, enrichment activities for the week;
- plan primarily asynchronous activities with options for synchronous meetings via Zoom (K-5) or occasional synchronous meetings via Zoom (6-8) but with no penalty if a student cannot attend;
- hold daily "office hours" of at least 60 minutes per day (Monday through Friday except scheduled school holidays) to work with students, answer questions, provide live support, and have a meeting space for the students to see each other should they choose;
  - While teachers are expected to consistently hold these hours, we ask our families to be understanding of their needs, also.
- be flexible with meeting outside of established hours as possible;
- communicate the office hours and procedures to students and families;
- not grade activities during the first week;
- contact students/student families directly when work is not being completed;
- report students that have not interacted with work for one week to administration for a check-in;
- check email at least once in the morning and once in the afternoon;
- communicate regularly with families via email, Remind, etc.;
- respond to parent communications as soon as possible but within 24 hours;
- be flexible with expectations as we will assess our needs on a weekly basis and revise as necessary.

**The school counselor will be expected to:**

- continue student sessions via Zoom if parents/guardians consent;
- receive feedback from teachers and/or families about students exhibiting elevating levels of stress and communicate with the family about available resources.

**Paraprofessionals will be expected to:**

- continue to provide support to teachers;
- work with students in small group or individual sessions when directed by a teacher.

**Student Expectations**

**All students will be expected to:**

- log in to Odysseyware (K-2) or Google Classroom (3-8) at least once per week to retrieve and/or complete assignments;
  - Assignments will be posted by 5pm on the Friday before the week.
- attend teacher office hours, if help is needed (optional, not mandatory);
- complete work to the best of his/her ability.

#### Attendance / Accountability

- Students are expected to interface with online learning platforms at least once per week.
- If a student does not access the platform or communicate with their teacher/the school, the teacher will report that student to the administration.
- Administration will attempt to communicate with the family and explore the need to provide additional resources to those families.

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

Infinity Charter School has been committed since the beginning of the school closure to reasonably and appropriately support students so that the needs of all learners are addressed. In order to provide equitable access to all students to maintain a free, appropriate public education, school personnel have worked to prepare Chromebooks for loan to students needing technology. This allows every student to have access to a device to use for their remote learning for the remainder of the school year.

Special education teachers and various support professionals have been working to develop plans to ensure that all students continue to receive the necessary services to which they are entitled under PA School Code. The administration will continue to review policies and procedures and communicate regularly with staff to ensure that all students are receiving what is needed during this unprecedented event. Any services that cannot be provided at a reasonable level would be made up at a later date in the form of compensatory education services to be determined by each student's IEP team.

#### Special Education Supports

The following expectations for support have been established to meet the needs of students with individualized education plans (IEPs):

- Maintain regular communication with students and parents.
- Comply with federal and state guidelines.
- Conduct ER, RR, and IEP meetings via Zoom.
- Special Education teacher collaboration with general education teachers and differentiated instruction as outlined in students' Specially Designed Instruction (SDI).
- Tele-therapy via Zoom by related service providers to provide students' related services.
- Emotional support itinerant services will be provided via check-ins/wellness checks with students and their families.

The following expectations for support have been established to meet the needs of students with 504 plans:

- To the extent possible, teachers should continue to provide the accommodations outlined in a student's 504 Plans.

Parents who have questions or concerns should first contact Mrs. Hess or Mrs. Barrett.

#### EL Supports

English Language supports will be delivered in a manner consistent with that which is provided to our regular education population. Teaching staff will continue to communicate with parents as they normally would. Additional student concerns should be communicated with the Director or Assistant Director.

#### Gifted Education

At its core, Infinity's mission describes how the school meets the unique needs of gifted students. Because Infinity does not utilize GIEPs, additional supports will be provided on an as-needed, case-by-case basis.

#### Building Contacts

Suzanne Gausman, Director  
[sgausman@infinityschool.org](mailto:sgausman@infinityschool.org)  
717-982-1107

Anthony Boyer, Assistant Director  
[aboyer@infinityschool.org](mailto:aboyer@infinityschool.org)  
717-417-4783

#### Resource Links

Hundreds of providers have directly communicated with us about educational resources available online during this COVID-19 crisis. Many of these resources may be appropriate; however, it is impossible for us to review each one and provide any endorsement.

If you are seeking additional resources, other than those provided by your child's teacher(s), we suggest you view the list that has been developed by the Capital Area Intermediate Unit. This list has student educational resources as well as parent resources available. We trust the content and believe it will be helpful to all families. The information can be found here:

<https://sites.google.com/capitalareaiu.org/remoteteachingresources/home>.