



## Maritime Academy Charter School

### Continuity of Education Plan

April 8, 2020



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| School District | Maritime Academy Charter School  |
| Superintendent  | Eugene Mattioni, Chief Executive Officer   |
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#### Goal of Plan

Maritime Academy Charter School services grades 1-12 at two sites, elementary and high school. During the school closure a remote learning plan was board approved on March 30, 2020 retroactive to March 16, 2020, with the goal to maintain instructional programming and to ensure that our cadets are fed during this shutdown. The goals are to have the students stay engaged and to continue learning; to help them maintain skills needed to move to the next grade; and to help the seniors meet graduation requirements and be prepared for college or career.

#### Overview of Plan

Teachers will utilize the Google Platform to post, review, and give feedback to assignments. Our instructional teams will be able to provide live feedback and answer student questions.

In order for the elementary school to use Google Classroom beyond the anticipated original two weeks, MACS has ordered 500 Chromebooks for grades 1-5. The original plan involved learning packets that were distributed prior to the closure and mailed to those who were not presented when the day the packets were distributed. Paper packets will be distributed and graded pending the full distribution of the Chromebooks.

The plan is to continue to have students and teachers stay engaged and learning during the normal school hours. The high school students will earn credits for courses completed, complete college courses with dual enrollment at Community College of Philadelphia, and will take the Advanced Placement exams for English Literature, US History, and Environmental Science during the dates designated by the College Board - May 13-18, 2020. If students earn a score of 3 or above on the Advanced Placement exams they will earn college credit in addition to the high school credits.

Effective March 16, 2020, during the hours of 10:00 AM - 2:00 PM Monday to Friday, food has been and will continue to be distributed to families at the MACS elementary site 2275 Bridge Street.

The 21st century community learning grant will continue to provide students credit recovery opportunities, extended day enrichment, tutoring sessions by subject and grade levels.

A graduation ceremony for the seniors is planned for this summer. The seniors will participate in a graduation and will receive the academic, athletic and special awards that are traditionally bestowed at the ceremony.

### Expectations for Teaching and Learning

Prior to the school closure, Maritime administration and teachers started to prepare for the event of a school closure. Effective March 16, 2020, Maritime implemented a plan to continue instruction during the closure. This plan included creating packets for several weeks of work for our elementary school students and all teachers creating and inviting their students to Google Classroom.

At both the elementary school and high school, Google Classroom is being utilized for communicating and monitoring lessons. High school and elementary school teachers also communicate via email, phone calls, Google Hangouts, Google Voice and Google Meet to provide remote instruction.

At the Elementary School- A Chromebook Loaner Program has been initiated for the elementary school to support remote learning via Google Classroom. We have given Chromebooks to all families in need and have ordered more Chromebooks with the goal of giving one to every cadet. Additionally, in the elementary school, platforms such as Lexia, Study Island, DreamBox, MobyMax, Happy Numbers, Readworks, Free Rice, Brain Pop, and other online resources are being used by teachers to provide learning activities to our cadets.

#### 21<sup>st</sup> CCLC Grant

Per the Department of Education, we are continuing with CLC programming remotely. Academic enrichment activities are made available to students via Google Classroom. These programs fall outside of our regular classroom requirements for virtual learning. Students have been invited to correspond with the CLC teachers and complete enrichment activities.

At the High School – All of the students have Chromebooks at home that were issued to them prior to the school closure. Students were already receiving instruction via a blended approach of on-line and teacher directed teaching and learning. All of the teachers are using Google Classroom, incorporating Google Meet, Google Slides and YouTube videos. Additionally, the students are engaged with the following programs: Study Island, Khan Academy, College Board Advanced Placement Classroom, CK12 Science, Edgenuity, Screencastify, New York Times, and other on-line resources. The lessons during the closure will continue to deliver the curriculum and standards through remote learning. The teachers of all the content subjects (social studies, science, maritime studies, physical education, math, english, spanish, health, and music) are utilizing programs that the students are familiar with to review, reteach and maintain subject matter concepts and skills.

The physical education department is posting “Workout of the Day,” videos and relevant PE questions to motivate students. The PE teachers give feedback via Google Classroom.

The counselors are using Facetime or Google Meet, and Google Hangouts to continue counseling sessions with the students. Music teacher is providing group and private lessons via Google Meet. The art teacher is working with the students on the Virtual Art Show. To maintain as many of the end of year activities, MACS will engage students and staff in a virtual art show and a virtual music concert that will be available to the public in May 2020.

### **CEO Continuity of MACS Administration**

MACS has operated throughout the closure to maintain all of its regular scheduled meetings of the MACS staff. This includes Principals and Assistant Principals, Director of Special Education and Special Services, IT and Technology, Counselors, Federal Programs, CLC Director, Athletic Director, and Facilities. This regular meeting gives the CEO and staff time to discuss matters of importance to continuity of education and maintenance of educational programs. Also time to consider any special matter that needs our attention. When necessary special meetings have been scheduled to discuss Seniors and our obligation to their graduation ON TIME, and to address grading, transcripts, schedules of events, and matters of importance to seniors. We have had special meetings to discuss continuity of education. Additionally, we have met to discuss events at our elementary and middle school responsibilities. Scheduling of events, spirit day and our virtual art show. The intent is to maintain a schedule that is feasible for continuity of education and morale of our cadets and teachers. The intent is also to keep morale at a high level and Be Rich In Kindness.

The substance of the meetings are reported by MACS CEO to the Chairman of the MACS Board of Directors. The regular scheduled meetings have given MACS CEO the information necessary to keep MACS Board Chairman and Board of Trustees informed of the events at our school and that we are maintaining our responsibilities to satisfy continuity of education for all MACS cadet students. MACS Board will continue its regularly scheduled monthly meetings remotely and when necessary hold a special meeting to discuss any event requiring the Board's attention. The Board met to approve a Resolution that MACS maintained and continued its established Continuity of Education Plan.

### **Communication Tools and Strategies**

Teachers will communicate with students via email, phone, and/or Google-Classroom. Administrators will communicate with teachers, parents and cadets via email, LoopUp, robo-call, phone and Google Meet. At the elementary school a weekly grade leader meeting will be held to help facilitate communication between the administration and teachers. The weekly instructional leadership and teacher meetings will continue. The administrative weekly meetings will also continue during the closure.

Daily messages from the Chief Executive Officer and administrators will be emailed and posted on the Maritime website.

Students are expected to follow a schedule that has been shared.

### **Access (Devices, Platforms, Handouts)**

Elementary School students in grades 3 to 8 have been provided Chromebooks as needed. In grades 1-8 students also received packets of work. Chromebooks have been ordered for all students and will continue to be distributed to students as they are delivered with the idea that we will be a one-to-one school when this initiative has been completed. Hundred percent (100%) of the high school students were issued a Chromebook earlier in the school year as part of our one-to-one technology initiative. Both schools utilize Google Platform to deliver instruction.

#### Staff General Expectations

All teachers and staff are expected to work regular hours Monday through Friday. They are expected to provide feedback to student work, communicate with students and families, track participation, enter grades, check email daily and participate in the scheduled meetings.

#### Student Expectations

Students are expected to follow a schedule, complete the assignments, take quizzes, and participate in scheduled Google meetings. In the elementary school students are also expected to complete the initial packets that they were given prior to the shutdown. Teachers will utilize the Google Platform to post, review, and give feedback to assignments. Our instructional teams will be able to provide live feedback and answer student questions.

In the elementary school teachers post daily assignments and morning meeting questions that cadets are expected to participate in. Teachers are available online between 10:00 AM and 2:00 PM for instruction and support.

Below is a daily schedule that the high school cadets are to follow during the school closure. The goal is to keep students engaged and learning. Thirty (30 minutes) of daily reading and exercise for pleasure is highly recommended.

#### **High School:**

##### Advisory is waived

|             |  |
|-------------|--|
| 8:30-9:30   | Math (use Study Island/Khan Academy or packet) – Only if you are scheduled for math. |
| 9:30-10:30  | English (Novels/Khan Academy/Lexia and/or packet) – Read daily to keep engaged.      |
| 10:30-11:00 | Lunch  |
| 11:00-12:00 | Elective/Music/Maritime Studies  |
| 12:00-1:00  | Social Studies   |
| 1:00-1:30   | Exercise/PE/Health   |
| 1:30-2:30   | Science/Electives  |

#### Attendance / Accountability

The schools have developed via Google Classroom and Google Sheets, a tracking system to monitor and support student learning and engagement. Teachers are using PowerSchool to enter grades; email and Google Classroom to provide feedback to learning; and Google Meet to reinforce and support students that need additional help.

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

Parents were surveyed regarding access to the internet and computer.. Additionally, they were provided with information regarding free Comcast internet essentials program. Learning packets were hand-delivered or mailed to the homes.

Elementary School - The elementary school will hold a virtual Spirit Week in mid-April to help keep morale high and to keep cadets engaged.

High School – For students needing additional support, credit recovery will continue on Wednesdays from 3:00-5:00 PM and math tutoring will be offered Monday through Thursday 3:00-5:00 PM to the 9th grade students that need targeted help. Additionally, math tutoring is provided to upper grade (11<sup>th</sup> & 12<sup>th</sup>) students who are enrolled in a college level pre-calculus course and/or are preparing to take SAT exams.

#### **Food Service:**

Since the outset of the school closure, MACS chose to provide regular food distribution of breakfast and lunch meals to maritime families- Grab and Go. This service has been maintained even through the Spring Break period. A heartfelt thank you to the staff of Linton's and our support staff, Jeffrey Riggins. During this procedure they practice social distancing and wear masks. A special thank you to Ms. Harvey, Assistant to the CEO for her efforts daily to assure a line of communication among CEO, administration, teachers and support staff.

### Special Education Supports

For Special Education Students and Related Services-Speech/Counseling/OT:

Week of 3/16/2020 - All related service providers contacted students; Services provided through Google Classroom, telephone or Facetime keeping in line with the required time per the IEP; Documentation kept for each student as it pertains to provision of service; Any students who do not receive service will be provided compensatory time with the provider upon return to school

Week of 3/24/2020, all but six students out of the 36 students speech caseload and 4 out of the 30 students OT caseload have received their full services

Week of 3/30/2020. all but 2 out of the 36 students received speech caseload and 2 out of the 30 OT caseload have received service. These students have spoken to the service provider and agreed to services at a specific time. We are maintaining logs to ensure compensatory time is given.

All special education teachers provided packets for students unable to complete assignments online due to lack of internet or technology; Inclusion teachers were added to general education Google Classrooms and modified assignments as per each student's IEP; Self-contained teachers created a Google Classroom for each subject they teach; Students complete LEXIA and/or Dreambox (both reading/math programs) which are based on student's individual levels, and complete progress as students proceed with program. This program can be completed on phones, tablets, Playstation/XBox. Hard copies provided to parents on individual skills indicated on program. Teachers continuing to monitor usage and progress; Special education students/parents provided with teacher contact through email or through Voicenet (phone call to teacher); Special education teachers contact students/parents if students are not working on Google Classroom assignments on a regular basis to ensure that students are actively engaged and to provide assistance as needed. Teachers are having conversations, reviewing packets

and providing assistance with logging on to Google Classroom, LEXIA/Dreambox and reassuring families that we will continue to support them. Special education teachers maintain a contact log; IEP meetings conducted through conference lines. LEA, special education teacher, related service provider, general education teacher, and parent all in attendance. LEA explains parent rights and reviews Procedural Safeguards. Documents to be sent home for signature when school reopens. Timelines maintained.

Translation services are being provided for Evaluation Reports/Re-evaluation Reports Individual Education Plan meetings as needed. School Psychologist: Feedback meetings held via conference line; Reports being written on students who have RR or ER completed prior to closure; ER/RR to be completed when school reopens.

Remote Learning/COVID 19 NOREPs sent to parents on 3/30/2020 via email or US mail. NOREP indicates what services will be provided during closure and method in which services are provided.

#### EL Supports

ESOL language support is being provided by the ESOL Teacher to English Language Learners via Google Classroom and Google Meet. ESOL teacher has reached out to students and parents on her caseload using a translation app on her phone. ESOL teacher will maintain contact with teachers to assist ESOL students with completing assignments.

#### Gifted Education

Elementary School is offering a remote enrichment program at each grade level through our 21st Century Community Learning Center.

The high school is offering Dual Enrollment/Community College of Philadelphia College Board Advanced Placement Courses in English Literature, U S History and Environmental Science.

#### Building/Grade Level Contacts

Elementary School Principal (Grades 1-8) Peter Saunders, [saunders.p@maritimecharter.org](mailto:saunders.p@maritimecharter.org)  
High School Principal (Grades 9-12) Lucy Feria, [feria.l@maritimecharter.org](mailto:feria.l@maritimecharter.org)  
Special Education Director (Grades 1-12) Kimberley Bonanni, [bonanni.k@maritimecharter.org](mailto:bonanni.k@maritimecharter.org)

#### Resource Links

**Google Platform** ( Google Classroom, Google Meet, Google Slides, Google Doc, Google Voice, Google Hangouts) will be used for all the content subjects (social studies, science, physical education, maritime studies, math, english, music, spanish, health)

**Community College of Philadelphia**

**Math**

StudyIsland.com

Edgenuity.com

CollegeBoard/Khan Academy

National Council of Mathematics

Dreambox.com

**History**

College Board Advanced Placement Classroom

History.com

icivics.org

oyez.org

**Science**

CK12.org

StudyIsland.com

College Board Advanced Placement Classroom

College Board/Khan Academy

**English**

Lexia.com

StudyIsland.com

College Board/Khan Academy

College Board Advanced Placement Classroom

New York Times