



## Executive Education Academy Charter School Continuity of Education Plan

School District	Executive Education Academy Charter School
Superintendent/CEO	Robert Lysek
Address	555 Union Blvd. Allentown, PA 18109
Email/Phone	blysek@ee-schools.org/ 610-841-7044
Website	<a href="http://www.ee-schools.org">www.ee-schools.org</a>

Online Learning Implementation Schedule		
Steps Prior to Closure Plans	Friday, 3/13	Closed building for mass cleaning and sanitation process.
Phase 1: Review & Enrichment and Professional Development	Week of 3/16	Review and Enrichment resources provided for families to maintain academic momentum online. Teachers participated in professional development opportunities online.
Phase 2: Plan For Online Instruction	Week of 3/23	Teachers worked collaboratively to build instructional resources to teach online. Teachers prepared and add students to their Google Classroom. Students will receive an email in their school email address with a link to their Google Classroom.
Phase 3: Recommended Online Instruction for Students	Week of 3/30	Online classes started for students. Instruction was highly recommended.
Phase 4: Required Online Instruction for Students	Week of 4/13	Online classes continued for students. Instruction and services became required and students gained credits and grades.
Phase 5: Offering Summer Learning Online	6/22-7/16	A four week online summer program was offered for K-8 students in an effort to continue learning opportunities for students. High school students were able to take advantage of credit recovery courses online. ESY was offered virtually for special education students who were identified for the 19/20 school year.
Phase 6: Virtual Learning Plan to Begin the 20-21 School Year	9/8-11/11	<p><b>Students will receive their instruction through our Virtual Learning Plan for at least the first quarter of the school year. Our plan will be reevaluated and the format for continuity of education for the remainder of the year will be shared in November. To see specific information regarding the plan see link below.</b></p> <p><a href="#">Virtual Learning Plan</a></p>

Goal of Plan
Students will continue learning and be provided many opportunities to grow in the virtual setting.

## Overview of Plan

The [Virtual Learning Plan](#) is formal teaching and learning similar to that which occurs in the traditional classroom setting. Teachers will assess the learning of their students and make adjustments to instruction based upon student progress. In order to receive grade and credit, students must attend regularly and complete the course requirements.

## Expectations for Teaching and Learning

Online and virtual learning will be made available to all students. Teachers will make certain that all students that participate have the ability to access and participate in instruction. Teachers will specifically consider students with IEPs and English Learners to ensure they are providing the accommodations and support necessary to be sure they can participate meaningfully. It is recognized that services may look a little different but students will receive services and support, as outlined in this plan. There is an expectation of regular participation and coursework completion in order to receive a grade and credit.

Elementary: Students will receive their instruction through the Accelerate Learning Platform. Teachers will be offering synchronous lessons to support the Accelerate Learning curriculum. Teachers and Specialists will provide support sessions for all students through I&E period. Special Education and EL teachers will either co-teach zoom sessions or hold their own small group sessions to give students additional accommodations and modifications, where needed. Please see the [Virtual Learning Plan](#) for more details.

Middle School: Students will receive their instruction through the Accelerate Learning Platform (5th Grade) and Apex Education (6-8th). Teachers will be offering synchronous lessons to support the Accelerate and Apex curriculum. Teachers and Specialists will provide support sessions for all students. Special Education and EL teachers will either co-teach zoom sessions or hold their own small group sessions to give students additional accommodations and modifications, where needed. Please see the [Virtual Learning Plan](#) for more details.

High School: Students will receive their instruction through the Apex Education Platform. Teachers will be offering synchronous lessons to support the Apex curriculum. Teachers will provide support sessions for all students through tutoring and office hours. Special Education and EL teachers will either co-teach zoom sessions or hold their own small group sessions to give students additional accommodations and modifications, where needed. Please see the [Virtual Learning Plan](#) for more details.

Since high school courses are credit bearing, in order for students to receive credit for their courses, they must complete the assignments within the allotted time frame, just as they would if school were in regular session. Teachers will be available during the week for live learning sessions,

available times and links to the meetings will be posted on teachers' Google Classrooms. Special education teachers will also be available for live learning sessions, via Zoom or Google Meet. \*\*\*AP Courses - Students who are enrolled in AP courses are expected to take the AP exam for their respective course. AP teachers will keep students informed with respect to the exam format, dates and submissions.

Any information regarding state testing, PSATs, SATs, AP exams, etc. will be shared in students' Google classrooms and through our communication channels.

Support staff will continue to offer supports such as counseling sessions, GGI, assemblies, tutoring, and one-one support for any student in need. Please refer to our Student Support letter posted on our website.

### Communication Tools and Strategies

Communication will take place through the Google classroom, email, web-based apps, and phone. Teachers will communicate with students daily, and make contact with parents monthly. The following procedures will be in place for each school:

Elementary: Communication will take place through the Google classroom, email, web-based apps, and phone. Teachers will communicate with students daily, and make contact with parents monthly. Family contact will be logged in PowerSchool.

Middle: Communication will take place through the Google classroom, email, web-based apps, and phone. Teachers will communicate with students daily, and make contact with parents monthly. All contact with parents will be logged in PowerSchool.

High: When concerns arise the teacher will reach out to the student first to discuss and then the parent to ensure they are aware of the problem and the solution.

Our community coaches and team leaders will be doing regular home visits, as welfare visits for all students on a monthly basis.

Support staff will also be available for all students to support the social/emotional needs of students during this difficult time. Students are encouraged to email their support staff, such as the school counselor, school psychologist, community coaches, and career advisors if they have questions, concerns, or just need someone to talk to. All emails are listed on the website under the Staff Directory.

### Access (Devices, Platforms, Handouts)

Students who have their own device will be able to access from their own device. Students who do not have a device will be able to loan one from EEACS, adhering to the Borrowed Equipment Agreement. The school will provide Ipads and/or Chromebooks to those in need. Parents should email [techsupport@ee-schools.org](mailto:techsupport@ee-schools.org) for any technical support. Online and virtual learning will be accessed through Accelerate (K-5th) and Apex (6-12th). In addition, teachers will have Google classrooms for offline assignments, announcements, information, etc. Various online resources will be available to students through the Google classrooms.

For families who are in need of wifi/internet, they should contact their child's team leader to request more information on connectivity support.

#### Staff General Expectations

Teacher professional development for virtual instruction will occur in preparation to this initiative and as a continuation to this virtual education journey.

Integration of SEL will continue to be the foundation of all learning and our normative culture will become a virtual culture expectation for all students and staff.

Ongoing communication will take place through email, phone, video conferencing, and web-based applications.

Instruction will be standards-based with formative, summative, and benchmark assessment. Grading expectations will adhere to the EEACS Marking Guidelines. Teachers will provide meaningful feedback to students.

#### Student and Parent Expectations

The Student Code of Conduct for Distant Learning will be adhered to by students. Behavior will be monitored by teachers and team leaders. \*See attached Code of Conduct.

Communication will be a daily expectation between teachers and students.

Expectations for work completion will be to complete all assignments by the due date and/or to work with the teacher for any makeup work.

Students and teachers should have communication daily within the Google classroom, through email, web based applications, or video conferencing.

Students should communicate with support staff, such as counselor, career advisor, and community coach on a biweekly basis.

As students and parents encounter questions unique to their educational situation, they are encouraged to reach out first, to the teacher and if the problem is not resolved they should reach out to their team leader through email or phone call. They will be available to support you and direct your question(s) to the right person if they cannot answer your question(s) directly.

Students are expected to follow their process, as they normally would.

#### Attendance / Accountability

##### Attendance:

Students are expected to be present for online learning, daily, by logging into their daily assembly, GGI, their learning platform (Accelerate and/or Apex), and their Google classroom. Not only are the students expected to ACCESS these virtual learning platforms, but they are expected COMPLETE their assigned work for the day to earn their attendance. See the [Virtual Learning Plan](#) for more information regarding attendance and truancy.

##### Grading:

Students will be held accountable for all of their school work. Grades will be issued as they normally would. Students will receive regular academic feedback and parents will receive regular updates on grades, including report cards at the conclusion of each quarter.

#### Access and Equity for All Students

Our Multi-Tiered System of Support (MTSS) program will be facilitated through the virtual learning plan. Students will be identified and receive intervention if they are in need. Progress will be regularly monitored for all students through benchmark testing and formative assessment.

Our Student Assistant Program (SAP) will also be facilitated through the virtual learning plan. Students, parents, teachers, and staff are able to submit a SAP referral for any student that is struggling with academics due to outside factors.

#### Special Education Supports

Students will receive specially designed instruction, as outlined in their IEP. Special education teachers and related service personnel will provide direct instruction in small groups/one-on-one via video conferencing if prescribed in their IEP.. Special education teachers and related service personnel will consult with general education teachers to support students, as they access grade level expectations. Accommodations and modifications will be provided through instructional materials in the Accelerate and Apex platforms. See the [Virtual Learning Plan](#) for more information.

#### EL Supports

Students will receive English language support through the general education curriculum with the support of English language teachers. English language teachers will support both students and teachers with academic resources to engage students in the English language in a meaningful way. For students who participate in small group instruction with an EL teacher, they will have the opportunity to continue to participate in small group instruction. English Language courses, for those students who are enrolled in an ELD course, will be provided to students at the high school level.

#### Gifted Education

Students will receive enrichment and/or acceleration as outlined in their GIEP. Gifted education teachers will consult with general education teachers to support students, as they access grade level expectations. Accommodations and modifications will be provided through instructional materials in the Google classroom.

#### Building/Grade Level Contacts

##### District Level:

CEO- Bob Lysek

COO- Steve Flavell

CAO- Tiffany O'Brien

CSD K-6- Tamara Klas

CSD 7-12- Cliff Harmon

CSS- Michael Ricuitti

##### Building Level:

DCI ES- Kiersten Yeakel

ES Team Leaders- Rebecca Ripka and Thomas Bell

DCI MS- Stephanie Hutzayluk

MS Team Leaders- Bob Burcin and Larry Ford

DCI HS- Heidi Becker

HS Team Leaders- Stephen Wiltshire and Andrew Waldron

Staff Directory:

<https://ee-schools.org/about/charter-school-administration/staff-directory/>

#### Resource Links

[www.ee-schools.org](http://www.ee-schools.org)

[Virtual Learning Plan](#)

<https://ee-schools.org/wp-content/uploads/Online-Educational-Resources.pdf>