

## Continuity of Education Plan

School District	TECH Freire Charter School
Superintendent	Charles Ware
Address	2221 N. Broad St. Philadelphia, PA 19123
Email/Phone	techfreireceo@techfreire.org
Website	Techfreire.org

Goal of Plan
<p>The goal of the TECH Freire Charter School Continuity of Education Plan is to establish planned instruction through online learning for students during the COVID-19 closure period. TECH Freire convened a cross-network task force of network leaders, school leaders, and educational specialists in the days immediately following the school closure to ensure equitable technology access for every student and to develop a formal distance learning plan for grades 9-12 to guide instruction for the remainder of the school year. As a result of their work, TECH Freire has connected every student with a Chromebook, Internet access, and has established a plan to utilize Google Classroom and Zoom to deliver formal online instruction for the remainder of the 2019-20 school year.</p>

Overview of Plan
<p>TECH Freire’s instruction plan for the remainder of the 2019-20 year is divided into four phases to ensure students, families, and staff can transition smoothly to online distance learning.</p> <p>Phase 1: Enrichment and Review and Coordinating Technology Access (3/23 – 4/20):</p> <ul style="list-style-type: none"> <li>- Subject level resource guides are distributed to students by grade. Students have daily opportunities to receive subject-specific support from their Teachers via Zoom.</li> <li>- Technology access ensured for all student families; Chromebooks are ordered for each student and Internet access is coordinated and installed at homes of students in need.</li> </ul> <p>Phase 2: Completing Quarter 3 and Preparing for Quarter 4 Distance Learning (4/20-5/1)</p> <ul style="list-style-type: none"> <li>- Teachers complete student grades for the Quarter 3 marking period and provide students with assignments to increase their final Quarter 3 grade. Students are encouraged to continue with enrichment and review by completing resource guides and interacting with teachers and staff until the start of Quarter 4.</li> <li>- Teachers and staff adapt lesson plans and other school programming to distance learning format to prepare for Quarter 4 instruction via Google Classroom.</li> </ul>

- Outreach campaign established to notify families of the academic programming shift via, e-mail, phone call, newsletter, and the school’s website.
- Every TECH student has been delivered a Chromebook and connected with Internet access.

Phase 3: Quarter 4—Distance Learning at TECH Freire (5/4-6/12)

- Distance learning lessons begin for Quarter 4 using Google Classroom and Zoom.

Phase 4: Closing Out the 2019-20 School Year

- All make-up work is completed, and all grades are finalized.
- Summer school and extended school year programming is established.

### Expectations for Teaching and Learning

Phase 1: Enrichment and Review and Coordinating Technology Access (3/23 – 4/20):

During the first phase of school closure, our plan for learning was centered on enrichment and review. Non-graded resource guides for each grade and subject were distributed to students during Phase 1 as technology and Internet access were established at every student’s home.

Phase 2: Completing Quarter 3/ Preparing for Quarter 4 Distance Learning (4/20-5/1)

During Phase 2, teachers were responsible for coordinating and distributing any make-up assignments for outstanding Quarter 3 work to complete grading for the marking period. Additionally, teachers and staff prepared for Quarter 4 distance learning by modifying and developing their Quarter 4 lesson plans for Google Classroom, attending professional development sessions, and communicating the instructional shift to students and families. Student learning during phase 2 included completion of any Quarter 3 make-up work and/or continuing with resource guide activities.

Phase 3: Quarter 4—Distance Learning at TECH Freire (5/4-6/12)

Formal planned instruction via distance learning begins in Phase 3. All students have been delivered a Chromebook and are connected with Internet access, at the school’s cost, as necessary. Teachers are conducting lessons and grading student work via Google Classroom and Zoom. Each teacher’s lesson consists of direct asynchronous video instruction, student practice, and an exit ticket or submission activity. Each week, all students will be taught 2 new lessons in each subject and each lesson will have a graded assignment that will be a part of the student’s final grade. All teachers will hold AM and PM office hours via Zoom on the day they are teaching to support students in completing assignments.

Phase 4: Closing Out the 2019-20 School Year

Phase 4 will require teachers to finalize Quarter 4 grades as well coordinate and distribute any make-up work for students with outstanding assignments. TECH will coordinate and plan for summer school and extended school year programming.

### Communication Tools and Strategies

Outside of Google Classroom, all teachers are available via phone, email, or Zoom for students to ask for support with assignments and activities and/or just to check in. Students and families are also kept

updated of school notifications and other important information using the following communication tools: mail lists, school messenger automated calls, the school website, and social media.

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

To ensure the delivery of resource guides and establish teacher and staff communication with students and families, TECH Freire first determined the need for technology and any barriers to access across the Network. During the week of March 16, a survey was sent to all Freire families requesting information about technology availability in their homes. Survey results illustrated that across the network, most students had internet at home, but many did not have a computer. Additionally, when multiple children are present in a household, typically technology needs to be shared among everyone in that household. We have been mindful this information while creating our learning materials throughout the closure period

During the week of March 23, we made personal phone calls to all families/students who had not responded to our emails and automated calls. After completing these calls, we decided to purchase Chromebooks for every student and began to develop a solution to connect families without WIFI to the Internet. Chromebooks and Internet access were distributed to every student in need by the end of phase 2 to ensure students are prepared to participate in Quarter 4 distance learning by 5/4/2020.

The Freire Schools Network is using Google Classroom as its primary platform for planned instruction. Students will also use online curriculum resources that support lessons and supplemental curriculum resources to support students in credit recovery and special education students.

#### Staff General Expectations

Teaching staff will plan and prepare remote instruction for the remainder of the school year and will remain available and responsive to student needs.

Specifically, teachers are responsible for ensuring their lessons are complete and accessible to students on Google Classroom as well as holding regular AM and PM office hours to support students. Teachers will attend professional development sessions to ensure instruction is of the highest quality. They will also update gradebooks on a regular basis to ensure timely submission of report cards and provide meaningful feedback on student learning.

### Student Expectations

TECH expects that all students will complete their learning activities and assignments to the best of their ability as if they were in school. Students will engage in lessons and complete all online assignments. Teachers will, however, recognize and account for the fact that many families are experiencing hardships right now and parents and students may need accommodations such as deadline extensions or other flexibility in the learning program. Throughout each phase, students and staff are expected to follow our Code of Conduct and Technology Policies, as well as the terms of any other technology agreement created during this time.

### Attendance / Accountability

TECH Freire students will receive attendance credit for submitting daily assignments and teachers will track each assignment in their gradebook.

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

We are making every effort to consider and strive for equity through multiple lenses and at every decision point. First, we identified that delivering planned instruction prior to ensuring that each student has a dedicated laptop and internet access, would exacerbate inequity for students who do not have the devices and internet connections necessary to engage with instruction delivered online. Therefore, we elected to provide enrichment and review only until we could address technology inequities. We have been able to successfully connect each student with a Chromebook and Internet access to begin distance learning for Quarter 4.

We recognize that there are additional types of circumstances that may indicate that a student requires extra attention in order to ensure equity, including those experiencing housing insecurity. Our Network Office is working with school homeless liaisons to develop plans to best reach these students, and we also continue to look out for any other types of barriers that we may need to address.

### Special Education Supports

Special education teachers have adapted and modified lessons for students with IEPs and/or 504 Plans in Google Classroom and will continue to provide support within selected regular education classrooms. Special education teachers hold daily AM and PM office hours and seniors have additional hours allotted outside of regular office hours to meet with the special education team about graduation and closing out the year. Students are encouraged to reach out to and work with their special education teachers in the same way as they do with general education subject area teachers. Regarding related services, TECH has a teletherapy program that is providing students with individualized counseling and support, including remote occupational therapy and speech and language therapy, to ensure continuation of care during the closure period. TECH is continuing to hold annual IEP meetings for families who are able to meet remotely during this time. The Special Education team is working to send each family notice of the flexibility and adjustments in delivery of IEPs that will be necessary during the time the school building is closed, as required by Act 13.

Parents of students with IEPs may communicate with the special education team at any time through email or phone to share any questions or concerns they may have during the closure.

### EL Supports

Our English Learner (EL) coordinators have contacted each identified EL student and/or their family personally to ensure that they are able to access Google Classroom and to find out about any potential access barriers. Our EL instructors are serving as co-teachers in content classes to provide support to EL students and providing weekly hour-long support sessions to each EL student one-on-one. They will also be modifying assignments as needed for the EL students and have dedicated office hours available to work with our EL students one-on-one. The LanguageLine translation service is also available for any family who wishes to speak with a school staff member in a language other than English.

### Gifted Education

Gifted education instruction is not applicable to TECH Freire's Continuity of Education Plan.

### Building/Grade Level Contacts

CEO/ Head of School: Charles Ware ([techfreireceo@techfreire.org](mailto:techfreireceo@techfreire.org))

### Resource Links

None