

Continuity of Education Plan

School District	Passport Academy Charter School
Superintendent	Mr. Jeffrey Jackson Principal/CEO
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Goal of Plan

Passport Academy Charter School's primary goal is to ensure the health, safety, and welfare of our students and that our students are provided a Free and Appropriate Public Education through an effective continuity of education plan. During this school closure, Passport Academy Charter School students will engage in planned instruction as well as enrichment and review.

Overview of Plan

The Passport Academy Continuity of Education plan is aligned with our charter in serving students aged 17 to 21 obtain their high school diploma. We are a blended charter school that has both brick and mortar and an online components. We have communicated to our families that safety is our primary concern. Also, Passport Academy will provide students with additional remote instruction to help them reach their potential. Additionally, the provisions of the plan endeavor to follow the vision of the school to empower and inspire student to be prepared, engaged, and responsible citizens.

Expectations for Teaching and Learning

Teachers will plan for student learning and will begin to deliver assignments and projects. Teachers are scheduling online office hours, video check-ins, telephone calls, and will continue to collect data to assess learning. Each student has a laptop and have their devices at home. We are making accommodations for students without reliable internet including the creation, distribution, collection of packets, and the purchase of additional hot spots. Our focus is on the critical standards needed in each of the content areas. Our rationale is that we endeavor to keep students engage in the educational process to the best of our ability based on the unprecedented circumstances. Our recommended guidelines for maximum student commitment each day as we start remote instruction. Students will receive three hours of instruction daily, which is our current practice within the brick-and-mortar environment.

Communication Tools and Strategies

Constant communication is essential. All official District updates and information regarding COVID-19 from Mr. Jackson and building administrators will be sent via our K12 platform by email, text or phone. Staff will use official Passport Academy communication methods to communicate with families and students including phone and email.

Access (Devices, Platforms, Handouts)

All students have a laptop and have their devices at home. Teachers are primarily using our K-12 platform, Zoom meetings, telephone calls/meetings, and email communications. All teachers are using Zoom meetings and email for their office hours. Accommodations for students without reliable internet will include the creation, distribution, and collection of packets at a central location

Staff General Expectations

Instructionally, Passport Academy will address the critical standards for the remaining weeks of the school closure. Academically, teachers will prioritize what is most important. We are stressing communication and connection with the students and their families. Instructional staff has designated times to be on-line, provided on-line office hours, and remains accessible for students and families.

Student Expectations

Grades 10-12 - Daily Learning Time: 3 total hours a day inclusive of all classes
Recommend time: Instructional time for each class may vary depending upon the instructor and how they determined the level of differentiation, the pacing of the class, and individual student needs.

Daily learning time can include:

- Reading and reflection
- Writing
- Recorded lectures
- Video lectures
- Handouts or other learning activities
- Discussion boards
- Online resources
- Content-based activities

School Counseling Services:

- Communication with students is encouraged as some may be experiencing additional stressors.
- Continue to share mental health resources with families.
- Career and College Readiness will continue based on updated ESSA guidelines from PDE.

Attendance / Accountability

Teachers will report to the building administration data on student engagement. Administration and staff will intervene with families to improve attendance and student engagement. Initially, we will focus on asynchronous instruction supported by office hours for students. Additionally, we are using the completion of student work to inform our instructional process and relying less on traditional grading.

Good Faith Efforts for Access and Equity for All Students

- Individual Classes and Support Services. Passport Academy Charter School will make a good faith effort at Free Appropriate Public Education (FAPE) and equitable access.
- Provide appropriate learning activities for students.
- Collaboration between General and Special Education regarding lesson planning and lesson execution is important.
- Investigate and determine whether newly introduced apps/platforms are accessible to a student based on the student's unique needs.
- Maintain communication with families to the best of staff ability.
- Follow guidance from the USDE, PDE, and the General Assembly.

Special Education Supports

Special Education Teachers and Related Service providers will provide online virtual learning including instructional 1:1 and/or small group sessions, schoolwork packet distribution, instructional telephone calls and other curriculum based instructional activities.

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The Special Education department will provide a temporary IEP amendment to parents as necessary, as well as Prior Written Notice (PWN/NOREP) to parents outlining the virtual IEP plan including any modifications and specially designed instruction being provided. Special Education Teachers and Related Service providers will provide ongoing documentation and communication with parents and the IEP team.

The Director of Special Education will provide parents with an informative letter outlining Special Education procedures and supports, including the new process for ER/RR/IEP meetings and supports as well as contact information during the school closure

EL Supports

ELL services will provide students with online virtual learning instruction including 1:1 and/or small group sessions, schoolwork packet distribution, instructional telephone calls or other curriculum based instructional activities. Passport Academy will access AIU 3 supports in order to meet families' unique needs including any documents or district communications that need translated. The Director of Special Education will be available for parent questions via email or phone.

Gifted Education

Gifted Education of will provide online virtual learning including 1:1 and/or small group sessions as well as instructional telephone calls and other curriculum based instructional activities.

Gifted Education will provide appropriate learning activities for students and continue to support students with independent gifted projects/assignments. The Director of Special Education will be available for parent contact via email or phone.

Building/Grade Level Contacts

Principal/CEO: Mr. Jeffrey Jackson (jjackson@hhpacs.org)

Director Of Special Education: Dr. Ray Milke (rmilke@hhpacs.org)

Dean of Students: Ms. Manns (shmanns@hhpacs.org)

Lead Teacher: Mr. Raymond Rall (rrall@hhpacs.org)

Resource Links

For a complete listing of education and community-based resources, please visit <https://pacs.k12.com/>