



## **Continuity of Education Plan 2020-2021 School Year**

**Howard Gardner Multiple Intelligence Charter School  
1615 East Elm Street  
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The Mission of the Howard Gardner Multiple Intelligence Charter School (HGMICS) is to provide an approach to K-8 grade education that cultivates the potential of each student through the development of his/her Multiple Intelligences (MI). By focusing on project-based experiences and real-world applications of knowledge, we aim to empower our young people to become independent, self-directed learners, who proactively problem-solve to positively change the world.

## **Howard Gardner Multiple Intelligence Charter School Continuity of Education Plan for Reopening the 2020-2021 School Year**

### Overview

Howard Gardner Multiple Intelligence Charter School (HGMICS) currently has 298 students enrolled across Kindergarten through Eighth grades (K-8). The number of instructional staff, including classroom aides and administrative/professional/support staff, is at 53. The School's Health and Safety Plan identifies that the school building will reopen on August 31, 2020 with a hybrid A/B schedule. This hybrid model applies to both an at-school and an all-remote program offering to currently enrolled families. (See HGMICS Continuity of Education Summary Chart attached.)

Based on family communications with the School, sixty-nine of the School's 298 K-8 students will be learning all-remote. The remaining 229 students will be learning at the school. Both groups will alternate between an at-school (in person instruction) or synchronous (remote) session followed by a day of independent remote learning activities and assignments accessed through the School's learning management system, Schoology.

At all times, the School's Continuity of Education Plan is subject to federal, state, and local mandates concerning the health and safety of the students and families we serve, as well as our staff. The School's Continuity of Education Plan is in accordance with the School's Health and Safety Plan, subject to guidance from the Pennsylvania Department of Education (PDE).

### Hybrid and All-Remote Programs for K-8 Students

The Kindergarten hybrid program is structured differently in that the total population, n=32, is divided into an A/B group, of which six are all-remote. Of the two certified kindergarten staff, one will teach at the school. The second certified teacher will teach remotely every day. The kindergarten students are the only population that will receive daily direct instruction. Additionally, two teacher aides support the Kindergarten population.

The Primary Pod, n=72, is divided into three integrated grade-level (Grade 1 and 2) homerooms, each taught by a certified teacher. Each homeroom is considered a cohort that is then scheduled to an A or B day of at-school instruction. Thirteen of the primary students will be all-remote. A fourth certified teacher will instruct the all-remote group of students.

The Intermediate (Grades 3 and 4, n=72), Upper (Grades 5 and 6, n=68), and the Senior Pod (Grades 7 and 8, n=54) are divided into three integrated grade-level homerooms each representing a contained cohort. The ten teachers in these Pods are departmentalized; therefore, they will rotate throughout the day to each homeroom to instruct their specific subject. Four different certified teachers provide subject level, synchronous instruction to the

all-remote cohorts of which 18 students are scheduled from the Intermediate and 16 students from the Upper as well as 16 from the Senior Pod.

In addition to the four core subjects (ELA, Math, Cultures and Science), the School offers four specialty courses: art, music, Spanish, and physical education/health. All subjects will be taught at school except Spanish that will be taught in a synchronous session. (Mandarin Chinese will not be offered this school year but will resume in 2021-22)

All K-8 students have an individually assigned school-owned electronic device/carry case and charger to support live and remote instruction. Students that attend the at-school program will travel to and from school with their device each day. Additional instructional supplies and materials have been purchased to limit the amount of sharing needed to execute the curriculum with fidelity. Electronic devices and needed instructional materials will be distributed to the all-remote students August 28, 2020 and throughout the year, as needed.

#### HGMICS Response to Pennsylvania Department of Education (PDE) Requirements

- A. The proposed school calendar and academic schedule(s) will provide all students the planned instruction needed to attain the relevant academic standards set forth in Chapter 4.*

The Howard Gardner Multiple Intelligence Charter School (HGMICS) proposed school calendar and academic schedule will reopen with a schoolwide hybrid A/B schedule. There are two hybrid programs for families to choose from, an all-remote hybrid schedule or an at-school hybrid schedule. Both programs provide continuity of instructional activities and assignments relevant to the academic standards outlined in Chapter 4 to students five days a week, with direct instruction from a certified teacher five days over ten days either at the school or through synchronous sessions via the learning management system, Schoology. All curriculum materials that HGMICS staff utilize for planned instruction are aligned to either the PA Core Standards, the National Common Core Standards, and the Next Generation Science Standards.

- B. The proposed school calendar and academic schedule(s) allow sufficient instructional time necessary for content mastery and provide instructional blocks for each grade level and content area.*

The proposed school calendar and academic schedule provide adequate instructional time for students to progress toward mastery of an integrated grade-level curriculum. The hybrid A/B schedule permits teachers to provide instruction to cohorts of children; cohorts will be no larger than 12 students in the primary and middle school grades. The schoolwide instructional calendar includes all the core academic subjects as well as specialty programs, such as art, music, physical education and health, and Spanish. While students' schedules will alternate between at-school or synchronous sessions and remote days of independent extension curricula, the opportunity to focus on growth, application, and depth of knowledge for all

students align with the School's educational philosophy and mission.

- C. *The proposed school calendar and academic schedule(s) provide at least 900 hours (elementary) and 990 hours (secondary) of in-person instruction and/or remote learning for all students. (Such time may include synchronous and/or asynchronous instruction.)*

The 2020-2021 School calendar is scheduled to begin on August 31, 2020 and conclude on June 4, 2021. The 900 hours of in-person instruction and remote learning includes both synchronous and asynchronous instruction, is accounted for in the hybrid schedule. (See School Year Hybrid Calendar attached.) The School did reschedule its start date by one week to provide additional time for returning instructional staff to focus on preparing classrooms and Schoology course pages, approved by the Board at their June 2020 meeting. The schoolwide instructional schedule continues to offer all of the core academic subjects as well as specialty programs, such as art, music, physical education and health, and Spanish, and whether at school or in the all-remote program, students' schedules align to the schoolwide calendar and schedule.

- D. *The proposed school calendar and academic schedule(s) define instructional time for students as time in the school day devoted to instruction and instructional activities under the direction of certified school employees. (Such time may include synchronous and/or asynchronous instructional activities.)*

The proposed school calendar and the academic schedule defines for grades K-8 both 55- and 45-minute periods for all core academic subjects and specialty courses. The schoolwide hybrid schedule provides both at school or synchronous days of direct instruction as well as remote days of instructional extension and investigative activities under the direction of a certified school employee. Students enrolled in the all-remote hybrid option will be taught by certified teachers employed by the School specifically for this program and who are different teachers than those instructing the at-school program. These two simultaneous programs include direct instruction and instructional activities during the school day that address the School's responsibility to instructional time.

- E. *Clearly defined systems for tracking attendance and instructional time will be implemented to ensure student engagement in remote instruction.*

HGMICS follows all School Code expectations for student attendance. The hybrid schedule requires us to extend the in-person attendance expectation to a definition that student attendance is the time students are either physically at school or have some type of contact with learning activities during the school day. When students are at the school building for instruction, the school will follow its standard attendance policy for tracking student attendance as present or absent. Remote learning days and all-remote programming attendance tracking is described below.

- Remote day attendance consists of monitoring student logins to assigned coursework in Schoology that students accessed and completed the instructional materials and activities as assigned by a certified teacher.
- All-remote synchronous day attendance confirms that students participated in virtual instruction.
- In addition to completion of assignments or participating in live sessions, synchronous or remote day attendance confirmation can also include artifacts, such as transcripts of chats, poll results, and exit tickets.

HGMICS has adopted the matrix as defined by PDE under the section *Measuring, Reporting, and Improving Attendance in SY 2020-2021* to provide clear guidance for both teachers and families how remote assignments account for the student's daily attendance record. The School's learning management system, Schoology, permits the school to track student access to course content as well as adequate completion of assignments to support the attendance decision of being present or absent. In addition to simply monitoring students' access and completion, teachers will provide a **timestamp** on each remote assignment to account for instructional time as it pertains to the teacher unit plan.

Access/Completion Combinations	Confirmation of Access	Timely Submission of Assignment	Attendance Decision
Evidence of Access and Completion	Yes	Yes	Present
Evidence of Completion, but not Access	No	Yes	Present
Evidence of Access, not Completion	Yes	No	Absent
No Evidence of Access or Completion	No	No	Absent

*F. The LEA acknowledges that it must provide Free and Appropriate Public Education (FAPE) during this pandemic-related emergency.*

The Howard Gardner Multiple Intelligence Charter School (HGMICS) continues to follow federal IDEA law, guidance from the Pennsylvania Department of Education (PDE) and 22 PA Code concerning charter schools, in accordance with the Charter School's Health and Safety Plan for the 2020-2021 school year. For students with disabilities with Individualized Education

Programs (IEPs) and for students with Other Health Impairments with Section 504 Plan, all matters will be addressed individually with Parents, along with the IEP Team or the Section 504 Coordinator, respectively. HGMICS will provide the option for those students with IEP/504 plans to come into the school on their remote days for needed services.

*G. The proposed school calendar and academic schedule(s) ensures ESL services for English Learners.*

At the time of submitting the proposal for the school calendar and academic schedule, the School does not have students that require ESL services for English Learners. If we have students enroll that need ESL services, we will identify certified staff to support these learning needs.

*H. Clearly defined and ongoing systems for evaluating the quality and outcomes of instructional delivery will be implemented, at least quarterly, and necessary adjustments will be made when data highlight concerns about quality, equity, and/or lack of progress in student learning.*

The School will be continuously monitoring the outcomes of its Reopening Instructional Program Plan, which includes the quality and equity of instructional delivery as well as tracking progress in student learning. The Operations Coordinator will monitor student attendance and report to both the Principal and School Counselor students that may not be adequately attending to daily attendance requirements. Teachers and staff may report to the Child Study Team students of concern to ensure that student learning progress is addressed. The Principal will supervise all Schoology coursework as well as to conduct daily walkthroughs to monitor in-class instruction and attendance. Also, the Principal will survey all families and staff mid-trimester to gain more comprehensive data on how the overall program is working for everyone.

When students return to school, schoolwide benchmarks and screeners will be administered to identify where students' learning is at the beginning of the school year. The school operates on a trimester schedule, with mid-semester internal reporting to monitor student progress. If students need additional support to access the instructional materials successfully or to gain a greater understanding of the content, the school will address those students specifically to identify what support can be offered. The school will also offer virtual tutoring and enrichment opportunities that will support all students' progress toward mastery of the integrated grade-level content.

The School currently plans after the first trimester (in November 2020) to re-evaluate student attendance in either the all-remote or at-school program offering and to provide, at that time, the ability for students, based upon parent/guardian requests, to transition to the alternate program for the next trimester. If extenuating circumstances present themselves at any time during the first trimester, the school will work with families and teachers on a case-by-case basis.

**Howard Gardner MI Charter School**  
**Reopening Hybrid Continuity of Education Summary Chart, 2020-2021**

<b>HEALTH ZONES</b>		<b>Yellow Zone</b>	
<b>Type of Program</b>	<b>Full Remote Program</b>	<b>Hybrid A/B Days</b>	<b>Hybrid A/B Days, 6ft Physical Distancing Required Full Student population in otherwise</b>
<b>Classroom Configuration</b>	Virtual Classroom	Classroom square footage ranges to accommodate 14-20 persons. Hybrid A/B Schedule permits the School to provide adequate physical distancing within classrooms.	No more than 12 students in classroom on any given day. All desks are 6ft distanced and facing the same direction. Teachers and Aides are mindful of 6ft distancing for instruction but may be at closer to assist students.
		No more than 12 students in classroom on any given day. Desks are 6ft distanced and facing the same direction. Teachers and Aides are mindful of 6ft distancing for instruction but may be at a closer distance to assist students.	When 6ft distancing is lifted, desks would be set a 3ft distance.
		While students are contained to homeroom classrooms, masks or face protective coverings, allow for peer interactions and physical movement to not be restricted.	While students are contained to homeroom classrooms, masks or face protective coverings, allow for peer interactions and physical movement to not be restricted.
<b>Instructional Format</b>	Synchronous instruction will be scheduled based on A/B schedule and groups.	Student A/B groups physically at school five-days over a two-week schedule.	While 6ft physical distancing is mandated in a green zone the A/B scheduled will continue as described in the yellow zone.

	Students access curriculum through Schoology and other educational resources.	Days that students are not at school, they independently access the curriculum remotely.	When 6ft distancing is lifted, all students would be welcomed back to campus with continued health and safety protocols implemented.
<b>Student Cohorts</b>	Integrated grade-level student groups (cohorts) are assigned to an A/B day schedule. Student cohorts access synchronous and asynchronous curriculum. Student cohorts will not be larger than 12 students, with attention to a balance between both grades.	Integrated grade-level student groups (cohorts) are assigned to an A/B day schedule. When in a yellow zone, students are on campus for five full days of instruction over a two-week period of time. When students are not at the school, they access independent assignments through Schoology. Student cohorts will not be larger than 12 students, with attention to a balance between both grades allowing for 6ft distancing within the classroom.	Integrated grade-level student groups (cohorts) are assigned to an A/B day schedule. When 6ft physical distancing is required, students are on campus for five full days of instruction over a two-week period of time. When students are not at the school, they access independent assignments through Schoology. Student cohorts will not be larger than 12 students, with attention to a balance between both grades allowing for 6ft distancing within the classroom. When less than 6ft distancing is permissible, full homerooms (24 students) will be at school five days a week, with integrated instruction continuing.
<b>Instruction</b>	All instruction will take place remotely through the learning management system, Schoology.	Half the student population will physically be at school five full days over a two-week period. The days students are not on campus, they access the curriculum remotely through Schoology.	When 6ft distancing required, half the student population will physically be at school five full days over a two-week period. The days students are not on campus, they access the curriculum remotely through Schoology.



		IEP/504 students invited to campus for five day during hybrid schedule. Students will continue to follow hybrid schedule, though remote days they would be at school to receive related services and work independently on remote assignments as assigned by certified teacher.	
	Students will follow hybrid A/B schedule and log into classes at specific scheduled times for direct instruction. Schoology has a virtual meeting capacity.	The diversity of our academic and enrichment programming will continue during the hybrid schedule.	The diversity of our academic and enrichment programming will continue during the hybrid schedule.
		Students in grades K-6 are contained to their homeroom classrooms for all instruction, with gym being an exception. Grade 7 & 8 cohorts will rotate classrooms with organized transitions: students will line up in Pod hallways with masks on and wait for each classroom to be disinfected. Once a classroom disinfected, one class at a time will transition into the assigned classroom.	Students in grades K-6 are contained to their homeroom classrooms for all instruction, with gym being an exception. Grade 7 & 8 cohorts will rotate classrooms with organized transitions: students will line up in Pod hallways with masks on and wait for each classroom to be disinfected. Once a classroom disinfected, one class at a time will transition into the assigned classroom.
		Grades 3-6 subject teachers will rotate to each homeroom throughout the day.	Grades 3-6 subject teachers will rotate to each homeroom throughout the day.
		Specials classes will be on a block schedule, rotating through all homerooms throughout the month. Group work prohibited if students are not wearing masks.	Specials classes will be on a block schedule, rotating through all homerooms throughout the month. Group work prohibited if students are not wearing masks.

		Teachers are encouraged to utilize the outdoors as much as possible for instruction.	Teachers are encouraged to utilize the outdoors as much as possible for instruction.
<b>Instructional Materials</b>	K-8 students assigned an individual electronic device that includes a carry case and charger. When the school is mandated to close, students will access all of their course content through Schoology and other curriculum resources. Students hybrid schedule remains in effect, including working independently on remote days.	K-8 students assigned an individual electronic device that includes a carry case and charger. Electronic devices are to transported to and from school each day to accommodate instruction.	K-8 students assigned an individual electronic device that includes a carry case and charger. Electronic devices are to transported to and from school each day to accommodate instruction.
		All student instructional/learning materials will be contained in individual/personal plastic bins. All textbooks, workbooks, pencils, etc. are kept in this bin with no exceptions.	All student instructional/learning materials will be contained in individual/personal plastic bins. All textbooks, workbooks, pencils, etc. are kept in this bin with no expectations.
		To the greatest extent possible, students are provided with personal sets of manipulatives, task work materials, laboratory materials, experiential materials. If materials must be shared, they are disinfected after each use. Students must wash hands before and after an activity that would require sharing materials.	To the greatest extent possible, students are provided with personal sets of manipulatives, task work materials, laboratory materials, experiential materials. If materials must be shared, they are disinfected after each use. Students must wash hands before and after an activity that would require sharing materials.
			Instruction as describe in the Yellow Zone when 6ft distancing required. If less than 6ft permissible, whole student population will be welcomed back to the school for five days a week.

<b>Recess &amp; Lunch</b>	No Lunch or Recess	Student lunch scheduled in the classroom. School lunch will be served only at the classroom. Recess is scheduled to allow each cohort time outside with proper distancing in place.	Students may have lunch in the lunchroom with 6ft distancing monitored. Hot lunch will be served. Recess is scheduled to allow each cohort time outside with proper distancing in place.
	Student attendance is tracked and monitored through Schoology. Students will be required to participate in live sessions following their hybrid schedule as part of attendance policy, complete all work as posted by the teacher/s. As directed by our certified teachers, virtual sessions and assignments include a <b>time to complete</b> stamp to monitor attendance for assignments.	Students need to have clothes/ footwear for all weather conditions so they may access the outdoors for recess.	Students will need to have clothes/ footwear for all weather conditions so they may access the outdoors for recess.
<b>Schoology &amp; Attendance</b>	Student attendance is tracked and monitored through Schoology. Students will be required to participate in live sessions following their hybrid schedule as part of attendance policy, complete all work as posted by the teacher/s. As directed by our certified teachers, virtual sessions and assignments include a <b>time to complete</b> stamp to monitor attendance for assignments. Completion of assignments is expected as teacher directed. *Follow school attendance protocol for sick days.	Student attendance is tracked and monitored through Schoology. On remote days, require students to complete all work as assigned by the certified teacher/s. All remote assignments will include a <b>time to complete</b> stamp to monitor attendance for remote days. Completion of assignments is expected as teacher directed. *Follow school attendance protocol for sick days.	Student attendance is tracked and monitored through Schoology. When 6ft distancing is in effect, remote days require students to complete all work as assigned by the certified teacher/s. All remote assignments will include a <b>time to complete</b> stamp to monitor attendance for remote days. Completion of assignments is expected as teacher directed. *Follow school attendance protocol for sick days.
			When less than 6ft program is in effect, attendance is not tracked through participation in remote programming.
<b>Masks</b>	N/A	Masks are required at all times when students are less than 6ft physical distancing.	Masks are required at all times when students are less than 6ft physical distancing.

		<p>Teachers are required to wear masks or shields at all times. If a teacher chooses to wear a shield, they must wear a mask at less than 6ft.</p> <p>Schools may allow students to remove face coverings when students are:  Eating or drinking when spaced at least 6 feet apart; Seated at desks or assigned workspaces at least 6 feet apart; Engaged in any activity at least 6 feet apart (e.g., face covering breaks, recess, etc.); or when wearing a face covering creates an unsafe condition in which to operate equipment or execute a task.</p> <p>Group work prohibited if students are not wearing masks.</p>	<p>Teachers are required to wear masks or shields at all times. If a teacher chooses to wear a shield, they must wear a mask at less than 6ft.</p> <p>Schools may allow students to remove face coverings when students are:  Eating or drinking when spaced at least 6 feet apart; Seated at desks or assigned workspaces at least 6 feet apart; Engaged in any activity at least 6 feet apart (e.g., face covering breaks, recess, etc.); or when wearing a face covering creates an unsafe condition in which to operate equipment or execute a task.</p> <p>Group work prohibited if students are not wearing masks.</p>

## All-Remote Program

<b>Type of Program</b>	All-Remote
<b>Classroom Configuration</b>	Students classrooms are their remote location. Kindergarten and Primary Pod all-remote students are taught by one remote teacher. Grades 3-8 all-remote students are taught by subject specific remote teachers.
<b>Instructional Format</b>	All-remote students follow the schoolwide hybrid A/B schedule. Students "at school" day consists of synchronous instruction accessed through Schoology, which may mirror the hybrid schedule for academic subjects and specials. Remote days require students to complete assignments independently.
<b>Student Cohorts</b>	Integrated grade-level student groups (cohorts) are assigned to an A/B day schedule. Student cohorts access synchronous and asynchronous curriculum. Student cohorts will not be larger than 12 students.
<b>Instruction</b>	Students access curriculum through Schoology and other educational resources as distributed and assigned by the lead remote teacher.

<b>Instructional Materials</b>	K-8 students are assigned an individual electronic device that includes a carry case and charger. All-remote students will need to have instructional materials picked up at the school as designated by the lead remote teacher, and they may receive additional materials in the mail.
<b>Schoolology &amp; Attendance</b>	Student attendance is tracked and monitored through Schoolology. Students will be required to participate in live sessions following their hybrid schedule as part of attendance policy, complete all work as posted by the remote teacher/s. As directed by our certified teachers, virtual sessions and assignments include a <i>time to complete</i> stamp to monitor attendance for assignments. Completion of assignments is expected as teacher directed. *Follow school attendance protocol for sick days.