



District or Charter School Name

Canaan Community Academy

Section One: Delivery of Learning

1. Describe how you will deliver continuous learning opportunities for all students, including special student populations.

Canaan Community Academy(CCA) will deliver continuous learning opportunities for all students, including special student populations.

Beginning the week of April 6, 2020 through May 29, 2020. Teachers will create and post instructional videos every Monday, Wednesday, and Friday. Students have one week (Tuesday to Tuesday) to view videos and complete the activities. The instructional videos will also be posted to Canaan Community Academy YouTube channel.

Videos appropriate for all students are made public; this will be music, art, gardening, character education, SEL lessons plus staff reading books to students and so much more. All staff from the secretary, bus driver, administration and teachers will continue to share informative videos which are also shared on CCA social media. Classroom teachers also share a link to these videos in Class DOJO.

Class specific videos will be set to private and the link shared with each applicable student through Class DOJO. This is an application that has been used all year that families are familiar with that is accessible through mobile phones, tablets, and computers.

CCA also delivered STREAM (Science, Technology, Reading, Engineering, Art, Math) kits/activities that go with each lesson. The kits were delivered using bus routes plus available to pick up from school during scheduled times.

All students are also required to read a minimum of 20 minutes daily and record it in their reading logs. All students are also required to write in journals daily. The reading logs and journals will be collected at the end of May.

Library books, pencils, and extra notebooks are available for students weekly; delivered by buses running normal routes and available for pick up at the school during scheduled times (families pull up in front of the school and remain in the vehicle while items are brought to them). The deliveries of library books and supplies are coordinated with the grab n go meals available for students.

Students can like the videos to show attendance and proof of completed activities. Teachers are very flexible in the way assignments may be submitted based on what works best for each student. Students may email, message, DOJO, or drop off hard copies of the assignment. Completed activities will be graded.

Small groups are set up within each grade/class in Class DOJO. The smaller groups allow special education and Title I teachers to provide support for students who have an IEP or receive Title I support.

A licensed speech pathologist will continue services through telehealth with parent/guardian consent. Occupational therapy is contracted through All Kids Can and will be provided with parent/guardian consent.

2. Describe how your district communicates expectations for continuous learning implementation to 1.) students, 2.) families, and 3.) staff.

Canaan Community Academy communicates expectations for continuous learning implementation to students, families, and staff.

Beginning April 3, 2020 the first virtual team meeting was held to discuss each section of the continuous learning plan. The virtual team meetings continue weekly to discuss how the continuous learning implementation is working and what needs improving. CCA expectations are communicated during the virtual team meetings and through emails and phone calls.

Continuous learning expectations for students are communicated by teachers three times each week through weekly lessons and activities. The expectations are also communicated during the virtual student meetings and/or phone calls with their teacher a minimum of every other week.

Canaan Community Academy expectations for continuous learning are communicated multiple ways with families:

- Letters mailed home weekly
- Phone calls weekly from administrative staff
- YouTube videos
- COVID-19 page on website
- Facebook
- REMIND & Class DOJO apps

Families also have been mailed (USPS) staff email addresses increasing accessibility to teachers and administration.

3. Describe student access to academic instruction, resources, and supports during continuous learning.

Student access to academic instruction during continuous learning is through Class DOJO and YouTube videos plus virtual meetings and or phone calls.

Resources for continuous learning are provided through STREAM (Science, Technology, Reading, Engineering, Art, Math) kits/activities plus availability of library books and class supplies delivered weekly by buses and available at the school during scheduled times.

Supports are also provided by classroom, special education and Title I teachers.

4. What equipment and tools are available to staff and students to enable your continuous learning plan? Please list.

Equipment and tools available to staff to enable the continuous learning plan are:

- Chromebooks
- Class DOJO
- Google Classroom
- Google Meet
- YouTube
- Phone
- Prodigy
- Moby Max

Equipment and tools available to students to enable the continuous learning plan are:

- Class DOJO
- YouTube
- Google Classroom
- STREAM kits/activities contain materials and supplies to complete lessons

- Library Books
- Journals
- Prodigy
- Moby Max

5. Describe how educators and support staff are expected to connect with students and families on an ongoing basis.

Educators are expected to connect with students and families on an ongoing basis. Three times a week educators connect through Class DOJO and are available through email. Educators are required to have a virtual meeting and/or phone call with each student a minimum of every other week. This provides additional support for the families and allows teachers to make sure students are safe following the guideline document shared by the division of child services.

Classroom teachers are responsible for recording attendance and grades; if a student is not attending lessons and/or completing assignments the office is notified.

The administrative assistant will then call the parents/guardians of students who are absent and/or not completing assignments. If a student needs additional support and/or resources administration is notified. Then administration will work to resolve the issue.

6. Describe your method for providing timely and meaningful academic feedback to students.

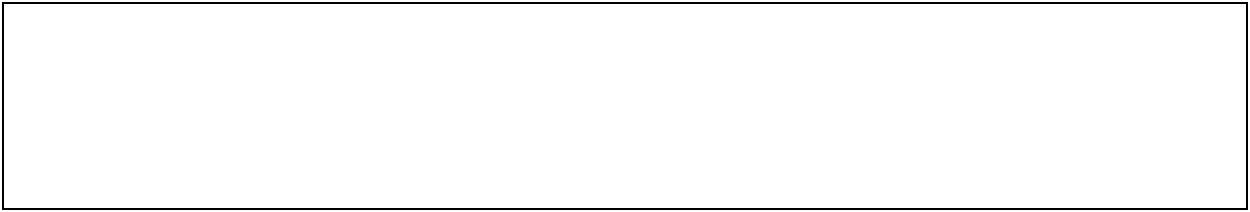
Canaan Community Academy will provide timely and meaningful academic feedback to students through dialogue with their teacher and/or support staff in addition to assessing the activities and assigning grades.

Below is a sample weekly rubric used by one teacher:

4th Grade STREAM Rubric

	100%	80%	70%	0%
Videos	Student viewed all	Student viewed two	Student viewed one	Student did not view any

	three videos.	videos.	video.	videos.
Journal Activity Send Photos	Student completed all journal activities.	Student completed two journal activities.	Student completed one journal activity.	Student did not complete any journal activities.
STREAM Activity Send Photo/Video	Student complete the STREAM Activity. He/she used creativity and followed all directions.	Student completed the project but did not add creative touches.	Student did minimal work for the STREAM activity.	Student did not complete the STREAM activity.
Writing Assignments Send Photos	Student completed writing assignments . He/She used correct capitalization, punctuation, grammar, and spelling.	Student completed writing assignments with minimal mistakes with capitalization, punctuation, grammar, and spelling.	Student complete writing assignments with numerous errors with capitalization, punctuation, grammar, and spelling.	Students did not complete writing assignments .



Section Two: Achievement and Attendance

7. Does your continuous learning plan provide an avenue for students to earn high school credits? If so, describe the approach.

This is not applicable, Canaan Community Academy serves students in grades Kindergarten through sixth.

8. Describe your attendance policy for continuous learning.

April 9, 2020 Canaan Community Academy Board of Directors approved the amendment of the attendance policy to include continuous learning. Below is the attendance policy including the amendment:

Policy

Board of Directors

Canaan Community Academy

Charter School

ATTENDANCE POLICY

Absences/Tardiness

Indiana state law (I. C. 20-33-2) requires all children of elementary school age to attend school every day. Good attendance is essential for your child's success in school and it is the legal responsibility of the parent/guardian to see that attendance is regular. Students are expected to be present and on time. Classes begin promptly at 8:00 a.m. Your child's prompt and regular attendance allows him/her to be more successful at school and develop good future work habits, benefiting from self-discipline, responsibility, and punctuality. A communication from a parent or guardian to the school office between 7:30 and 9:30 a.m. is required for any absences, tardiness, or schedule changes. A statement from a licensed medical professional documenting an absence can cause an unexcused absence to be changed to an excused absence. Upon returning to school, it is the student's responsibility to check with his/her teachers to make-up work and/or tests. A student is considered absent half day if he/she arrives after 11:30 a.m. or leaves before 11:30 a.m. Parents should arrange medical

appointments so their children do not miss any part of the school day. A student who has **6 unexcused absences** must meet with the administrator and teacher to develop a success plan to help the student succeed and provide families with information for assistance if needed. A student with **10 unexcused absences** will need to notify & have approval from the administrator of any extenuating circumstances preventing the student from having regular attendance; without approval the student with excessive unexcused absences will be referred to the Jefferson County Probation Office and/or Child Protective Services. A student who accumulates **20 or more absences (excused or unexcused)** per year may be recommended for retention. Students who have excessive absences will be referred to either the Jefferson County Probation Office or Child Protection Services. The following conditions will count toward the 20 day limit:

- Personal illness that involves fever, vomiting, diarrhea, accidents, injuries, or other illnesses that a physician recommends absence (verified)
- Personal illness that involves fever, vomiting, diarrhea, accidents, injuries, or other illnesses that a physician recommends absence
- Death of immediate family member of student
- Medical, mental health, and or dental appointments (verified) that cannot be scheduled outside the school day
- Hospitalization of the student (verified)
- Travel for a limited time period that involves new educational experiences for a student, which is requested, on an infrequent basis, by parent or guardian at least one week in advance of the proposed absence. This request must be made in writing and sent to the office for principal approval, not the classroom teacher. Failure to do this could result in an unexcused absence which could impact grades and assignments.
- Other highly extenuating circumstances that will be determined by the school leader either in advance or on the day of the absence.
- Service as a page in the Indiana General Assembly.

Tardiness: Tardiness interrupts your child's instructional day, so it is important that he/she arrives at school on time. Students are considered tardy if they arrive after *8:00 a.m.* Students should report to the office when they arrive at school and be **signed-in by a parent/guardian**. Excessive tardiness/early departures of **ten (10)** will result in a required conference with administrator and staff. Depending on the circumstances and if the child is habitually tardy it could result in a referral to Jefferson County Probation Office and/or Child Protective Services.

Early Departure: Students are considered to be departing from school early when leaving prior to *2:45 p.m.* Early departures also follow the same procedure as **excessive tardiness**. Students must be signed out at the office prior to leaving early. **Excessive tardiness and early departures** will be reported to Jefferson County Probation Office and/or Child Protective Services.

Illness at School: Parents/Guardians will be called to pick-up their child when one or more of the following conditions exist:

- Temperature is at least 100.0 degrees
- Nausea or vomiting

- Suspicion of contagious condition
- Develops a rash
- Live head lice
- Diarrhea
- Injury which may need professional medical attention

Students who have a contagious condition, fever of 100 (without fever reducer) or vomiting should not be sent to school. Students must be fever free and have not vomited without the assistance of medication 24 hours prior before being allowed to return to school. This is required to keep all students healthy and safe.

Emergency Continuing Education

This section of the policy only applies during a state emergency when an executive order requires education to continue non traditionally. Canaan Community Academy will follow the guidelines provided by the Indiana Department of Education and directions in a governor's executive order.

Students are expected to attend 95% of continuing education provided. This can be a combination of online activities and completion of instructional kits.

Board Approved: April 9, 2020

9. Describe your long-term goals to address skill gaps for the remainder of the school year.

Canaan Community Academy long-term goals to address skill gaps for the remainder of the school year are:

- Educators will closely monitor student progress and differentiate lessons/activities as needed.
- Special education teachers will provide additional support to address student skill gaps.
- Title I teacher will provide additional support to address student skill gaps

The differentiation and support provided will address specific skill gaps demonstrated by student(s); which will be specific to his/her needs. The interventions are not limited to but may include shortened assignments, additional instruction,

accommodations, and or alternative assignments.

Section Three: Staff Development

10. Describe your professional development plan for continuous learning.

Canaan Community Academy is using the train the trainer model professional development plan for continuous learning.

Three staff members are trained and available to provide differentiated professional development for continuous learning based on each educator's needs. Each trainer provides a different area of expertise; one is Google Certified, one is a Class DOJO mentor, and the third is experienced setting up virtual meetings.

Canaan Community Academy's professional development plan provides continuity and fidelity of curriculum and interventions. CCA is contracting Equitable Education Solutions to continue professional development focused on curriculum specifically priority standards and RTI.

Once you have completed this document, please complete this [Jotform](#) to share some additional data points and submit your Continuous Learning Plan link. Submission is required by April 17.