



**District or Charter School Name**

Career Academy Middle/High School

**Section One:** Delivery of Learning

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

- Students will engage in eLearning activities on Monday's, Wednesday's and Friday's. Learning targets and lesson activities will be posted by 9:00 am each day. The LMS used to deliver these lessons will be Canvas. Teachers are available to assist students from 9-3 each day.
- Teachers are utilizing a variety of instructional strategies through Canvas, Zoom, Google Voice, Loom, video instruction, Microsoft Outlook, etc.
- CASB is 1:1 with all students having their own device. We have secured all students internet access.
- The district ELL coordinator is servicing students with classroom lessons and continuing individual lessons based on the student's ILP. She is also communicating with parents via Zoom, phone calls, email, etc. and all services and communications are being logged.
- Teachers will provide continuous learning by following their curriculum maps while assessing student learning which will drive their instruction.
- Special Education students will continue to receive services and accommodations as defined in their IEPs. Teachers of record and service providers are working with students and families to provide support through a variety of means including, but not limited to, video conferencing, phone calls, and emails. Paraprofessionals are continuing to provide support and check in with students on a scheduled

basis. Service time and contact with students and families is being logged by each service provider. Special education students are provided with accommodations and support to continue to have access to the general education curriculum in a manner similar to their nondisabled peers. To maintain safety, all evaluations have been put on hold, but annual case reviews or other case conferences are continuing to be held via video conferencing or phone conferencing.

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

1/ 2 ) Student and Family Expectations

- Expectations for learning and all pertinent information are posted on the school website linked here. Teachers are communicating with students via the LMS - Canvas.
- All-calls and parent emails are going out on a weekly basis.
- Social media is used to communicate with parents on a daily basis.

3) Staff Continuous Learning

- Staff meetings, including grade-level teams, are meeting on a weekly basis via Zoom. Microsoft Outlook is used for communication on a daily basis.
- Canvas page dedicated to eLearning practices.

4) Board/Community Members/Authorizer

- Superintendent is providing weekly updates to the Board. Monthly board meetings are held via Zoom.
- Weekly conversations with authorizer (Trine)

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

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- 100% of students have access to instruction, resources and supports during continuous learning.
- Continuously updating contact information in PowerSchool as needed.

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

- All staff have been provided with the appropriate technology to deliver continuous learning including a Surface, curriculum maps, Canvas, PowerSchool, etc.
- All students have been provided with a Lenovo computer with access to Microsoft tools
- The school's LMS used to deliver instruction is Canvas.
- Issues with technology are being handled by our technology department via [learning@careeracademysb.com](mailto:learning@careeracademysb.com) and students who have broken computers can get their computers replaced and/or fixed.
- Accommodations have been made for students lacking the necessary supplies/tools.

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

- Staff are available on Monday's, Wednesday's, and Friday's from 9 am to 3 pm via Microsoft Outlook, Canvas, Zoom, etc.
  - High School Student Advisory Teachers are checking in on students weekly. Teachers are tracking missing assignments in order to provide relevant data for conversations with students and parents.
  - Middle School Staff have running excel file to record completed work
  - Administration has a dialogue excel file with phone calls and notes.
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**6. Describe your method for providing timely and meaningful academic feedback to students.**

- Teachers grade assignments in Canvas and update that information in PowerSchool throughout the week. Students and parents have access to Canvas and PowerSchool.
- Students and parents are logging into Canvas and PowerSchool on a weekly basis.
- Teachers have access to track the time students spend in each of their Canvas modules.

## **Section Two: Achievement and Attendance**

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

- Yes, the continuous learning plan provides an avenue for students to earn high school credits through the established delivery on instruction.
- Students are able to earn credits through Plato as well.
- Summer school and credit recovery options, for example Plato, will be used to ensure students do not fall behind.

**8. Describe your attendance policy for continuous learning.**

- Students will take attendance in Canvas via a quiz in their grade level advisory course. Administration will run a report the day following eLearning and send out emails and all calls to parents of students who did not log in.
- Students who repeatedly (2 days in a row) have not logged in will receive phone calls via grade level representatives and/or administration.
- We were in session for 142 days prior to April 2, 2020. We will utilize eLearning 3 days a week through May 22, 2020 to reach 160 days of instruction.

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

- Students are still doing their individual learning paths through I-Ready in addition to Grade Level Standards.
- Summer school and credit recovery options, for example Plato, will be used to ensure students do not fall behind.
- Staff will utilize benchmark data to identify student needs. Designated staff members are supporting at-risk students

## Section Three: Staff Development

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### 10. Describe your professional development plan for continuous learning.

- Weekly meetings between administration team and grade level teams.
- A Canvas module was created with curated eLearning resources – teachers provide new lessons for specific professional development for the week.
- Teachers create weekly instructional videos highlighting useful tools for eLearning.
- Threaded discussions are utilized to ask questions and have conversations around these tools.
- Administration uses weekly Zoom meetings with teachers to discuss PD needs and plan for professional learning.
- Administration looks at daily lessons in order to make decisions on professional learning needs.

**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.**