# Continuity of Education Plan

<table>
<thead>
<tr>
<th>School District</th>
<th>New Foundations Charter School</th>
</tr>
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<tbody>
<tr>
<td>Superintendent</td>
<td>Ronald C. Brady, Chief Executive Officer</td>
</tr>
<tr>
<td>Address</td>
<td>8001 Torresdale Avenue, Philadelphia, PA 19136</td>
</tr>
<tr>
<td>Email/Phone</td>
<td><a href="mailto:rbrady@nfcs.k12.pa.us">rbrady@nfcs.k12.pa.us</a> / 215-624-8100 x2225</td>
</tr>
<tr>
<td>Website</td>
<td><a href="http://www.nfcsonline.org">www.nfcsonline.org</a></td>
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## Goal of Plan

To provide all of our students with approximately four hours daily of planned curriculum-based instruction.

## Overview of Plan

At New Foundations, we are providing our students, K-12, with an average of 4 hours of curriculum-based planned instruction daily. Across the school, students have access to teacher-developed lessons, including pre-recorded video that is planned and posted up to a week in advance. In addition, much of a student’s regular schedule has now been allocated across a school week. Thus, for example, on a Monday, a student will have Math and Science. He/she will click a link on our website (K-8) or our HS learning management system, Canvas, and will have access to the teacher’s video lesson, associated reading materials and assignments. Students are expected to complete the assignments by a stated deadline. All teachers have online live video office hours or telephone support windows to answer questions and/or provide direct student assistance. Across both campuses, teacher-teams were convened to support and collaborate with school leadership in program design.

On 3/13, the day after we closed school, we notified all parents of the technology resources they would need to access the materials and surveyed all parents for any who lacked these resources. Since then we have held two on-campus sessions when families could come and check-out school chrome books for use to support their digital learning. We have notified parents at least twice weekly, both from the CEO and from each campus principal, about the progress of the program, asking parents to email or call us with any questions. All parent inquiries have been responded to within 24 hours.

## Expectations for Teaching and Learning

Teachers are expected to post lessons for the upcoming week to their campus-based learning platform by Monday mornings. Students are expected to engage in daily lessons and submit assignments by within-week deadlines. The attached documents provide enhanced details.
## Communication Tools and Strategies

The CEO and, in addition, each campus principal (K8 and HS) send parents a weekly email to update them on the status of our virtual/remote learning work. Teachers communicate with their students consistent with the number of times their classes meet within a given week.

## Access (Devices, Platforms, Handouts)

K8 learning can be accessed on computers, chromebooks, tablets or smart phones. HS learning can be accessed on computers, chromebooks or tablets. For 10 days after school closure, we first surveyed families and then loaned school devices to all families to ensure available access.

## Staff General Expectations

Courses meet at least twice weekly. Staff are expected to post their instruction and assignments for the week ahead by Monday morning. Staff are expected to grade and return student work weekly. Staff are expected to make themselves available to students daily to answer questions via email plus to offer designated office hours/meeting times for students to drop in for questions.

## Student Expectations

Students are expected to work daily, ask questions as needed and to submit assignments no less frequently than once weekly for each class.

## Attendance / Accountability

Student assignments and sign ins (grade-level dependent) are used to track student attendance. Teachers and Aides follow up with students who do not attend daily.

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

See below

## Special Education Supports

Across grades K-12, as part of our regular school program, each student with and IEP, 504 or who is an English Language Learner (approx 200 students) has a teacher/case manager (12 faculty members) assigned to him/her. For students who are homeless or housing insecure and students who may be in special circumstances, our social worker and guidance counselors (6 professional) have been assigned responsibility to track these students. Throughout the transition to our virtual operations, we have required these teachers/case managers/professionals to weekly monitor the completion of student assignments for these students, to regularly communicate with their classroom teachers and to, as needed, communicate with the parents of these students to ensure that their academic and non-academic needs are being met.

In the CEO’s weekly one-on-one meetings with each school principal and in our regular (now weekly) COVID-19 Team meeting, we review the academic program as a whole and we review how
are meeting the needs of particular sub-populations in particular. We have provided updated NOREPs to all applicable families as we are required to.

**EL Supports**
See above re: Special Education Supports

**Gifted Education**
Our teachers are expected to continue to differentiate instruction for our gifted students as they did with in-school instruction.

**Building/Grade Level Contacts**
K8: Ms. Shira Woolf-Cohen – Principal – swoolf@nfcs.k12.pa.us
HS: Mr. Charles Baltimore – Principal – cbaltimore@nfcs.k12.pa.us

**Resource Links**
http://www.nfcsonline.org/homepage/remotelearning/
### K-8 Remote Learning Schedule

<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Math</strong>&lt;br&gt;8:00-9:30AM&lt;br&gt;Pre-Recorded Virtual Lesson &amp; Practice Activities</td>
<td><strong>ELA</strong>&lt;br&gt;8:00-9:30AM&lt;br&gt;Pre-Recorded Virtual Lesson &amp; Practice Activities</td>
<td><strong>Specialty Class 1</strong>&lt;br&gt;8:00-10AM&lt;br&gt;Pre-Recorded Virtual Lesson &amp; Practice Activities</td>
<td><strong>Math</strong>&lt;br&gt;8:00-9:30AM&lt;br&gt;Pre-Recorded Virtual Lesson &amp; Practice Activities</td>
<td><strong>ELA</strong>&lt;br&gt;8:00-9:30AM&lt;br&gt;Pre-Recorded Virtual Lesson &amp; Practice Activities</td>
</tr>
<tr>
<td>10:00-11:30 AM Optional Live Virtual Drop-In Help</td>
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<td>10:00-11:30 AM Optional Live Virtual Drop-In Help</td>
<td>10:00-11:30 AM Optional Live Virtual Drop-In Help</td>
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</tr>
<tr>
<td><strong>Science</strong>&lt;br&gt;11:00-12:30PM&lt;br&gt;Pre-Recorded Virtual Lesson &amp; Practice Activities Are available</td>
<td><strong>Social Studies - 8th GRADE ONLY</strong>&lt;br&gt;11:00-12:30PM&lt;br&gt;Pre-Recorded Virtual Lesson &amp; Practice Activities Are available</td>
<td><strong>Specialty Class 2</strong>&lt;br&gt;1PM-3PM&lt;br&gt;Pre-Recorded Virtual Lesson &amp; Practice Activities</td>
<td><strong>Science</strong>&lt;br&gt;11:00-12:30PM&lt;br&gt;Pre-Recorded Virtual Lesson &amp; Practice Activities Are available</td>
<td><strong>Specialty (7th and 8th GRADE ONLY)</strong>&lt;br&gt;11:00-12:30PM&lt;br&gt;Pre-Recorded Virtual Lesson &amp; Practice Activities Are available</td>
</tr>
<tr>
<td>1:00-2:30 PM Optional Live Virtual Drop-In Help</td>
<td>1:00-2:30 PM Optional Live Virtual Drop-In Help (8th ONLY)</td>
<td>1:00-2:30 PM Optional Live Virtual Drop-In Help</td>
<td>1:00-2:30 PM Optional Live Virtual Drop-In Help</td>
<td>1:00-2:30 PM Optional Live Virtual Drop-In Help</td>
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*In addition to the activities listed above, check in with subjects not listed today for additional practice activities.*
Greetings K-8 Families:

I hope this email finds you healthy and safe! This letter will provide important information for understanding and accessing your child’s remote learning materials. The teachers and staff have worked hard to prepare pre-recorded lessons, independent learning activities, and drop in help sessions online through Google Meet.

Each day there will subject areas that are the focus for the day. There will be pre-recorded lessons to watch, activities for students to complete on their own, and an assignment that will be due to the teacher by the end of the night and count as a formative grade in the course. This will give flexibility to families to decide when during the day to complete the pre-recorded lesson and activities, because only the drop in help session will be live. On the days of pre-recorded lessons, there will also be online drop-in help with teachers that can be accessed through Google Meet online or through a call-in number that can be used to call into the drop-in help session. Each day will also include a sprinkling of independent learning activities for any additional subjects that do not have direct remote learning on that day. You can find the Remote Learning Student Schedule linked here.

The virtual instruction will begin on Monday, March 23rd, but there will be practice learning activities available starting on Wednesday, March 18th. We ask that your children begin these learning activities on Wednesday, March 18th to get in the habit of doing academic learning at home. The plans will be available no later than 6am each day. You might also notice that the remote lessons are being taught by various teachers within the grade level - for example each Kindergarten teacher is remote teaching a subject for the whole grade. This is to ensure our teachers are able to have a flexible schedule and spend time with their families as well.

In order to give families a chance to try Google Meet, we will be hosting a test session and storytime on Thursday, March 19th at 7pm with Mr. Bullock. You can find the link for the event on our school website and on our school Google calendar. We hope you find this event helpful in getting used to this remote learning experience! You also should know that Google Meet can be used by a teacher to call your phone - please note that it will come up as a ‘212’ area code or as ‘No Caller ID’.

We have created a one-stop-shop of information and resources on our NFCS website NFCSonline.org. On the website is a ‘K-12 Remote Learning’ tap listed on the top menu. On the new webpage you can find important information about this initiative:

- Two versions of the student schedule; one that is friendly for our students to understand
- Norms on how to set up and be prepared for learning at home and online
- Direct links to each grade’s lesson plans for students
- Dates and times for school-wide activities or special events that will be hosted online
- Suggested schedules for your children and family resources
- Contacts for who to reach out to when you need help

In addition, I’ve created a video orientation to show you around our plan and the webpage that you can watch by clicking here. The 7 minute video will help you understand the format of the schedule and how to access the student lessons by grade.

Teaching and learning in this way is new for all of us - and we ask you to be patient with us as we all learn together. Please make sure you reach out if you need support or have questions.

Thank you for your ongoing support in this effort!

Ms. Woolf Cohen
K8 Principal
March 23, 2020

Greetings K8 Families:

I hope this letter finds you healthy and getting used to this temporary "normal". I have been thinking about each of our families, and wishing you all the best in this challenging time. As a school community, we will continue to care for each other by being in touch, providing pre-recorded lessons by our teachers, facilitating virtual check-ins by special education teachers and counselors, and hosting school-wide activities. We hope you find these supports and resources to be helpful.

This letter will provide some updates on our K8 Remote Learning Initiative. In addition, I hope you'll watch this short update video to help you understand more about what we have planned.

This week starts our pre-recorded lessons, collecting of student assignments, and virtual drop-in help sessions with students. You can find all of this information for each grade at http://www.nfcsonline.org/homepage/remotelearning/

Our teachers have been working to ensure there are activities, videos, and resources for student learning available to families. Each day has a plan, with all of the activities available for students to complete. We have separated the activities into two sections.

- The first section has Virtual Instruction activities for the day, that include teacher interactions and assignments that should be submitted by the end of that day. Virtual Instruction will only take place in a maximum of TWO SUBJECTS per day.
- The second section has additional learning activities for ALL OTHER SUBJECTS that will not be turned into teachers, and are flexible for completion. We want families to be able to decide how many of these additional activities they want their children to do based on your own families needs.

Our team of teachers and staff are available to support you. We believe our 4th - 8th graders can easily navigate the plans independently, while our K-3 students may need some support in navigating what activities to complete. If you have questions after reviewing the plan, please reach out to the assigned teacher between the hours of 7am and 7pm during which you can expect a reply within 2 hours. Outside of these hours you can expect a reply once the window opens again. We are working to be flexible in communication with families so we can meet everyone’s needs for support.
You might notice that the teacher assigning work now is different from your child’s teacher when we are in school. Each teacher’s name and contact information is located directly on the plan for the day. You can also find a full list of the teacher assignments on the Virtual Instruction webpage. Our special education teachers, counselors, and specialists are also available for support, and have a proactive plan to continue to meet the needs of students with academic, social, or emotional concerns. If you have questions about your child’s services, please reach out to their assigned case manager.

We are continuing to plan and reflect on the services we provide to our school community during this challenging time. Your feedback will be requested through a survey next week that will help us know how we are doing. This is a learning experience for everyone, and we want to ensure a successful initiative.

Please use our website http://www.nfcsonline.org/homepage/remotelearning/ as a resource for your family, student learning, online resources, and for NFCS updates. We will continue to post information we hope is useful for you.

If I can be of any help, or you are finding barriers to completing the Virtual Instruction lessons, please reach out. We are all in this together.

Sending health, happiness, and sanity your way. Thanks for being our partner in education now more than ever!

Sincerely,
Ms. Woolf Cohen
3.13.2020

Dear NFCHS Families and Students:

During our school closure, the school will use our school email system and our learning management system, Canvas, for grades 9 through 12 to facilitate distance learning. Below are the guidelines teachers will follow. Here is what students can expect during the school closure:

1. All teachers will communicate expectations and protocol directly with the class.
2. Teachers will continue to use Canvas by keeping their courses updated with assignments, links, and videos. All Power School accounts are now open.
3. 1st, 2nd, and 3rd period classes will meet Mondays and Wednesdays, 4/5, 6th and 7th Tuesdays and Thursdays. Fridays will be assessment day: quizzes and tests. **The daily assignments for students will be posted by 9:00 a.m. on the day that the students will be working on the assignment. Completed assignments must be submitted by 11:55 PM on the teacher designated day.**
4. Teachers will continue to monitor their email throughout the day to respond to students, parents/guardians, and colleague’s/school emails in a timely manner.
5. Good attendance remains a requirement and will be documented and monitored in Canvas. **The closure will be considered as actual instruction days, not a vacation.**

Students should expect to be engaged with school work for about 4-6 hours per day, not including reading time. They will need a quiet place to work, reliable access to a computer or smartphone, and wifi. Please separate technology communication sent yesterday. If you do not have access to internet services due to financial constraints, you may want to investigate Comcast’s Essentials program [here](#). If you do not have a computer or smartphone complete the technology survey right away.

While we expect there will be challenges, however we are confident that this plan offers an excellent opportunity for continued quality instruction. We hope this communication is helpful as all of you make plans to support your family during this time of uncertainty.

Sincerely,

Charles Baltimore
High School Principal
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<thead>
<tr>
<th>Period</th>
<th>Days</th>
<th>Instructional Hours</th>
<th>Student Review Hours</th>
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<tbody>
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<td>1st</td>
<td>M and W</td>
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<td>1.5 - 2</td>
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<tr>
<td>2nd</td>
<td>M and W</td>
<td>1 – 1.5</td>
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<tr>
<td>3rd</td>
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<td>6th</td>
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<tr>
<td>7th</td>
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<td>Teacher Office Hrs</td>
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<tr>
<td>Assessments</td>
<td>Fridays</td>
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<td>3 – 5</td>
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