

### Charter Holder Information

Charter Holder Name	Phoenix School of Academic Excellence	Charter Holder Entity ID	6379
Representative authorized to submit the plan (This is the individual that will be contacted with questions about the plan)			
Representative Telephone Number		Jordan Palma	
Representative E-Mail Address		6022417876	
		mrjpalma@psae-edu.org	

### School Information

*\*In the chart, list the schools this plan applies to. Add rows as needed to account for all schools.*

School Name	Entity ID	CTDS
The Learning Institute	10814	078776001

### Distance Learning Background Information

**a. Number of Instructional Days (3.b)**

*Each charter school shall operate for the required 180 days of instruction pursuant to Executive Order 2020-41 (3.b). An exception to this requirement may be granted by the ASBCS, if the school intended to switch to a different schedule for the 2020-2021 school year. If ASBCS previously approved the school to operate on a calendar that was not 180 days, but met the number of hours equal to 180 days of instruction, this provision is still met, and no action is required.*

*If the school intended to switch to a different schedule for the 2020-2021 school year, but has not yet been approved by the ASBCS, please contact your Education Program Manager.*

*Please note, pursuant to Executive Order 2020-44 the Arizona Department of Education (ADE) shall conduct an analysis of the need to waive the number of school days that schools are required to provide schooling and the impact of such a waiver by August 31, 2020.*

How many instructional days will the charter school operate for School Year 2020-2021?	144
How many instructional days did the charter school operate for School Year 2019-2020?	144

*b. Distance Learning Option (3.b)*

Estimated Enrollment for FY 2021	120	Start Date for Distance Learning	August 10 <sup>th</sup> , 2020
Estimated Number of Students Participating in Distance Learning for the Full Year	45	Estimated Number of Students Participating in Distance Learning for a Portion of the Year	75
Please choose the option that indicates your proposed duration/plan for distance learning:			
<input type="checkbox"/> 1. We intend to operate distance learning for the full year for all students.			
<input type="checkbox"/> 2. We intend to operate distance learning until _____ for all students.			
<input type="checkbox"/> 3. We intend to operate distance learning only until the Governor allows schools to fully reopen.			
<input checked="" type="checkbox"/> 4. We intend to operate distance learning and use a hybrid approach once the Governor allows schools to fully reopen. Hybrid includes distance learning with students learning in the classroom on some days, and from home on other days (i.e. half of the students attend Mon/Wed and half of the students Tues/Thurs, half of the students come each week, etc.).			
<input type="checkbox"/> 5. Other (Please explain below)			
If you chose option 4 or 5 above, please provide a brief narrative explaining the details of the plan you will use:			

Students in grades 7-11 (approx. 50 students) will attend classes in-person on Mondays and Tuesday; students in grade 12 (approx. 70 students) will attend classes in-person on Wednesday and Thursdays.

Is the charter requiring students to do distance learning?	Yes
If students are required to do distance learning, is the charter school providing a physical location for students to go during the same hours of the day AND the same days throughout the week as it did in the FY2020 school year prior to the school closure?	Yes

*\*In the case of a statewide closure or delay of in-person instruction, the requirement to provide a physical location available for students is waived under the Executive Order 2020-41 until the State permits in-person instruction. If due to a COVID-19 outbreak and pursuant to A.R.S. § 36-787, the Arizona Department of Health Services directs a school to close temporarily in order to appropriately sanitize the facility, the requirement to provide a physical location available for students is waived.*

### Attendance Tracking (1.a.i, 1.i)

a. Describe how the charter school will track attendance for students attending remotely, whether full time or intermittently.

The description must include the specific measures that will be used to determine whether a student participating in DL will be reported as present or absent on days when instruction does not take place in person. Attendance tracking may include methods such as:

- Communication with their teachers via telephone, ZOOM, MS Teams, or other digital meeting software.
- Student participation in a virtual meeting or classroom session (ZOOM, MS TEAMS, Google Meets, etc.)
- Daily assignments completed and submitted by the student.
- A parent attestation of documentation of time spent on educational activities.

**The charter holder is advised that the ADE will continue to issue guidance on the topic of attendance, and should closely monitor updated information related to these expectations. Current guidance can be found here: <https://www.azed.gov/finance/school-finance-guidance-for-covid-19/>**

*If the Charter Holder currently operates on approved AOI, it must follow the AOI attendance requirements outlined by ADE and A.R.S. §15-808 for students enrolled in the AOI.*

Action Step(s)	Person(s) Responsible	Frequency and/or Timing	Evidence of Implementation
1. For distance learners, Google classroom has attendance	1. Teachers will be responsible for documenting the students	1. Indicators of attendance will be delivered at the beginning,	1. Attendance indicators and attendance rosters

<p>indicators at the beginning middle and end of class</p> <ol style="list-style-type: none"> <li>For students who are unable to attend remotely during the assigned class period, detailed daily time logs with student and parent attestation are required weekly</li> </ol>	<p>filling out the attendance indicators and transferring them onto the attendance rosters</p> <ol style="list-style-type: none"> <li>Students and Parents will be responsible for filling out the parent attestation form and submitting them either via email or in person to the registrar</li> </ol>	<p>middle, and end of lesson. Teachers submit attendance roster at the end of each day</p> <ol style="list-style-type: none"> <li>Parents of at-home learners will submit activity logs with appropriate attestations weekly to the registrar</li> </ol>	<ol style="list-style-type: none"> <li>Parent Attestation form/ completed work sheet</li> <li>Google classroom attendance markers and in-class activities that are date/time stamped</li> </ol>
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b. Describe the efforts the charter school will make to ensure all enrolled students are contacted and in communication on a regular basis.

Action Steps)	Person(s) Responsible	Frequency and/or Timing	Evidence of Implementation
<p>The LEA will utilize various platforms to ensure communication with students and parents/guardians through</p> <ol style="list-style-type: none"> <li>Google Classroom,</li> <li>Email,</li> <li>Google Meets,</li> <li>Phone Calls</li> </ol>	<ol style="list-style-type: none"> <li>Teachers and instructional aides.</li> <li>Teachers, Instructional Aides, and Administration</li> <li>Teachers, Instructional Aides, and Administration Staff</li> <li>Teachers, Instructional Aides, and Administration</li> </ol>	<ol style="list-style-type: none"> <li>Daily</li> <li>Daily/weekly</li> <li>Daily/weekly, as needed</li> <li>Daily/ weekly</li> </ol>	<ol style="list-style-type: none"> <li>Class rosters</li> <li>Email logs</li> <li>Attendance Rosters/ Email logs</li> <li>Call logs</li> <li>Google Classroom course attendance and detailed activity date/time stamps</li> </ol>

### Teacher and Staff Expectations and Support (1.a.ii)

a. Describe expectations of teachers and other staff working virtually.

Action Steps)	Person(s) Responsible	Frequency and/or Timing	Evidence of Implementation
<ol style="list-style-type: none"> <li>All Staff are expected to attend morning meetings to ensure staff attendance and availability</li> <li>Teachers are expected to virtually instruct all assigned classes during normal school hours</li> <li>Teachers are expected to submit student attendance daily</li> </ol>	<ol style="list-style-type: none"> <li>Principal and assistant principal</li> <li>Assistant Principal</li> <li>Attendance Clerk and Registrar</li> <li>Assistant Principal</li> <li>Principal</li> </ol>	<ol style="list-style-type: none"> <li>Daily</li> <li>Daily</li> <li>Daily</li> <li>Weekly/Biweekly/Monthly</li> <li>Twice a month</li> </ol>	<ol style="list-style-type: none"> <li>Recordings/ Attendance Indicators</li> <li>Classroom recordings and lesson plan</li> <li>Google sheets</li> <li>Recordings</li> <li>Timesheets</li> <li>Google Classroom daily sequencing of lessons: instructions, content, checking for understanding, online</li> </ol>

<ol style="list-style-type: none"> <li>4. All Staff are expected to attend all meetings and professional development virtually</li> <li>5. All staff are expected to log hours worked/ active</li> </ol>		<p>meetings, close ("ticket out the door")</p>
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b. Describe commitments on delivery of employee support services including but not limited to:

- o Human resource policies and support for employees; and
- o Regular communication from the administration.

Action Step(s)	Person(s) Responsible	Frequency and/or Timing	Evidence of Implementation
<ol style="list-style-type: none"> <li>1. All resource staff will conduct weekly wellness check and will be available via email, telephone, text, and video calls as needed.</li> <li>2. Administrative staff will maintain communication with all staff through email, telephone, text, video calls as needed.</li> </ol>	<ol style="list-style-type: none"> <li>1. HR and Principal</li> <li>2. Receptionist, Principal, Assistant Principal, and Registrar,</li> </ol>	<ol style="list-style-type: none"> <li>1. Daily/Weekly</li> <li>2. Daily/Weekly</li> </ol>	<ol style="list-style-type: none"> <li>1. Email logs, meeting recordings, text threads, phone logs</li> <li>2. Email logs, meeting recordings, text threads and phone logs</li> </ol>

c. Describe how professional development will be provided to employees.

Action Step(s)	Person(s) Responsible	Frequency and/or Timing	Evidence of Implementation
<ol style="list-style-type: none"> <li>1. Professional development will be provided through Google Meets or phone conference</li> <li>2. ADE Webinars or other resource webinars</li> </ol>	<ol style="list-style-type: none"> <li>1. Assistant Principal and Curriculum/Professional Coach</li> <li>2. Assistant Principal</li> </ol>	<ol style="list-style-type: none"> <li>1. Weekly/Monthly</li> <li>2. Weekly/Monthly</li> </ol>	<ol style="list-style-type: none"> <li>1. Sign in/out sheets, Agendas, Recordings</li> <li>2. Certificates of completion</li> <li>3. Professional development calendar</li> </ol>

**List Specific Professional Development Topics That Will Be Covered**

include but are not limited to:

Classroom Management, Student-Support, Mental Health, Self-Awareness, Curriculum, Professionalism, Differentiated Instruction, Technology use, etc.



**Connectivity (1.a.iii)**

Check the boxes below to indicate which was/will be used to ensure each student, teacher, and staff member has access to a device and internet connectivity if the plan relies on online learning.

What was Used to Establish Need?	Students			Teachers			Staff		
Questionnaire		X							
Personal Contact and Discussion		X			X			X	
Needs Assessment-Available data									
Other:									
What will be Used to Respond to Need?									
Loaner Device (laptop/tablet)		X			X			X	
WIFI Hot Spot									
Supplemental Utility Support (Internet)		X			X			X	
Other:									
When will stakeholders have access to IT Support Availability?									
Traditional School Hours		X			X			X	
Extended Weekday Hours					X			X	
24/7 Support									
Other:									

**Instructional Methods and Monitoring Learning (1.a.iii)**

- a. In the tables below, list the methods that will be used to deliver instruction (i.e. Direct Instruction via Zoom, Independent Study, Project Based Learning via a menu of options), the content provider or program to be used (i.e. Edgenuity, Journeys, Saxon Math), and the Formative and Summative Assessment Strategies to be used, as well as the frequency of those assessments.

Instructional Methods, Content Delivery, and Monitoring Student Learning (Math)				
	Educational Delivery Methodologies	Content Provider/Program Used	Formative Assessment Strategies and Frequency	Summative Assessment Strategies and Frequency
Kindergarten				

1-3					
4-6					
7-8	Google Classroom to provide synchronous and asynchronous learning opportunities, credit recovery; Use Edmentum Courseware to provide computer assisted course content for whole-class and individualized instruction	Teacher created content from approved resources: Edmentum Courseware & Exact Path, BrainPop, Math Antics	<ul style="list-style-type: none"> <li>Teacher created quizzes and assignments</li> <li>Edmentum: unit mastery tests and activities</li> </ul>	Unit tests (Monthly), unit projects, Star Math (Quarterly), Semester Exams (Semester) AZM2 (Annually)	
9-12	Google Classroom to provide synchronous and asynchronous learning opportunities, credit recovery; Use Edmentum Courseware to provide computer assisted course content for whole-class and individualized instruction	Teacher created content from approved resources: Edmentum Courseware & Exact Path, BrainPop, Math Antics	<ul style="list-style-type: none"> <li>Teacher created quizzes and assignments</li> <li>Edmentum: unit mastery tests and activities</li> </ul>	Unit tests (Monthly), unit projects, Star Math (Quarterly), Semester Exams (Semester) AZM2 (Annually)	

<b>Instructional Methods, Content Delivery, and Monitoring Student Learning (ELA)</b>					
	<b>Educational Delivery Methodologies</b>	<b>Content Provider/Program Used</b>	<b>Formative Assessment Strategies and Frequency</b>	<b>Summative Assessment Strategies and Frequency</b>	
Kindergarten					
1-3					
4-6					
7-8	Google Classroom to provide synchronous and asynchronous learning opportunities, credit recovery; Use Edmentum Courseware to provide	Teacher created content from approved resources: Edmentum Courseware & Exact Path, BrainPop, Engage NY ELA	<ul style="list-style-type: none"> <li>Teacher created quizzes and assignments</li> <li>Edmentum: unit mastery tests and activities</li> </ul>	Unit tests (Monthly), unit projects, Star Reading Assessment (Quarterly), Semester Exams (Semester) AZM2 (Annually)	



