



**District or Charter School Name**

Vanguard Collegiate of Indianapolis

## Section One: Delivery of Learning

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

- Continuous learning opportunities delivered through Google Classroom (Grades 5-8)
- Students that do not have access to technology (i.e. tablet, computer, phone) will receive a loaner Chromebook from school administrators
- Grade-level emails have been emailed to all students and their parents/guardians with links to all zoom meetings and Google Classroom.
- All assignments and lesson videos are posted each Monday by 8am in Google Classroom for the week. All assignments are due the following Monday by 5pm. Teachers provide flexibility for students with technology challenges and special needs accommodations
- All prior assignments, videos, and notes are accessible through Google Classroom.
- Teachers use the Zoom platform to deliver live classroom instruction. Zoom videos are converted and uploaded to Google Classroom for absent students and for students needing additional support throughout the week.
- Formative and Summative Assessments are delivered via email through the Google Platform (Docs, Forms, Sheets).
- Paper packets are mailed for students in grades 5 & 6 for all classes (Social Studies, Science, Math, Reading, and PE). Copies of the packets are also uploaded to Google Classroom
- Additional Physical Education courses are provided to students and their parents via Zoom (i.e. yoga, cardio).

- Small group classes are instructed via Zoom in math and reading for grades 5-7 for two hours weekly, 40 minutes daily Monday-Friday.
- Special needs students with accommodations will continue to receive those accommodations and are noted in communication with parents/guardians.

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

- School superintendent and Director of Curriculum delivers weekly communication to all families prior to Monday at 8am via email.
- Students in grades 5-8 receive instructional reminders daily from the Director of Curriculum.
- Teachers provide student expectations via Google Classroom each week.
- Staff expectations are communicated weekly by school administrators (i.e. Friday PD session from 1:30pm-2:30pm).
- School community expectations and norms are delivered on social media platforms (FaceBook & Instagram)

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

- Students with financial or food security concerns are provided with a listing and contact information of community resources.
- Partnership with Christamore House provides families with additional food support.
- Parents/Guardians are provided with cell phone numbers of all staff to ensure continued form of communication regarding academic support, emotional support, and food support.
- Students will have access to academic instruction and lessons via Zoom Tuesday-Thursday to provide opportunities for teachers to utilize additional small-group instruction for students on Monday and Friday of each week.

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

- All staff have been provided a Surface Pro.
- Families that have requested a Chromebook have been provided a loaner for the duration of eLearning.
- Students and staff have been provided access to the following:
  - Google Platform (gmail, classroom, drive)
  - Zoom (paid membership with waiting room feature)
  - Brain Pop
  - Khan Academy
  - Achieve 3000
  - ReadWorks
  - Read Naturally
  - Ed Cite
  - You Tube Videos
  - PowerSchool
  - SchoolRunner

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

- The Office Manager connects with all families at least once per week for updates regarding family's needs.
- Teachers connect with families of absent students once per week via email.
- The Office Manager calls families of absent students daily.
- All staff have office hours from 10am-4pm daily, Monday-Friday.
- The Dean of Culture communicates with students and their parents/guardians if they are identified as disruptive by the classroom teacher.
- School administrators participate in classroom Zoom calls to provide support for teachers as needed.
- Continued Friday Community Circle for all students via Zoom; teachers acknowledge students who have worked diligently throughout the week.
- Parents/Guardians and students receive updated COVID-19 information as necessary.

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

- Feedback on lessons and assignments in Google Classroom
- Feedback in Zoom classes; checks for understanding
- Instant feedback with Exit Tickets in Google Platform (Google Forms)

## 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.**

N/A

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

- Students are required to click on the attendance link Tuesday-Thursday of each week
- Teachers create a list of students who have missed their zoom class and forward the list to the office manager and school administrators.
- Teachers communicate with parents/guardians via email once weekly
- Attendance monitoring by teachers and office manager (Attendance clerk) with the office manager contacting all families of absent students each day (Tuesday-Thursday)

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

- Small group instruction and tutoring
- Resource period with Director of Special Education to assist with time management and organization
- Differentiated lessons and activities in Achieve 3000 & Khan Academy

## **Section Three: Staff Development**

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

- Self-care and mindfulness webinars and training for staff
- Continuous PD each Friday for all staff from 1:30pm-2:30pm.
- Daily Faculty discussion
- Teachers are participating as co-teachers for their colleagues
- All teachers are required to attend one professional training outside of school; school administrators will track progress

**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.**