



Emerald Academy Continuous Learning Plan

Section 1: Cover Page

Part 1.1: Snapshot Information

Charter School Name: Emerald Academy

Point of Contact: Lauren Moore

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This section will auto-populate in e-plan:

- Student enrollment
- Breakdown of special populations:
- Total schools:
- Total schools by type:
- Snapshot data per school:

Part 1.2: Landscape Paragraph

On Monday, March 30, 2020, Emerald Academy implemented a distance learning program for the scholars in our school. Our program continued through Thursday, May 21st, and the average daily online participation throughout the program was 55%. This overall number dropped significantly due to a decrease in participation in the last two weeks of distance learning. For the upcoming school year, we will be providing a hybrid option to our families. Parents may elect to participate in our distance learning option by opting-in to the program for one semester. All scholars who do not opt-in to distance learning will be assigned a homeroom at school and will receive instruction in their classroom with several procedures in place to ensure that we are following health guidelines provided by the CDC.

Part 1.3: COVID Plan

Our continuous learning plan will be implemented at the beginning of the school year; however, our start date will be pushed back two weeks to Monday, August 10th.



Part 1.4: Authorizer Engagement

On Monday, July 16th, the School Director, Lauren Moore met with our Knox County Schools (KCS) liaison, Shannon Jackson, and Cheryl Martin to discuss our CLP. A final copy was sent for review on Friday, July 24, 2020.

Section 2: Programmatic Model for 2020-2021 School Year

Part 2.1: Beginning-of-Year Programmatic Model by Grade Band

MODEL	In-Person Instruction at School Building Model				Remote or Hybrid Model						
	Trad'l	Stagger Return	Stagger Schedule	Year-round	Split Days	Alternate Days	Need based	Grade based	Family Choice	All Virtual	Other
Kinder		✓							✓		
Elem. School									✓		
Middle School									✓		
High School											
Other:											

Families at Emerald Academy will be able to choose an in-person option or a distance learning option. Families who are opting-in to distance learning will be doing so for the first semester of school, and will not be able to alter their option until the beginning of the Spring semester. At that time, our school will re-evaluate the need to provide options for learning. If there is ever a need for school closure, similar to what took place last Spring, all scholars will move into the distance learning option and our staff will provide instruction on-campus (as long as a “Safer at Home” order is not in effect).

Each year, our kindergarten scholars begin school on a [staggered schedule](#). The same will be the case for the upcoming school year.



Section 3: Standards-Based Instruction

Part 3.1: Explanation of Approach

Scholars who will be attending school in-person will follow our master calendar and will be in attendance at school from 8:00 a.m until 4:00 p.m. each day, except on Wednesday when we release early at 2:30 p.m. Scholars who will be attending school virtually will be in school from 8:00 a.m.- 3:00 p.m. each day, but their instruction will be provided virtually via Zoom and Google Classroom.

Part 3.2: Instruction Breakdown by Grade Band (Distance Learning)

Content Area	Avg. Days/Week	Mins/Session	Delivery Mechanism
ELA	5	90-150 mins.	Teacher-Based, Virtual, Synchronous and Asynchronous
Math	5	90-120 mins.	Teacher-Based, Virtual, Synchronous and Asynchronous
Science	2.5-5	30-90 mins.	Teacher-Based, Virtual, Synchronous and Asynchronous
Social Studies	2.5-5	30-90 mins.	Teacher-Based, Virtual, Synchronous and Asynchronous
PE	2	25-40 mins.	Teacher-Based, Virtual, Synchronous and Asynchronous



Arts	2	25-40 mins.	Teacher-Based, Virtual, Synchronous and Asynchronous
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Part 3.3: Artifacts

- [Chart of Instructional Materials](#)
- [Master Schedule](#)
 - All SpEd and ELL scholars will receive instruction from certified SpEd and certified ELL instructors based on their individualized needs. These meetings will take place via zoom for families who have opted for distance learning.
- [Plan for Learning Loss](#)
- [Grading Policy and Procedures](#)

Section 4: Attendance

Part 4.1: Explanation of Approach

For our scholars who are attending in-person, attendance will be taken and entered into our SIS system by 8:10 a.m. each morning during homeroom. If attendance is not posted by this time, our receptionist will call to the classrooms that have not posted attendance to ensure that this takes place. Since our scholars will not be rotating to different classrooms for instruction, we will not need to take attendance for each block in the upper school (grades 5th-8th). Students in the distance learning option will be required to be in their first zoom meeting by 8:00 a.m. Attendance will be entered into our SIS system and will be taken for each zoom class/ block. Phone calls (and potential home visits) will be made if scholars do not attend daily.

Part 4.2: Artifacts

- [Attendance Policy](#)

Section 5: Instructional Technology

Part 5.1: Explanation of Approach

Every scholar in our building will be provided with a chromebook that can be used at school and at home. Parents will be required to sign our Technology Agreement and pay a \$10



usage fee to take care of typical wear and tear. Additional charges for damages will be made and are communicated to families prior to providing the technology equipment. Parents participating in the distance learning option will pick up their scholars' chromebooks (and other instructional materials) from 1-6 p.m. August 3rd-5th. Parents will contact our school IT department with any technical needs that they have, and the issues will be resolved within 48 hours. Since "in-person" scholars will be taking their chromebooks home daily, they will be able to utilize this device in the event that a school-wide closure is necessary.

Part 5.2: Artifacts

- [Technology Distribution & Tracking Plan](#)
- [Technology Policies](#)
- [Procedures for Accessing Content](#)
- [Internet Needs](#)

Section 6: Professional Development

Part 6.1: Explanation of Approach

During Summer Institute (July 6th-August 7th), our staff will be trained on a variety of topics ranging from Doug Lemov's *Teach Like a Champion* (TLAC) strategies for both academics and school culture, to sessions on how to set up Google Classroom and videotape instruction through Screencastify. All teachers will learn the components of addressing learning loss through the TDOE 4-part series. Our guidance counselor will also lead our staff on identifying social emotional needs of scholars. And, our distance learning teachers will be collaborating with their "in-person" counterparts to share lessons.

Part 6.2: Artifacts

- [Summer PD Plan](#)
- [20-21 PD Plan](#)

Section 7: Implementation Monitoring

Part 7.1: Explanation of Approach

Each week, Grade-Band Directors (along with the School Director) will visit classrooms (both in-person and distance learning) to provide direct feedback on instruction and classroom culture. Lessons will be reviewed every Friday for the upcoming week to ensure alignment



to standards and pacing according to our Long-Term Planning documents. In addition to this, Grade-Band Directors will monitor class attendance in both models, they will ensure all IT needs are met for their respective grade-levels, and they will implement professional development based on identified needs along with the Department Leaders. As areas of need arise, these will be addressed immediately to ensure that all components of instruction, logistics, and technology are high quality, efficient, and effective.

Part 7.2: Artifacts

- [Instruction Oversight Protocols](#)
- [Non-Negotiables Checklist](#)
- [Review of Content](#)

Part 8: Communications

Part 8.1: Explanation of Approach

Parents, staff, and community stakeholders will receive communication through various channels regarding our Continuous Learning Plan and any updates that may arise. Communication will take place through Class Dojo, E-mails, School Messenger calls, traditional phone calls, Zoom Meetings, and postings on our website and Google Classroom pages. All communication through Class Dojo, School Messenger and in Zoom Meetings is translated into Spanish (as this is the most common foreign language spoken at our school). Additional languages can be accommodated through the use of Google Translate and our translation service with Knox County Schools and The Foreign Language Academy in Knoxville. Classroom teachers (both in-person and distance learning) will communicate through Class Dojo (daily) and phone calls (weekly) on a regular basis.

Part 8.2: Artifacts

- [Parent Zoom](#)
- [Kindergarten Stagger Letter](#)