M

2020-2021

Continuous Learning Plan

A Focus on High Quality Instruction

Memphis Merit Academy Charter School

SECTION 1: COVER PAGE

Part 1.1: Snapshot Information

LOCAL EDUCATION AGENCY
Memphis Merit Academy Charter School 4775 American Way Memphis, TN 38118 Website: www.memphismeritacademy.org School Type: Elementary School (Charter) Authorizer: Shelby County Schools

LEA POINTS OF CONTACT	
Lakenna Booker Head of School Email: lbooker@memphismeritacademy.org Phone: 901-617-3690 Cell: 901-240-1009	Betty Mccline Dean of Operations Email: bmccline@memphismeritacademy.org Phone: 901-617-3690 Cell: 901-930-7032

Student Enrollment

Table 1. Snapshot of Student Enrollment for 2020-2021 SY

MEMPHIS MERIT ACADEMY STUDENT ENROLLMENT		
Grade Level	Number of Scholars	Overall Percentage
Kindergarten	62	34%
First	93	50%
Second	30	16%

Special Populations Enrollment

Table 2. Snapshot of Special Populations Enrollment for 2020-2021 SY

MEMPHIS MERIT ACADEMY SPECIAL POPULATIONS ENROLLMENT		
Type of Service	Number of Scholars	Overall Percentage
English as a Second Language	3	2%
Students covered by Individuals with Disability Act (Individual Education Plan)	3	2%
Student with a 504 Rehabilitation Plan	14	8%
All Special Populations	20	11%

Part 1.2: Landscape Paragraph

As we embark on this new journey due to COVID-19, Memphis Merit Academy Charter School is working to ensure a safe, academically rigorous, and joyful school community for all families, staff, and community.

The Memphis Merit Academy Continuous Learning Plan (MMA CLP) is leveraging our traditional school model methodologies which focuses on literacy through small group instruction for guidance on the school structure across three different scenarios: Category 1: Full Remote Learning Model, Category 2: Class Size Reduction Model, Category 3: Traditional Model. Each category prioritizes the following as key components:

- Small group instruction across Literacy and Math
- Data-based literacy groups based on key assessments
- Socioemotional Learning/Character Development
- Research-Based digital platforms to supplement live instruction
- Account for learning loss via additional intervention blocks and data-based reteaching lessons on Fridays
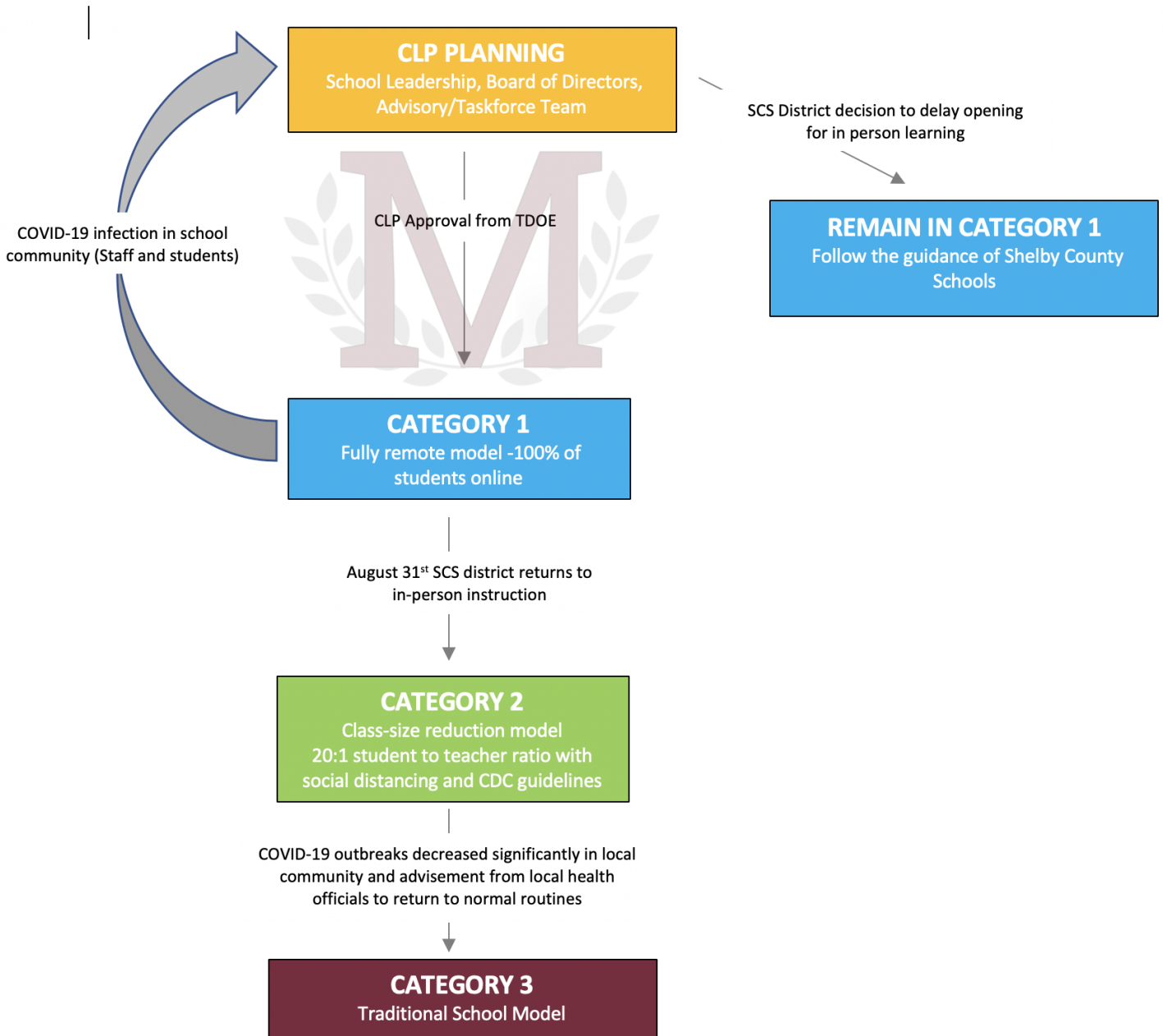- Enrichment activities delivered live across all categories

Memphis Merit Academy conducted surveys during recent school closure to ensure family and stakeholder voice during the planning process and audited the technology needs of our student population. The MMA CLP includes information about school re-entry, policies, special populations, professional development for staff, school operations, instructional technology plans, and more.

Rigorous academics, high quality instruction, and character development are at the forefront of Memphis Merit Academy's mission. The vision for Memphis Merit Academy during these challenging times is for MMA to continue our commitment to high quality instruction, rigorous academics, and character development through a seamless transition across all Categories (1, 2, 3) whenever leveraged throughout the year. Memphis Merit Academy is committed to professionally developing teachers to provide strong instruction to scholars via small groups online and in-person. While this is not how we initially envisioned school, Memphis Merit Academy is focused on addressing the needs of students.

Part 1.3: COVID Plan

Memphis Merit Academy utilized the following flowchart to enact the MMA Continuous Learning Plan:

CLP PLANNING
School Leadership, Board of Directors, Advisory/Taskforce Team

SCS District decision to delay opening for in person learning

REMAIN IN CATEGORY 1
Follow the guidance of Shelby County Schools

COVID-19 infection in school community (Staff and students)

CLP Approval from TDOE

CATEGORY 1
Fully remote model -100% of students online

August 31st SCS district returns to in-person instruction

CATEGORY 2
Class-size reduction model 20:1 student to teacher ratio with social distancing and CDC guidelines

COVID-19 outbreaks decreased significantly in local community and advisement from local health officials to return to normal routines

CATEGORY 3
Traditional School Model

Part 1.4: Authorizer Engagement (only charters complete)

Memphis Merit Academy Charter School has attended authorizer meetings for the CLP and will submit the plan to the Office of Charter Schools.

SECTION 2: PROGRAMMATIC MODEL FOR THE 2020-2021 SCHOOL YEAR

Memphis Merit Academy Charter School will use three models to respond to re-entry and closure throughout the school year: **Category 1**- Fully Remote Model, **Category 2**- Class Size Reduction, and **Category 3**- Traditional MMA Academic Model. The following chart is a summary of the categories.

MMA SCHOOL RE-ENTRY SCENARIOS			
Components	**CATEGORY 1**	**CATEGORY 2**	**CATEGORY 3**
Type of Instructional Delivery	**Full Distance Learning**	**Class Size Reduction**	**Traditional MMA Academic Model**
Description	All students are in their home receiving instruction from their highly trained teachers in math, literacy, social studies, science, character education, and physical education. Teachers will deliver instruction from MMA in their classrooms.	All students return to school with a 20:1 student-teacher ratio with strict social distancing, sanitation, and handwashing measures in place described in the guidance below.	All students return to school with a 30:1 student-teacher ratio with handwashing protocols and regular sanitation in place.
Student Attendance	Mandatory online participation for all students to receive course grades	Student attendance is mandatory, but parents may opt for online learning with agreement of MMA Online Learning Agreement. Parents **MUST** notify Betty Mccline, Dean of Operations during Parent Orientation of their attendance selection. This allows time for appropriate staff planning.	Student attendance is mandatory and MMA will follow the attendance guidelines set by state statute.
Student Teacher Ratios	20:1 online via Zoom and SeeSaw	20:1 in a classroom with social distancing of desks and sneeze guards applied to every student desk;	30:2 Two teacher model with sneeze guards applied to every student desk; Hand sanitizer present in every room of the building;
Implications for Special Populations	All scholars will receive Special Education, English Language Learner, and Section 504 services from a licensed Special Education teacher, licensed ELL teacher, and/or licensed professionals from service providers directly related to their IEP, ILP, and/or 504. Scholars will receive virtual services via virtual platforms and be offered compensatory services, if deemed necessary for services. Communication logs will be documented by the Dean of Student Support on a biweekly basis and communicated to the authorizer.	All scholars will receive Special Education, English Language Learner, and Section 504 services from a licensed professional based on the services outlined in service plans (IEP, ILP, and Section 504) in person. There will be strict guidance for PPE and social distancing.	All scholars will receive Special Education, English Language Learner, and Section 504 services from a licensed professional based on the services outlined in service plans (IEP, ILP, and Section 504) in person.
Health & Safety Guidelines	No PPE requirement	● PPE requirement of Mask (1 issued by the school) for student, staff, vendors, and visitors	No PPE requirement

		● Sneeze guard for student desks ● Strict Hand Washing Schedule for all classes and staff ● 70% Ethyl Alcohol Hand Sanitizer in each room of the building ● Directional Signage and markings for traffic control ● Strict Sanitation schedule ● No sharing of manipulatives and assigned student resources for learning ● Added air filtration system in every classroom ● Signage in hallways for education on COVID-19 precautions	
Materials Requirement	Chromebook, box of cubes, whiteboard, dry erase markers, pencil, any assigned Lifework	School materials provided by school while at school; Any assigned Lifework	School materials provided by school while at school; Any assigned Lifework
Schedules	See Category 1 Daily Schedule for MMA	See Category 2 Daily Schedule for MMA	See Category 3 Daily Schedule for MMA

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

Please complete the chart below for how you plan to begin the 2020-21 school year (check all that apply). The *Reopening Schools: Overview Guide for LEAs* should be referenced for more information or definitions on the various pathways. Even in a traditional in-person model, individual students learning remotely may operate under the CLP; in those cases, please check "family choice."

MODEL	In-Person Instruction at School Building Model				CATEGORY 1- FULLY REMOTE Remote or Hybrid Model						
PATHWAY	Trad'l	Stagger Return	Stagger Schedule	Year-round	Split Days	Alternate Days	Need based	Grade based	Family Choice	All Virtual	Other
Kinder										X	
Elem. School										X	
Middle School											
High School											
Other:											

Part 2.2: Differences between Schools

This section does not apply to Memphis Merit Academy Charter School.

SECTION 3: STANDARDS-BASED INSTRUCTION

> ➢ The LEA is beginning the year with full virtual or other remote instruction <u>OR</u> the LEA is beginning the year in-person and this CLP will reflect a full virtual or remote instruction model, if necessary.

Part 3.1: Explanation of Approach

Memphis Merit Academy Charter School has created three different options in preparation for the 2020-2021 school year. In Category 1, Fully Remote Model, all scholars K-2 will receive 6.5 hours of instruction daily. Each day scholars will receive instruction in Literacy, Mathematics, CORE (Science/Social Studies), RTI (Response to Intervention), Character Development (Socioemotional), and Enrichment (PE).

Part 3.2: Instruction Breakdown by Grade Band

Please complete the chart for each grade band to reflect the minutes of instruction planned. (In the online application, the chart below will appear for each grade band.)

Content Area	Avg. Days per Week	Minutes per Session	Delivery Mechanism: Check all applicable boxes*
English Language Arts	5	165	
Math	5	105	(X) Synchronous AND/OR (X) Asynchronous
Science	4	30	
Social Studies	4	30	(X) Virtual AND/OR ( ) Other
Physical Education (PE)	4	20	
Arts	0	0	(X) Teacher-based AND/OR (X) Program
CCTE or Elective (optional)	0	0	
Foreign Language (optional)	0	0	

*In the fillable online form, the delivery mechanism section will appear for EACH content area and EACH grade band.

Instructional Schedules:

In all three categories, scholars will receive instruction from a combination of a Lead Teacher and Co-Teacher. We prioritized small group instruction in all three models; scholars are receiving literacy instruction in small groups of 5 scholars. In a Category 1 model, scholars will receive feedback directly on activities they submit in the Seesaw platform. In all three categories, scholars are receiving daily intervention as well as feedback on work submitted. To see additional accommodations for our special populations see Artifact 6.

Teachers will receive weekly observations and coaching sessions for Literacy and Math. Teachers will also participate in weekly Data Team Meetings to plan for reteaching. (See

Artifacts 9 & 10)

Category 1: Scholars K-2 will receive the following amount of minutes for each subject area in a category one scenario.

Synchronous/Asynchronous	Subject	Minutes
Synchronous	Guided Reading/Reading Mastery	60
Synchronous	Math Skills	30
Synchronous	RTI (Response to Intervention)	45
Synchronous	Character Development (Socioemotional)	20
Synchronous	Additional Intervention	60
Asynchronous	Literacy Instruction	75
Asynchronous	CORE (Science/Social Studies)	30
Asynchronous	Writing	30
Asynchronous	Math Instruction	75
Asynchronous	Enrichment (PE)	20

Category 2: Scholars K-2 will receive the following amount of minutes for each subject area in a category two scenario.

Subject	Minutes
Guided Reading/Reading Mastery	120
Math Block	90
RTI (Response to Intervention)	45
Character Development (Socioemotional)	30
CORE (Science/Social Studies) Seesaw	40
Writing	37

| Enrichment (PE & Arts) | 30 |

Category 3: Scholars K-2 will receive the following amount of minutes for each subject area in a category three scenario.

Subject	Minutes
Literacy Block	140
Math Skills	90
RTI (Response to Intervention)	45
Character Development (Socioemotional)	15
CORE (Science/Social Studies)	30
Writing	40
Enrichment (PE & Arts)	30

Instructional Materials:

Program	Description
Clever	Clever brings all K-12 applications into one secure portal and provides single sign-on for all applications used at Memphis Merit Academy. This offers a safe but convenient way for students and parents to access all needed platforms.
Seesaw	Seesaw is our online scholar platform used for teachers, students, and parents to send and receive assignments and feedback on student work. Student schedules, links to zoom, and each subject's assignments are all housed in the Seesaw platform.
Schoolrunner	Schoolrunner is a platform used to track attendance, grades, and behavior for each scholar. Parents have access to their student's data via their child's Chromebook as well as the capability to download via the Schoolrunner App for on the go access. When in person, a daily slip is printed and sent home with each child for parents to have a daily update. This slip is also available daily through the scholars' Schoolrunner App.
Lexia	Lexia addresses the development of oral language, reading, spelling, and writing skills for students who are learning English. Students learning English will develop fundamental reading skills while receiving student-driven individualized lessons. Scholars visit Lexia daily to continue pushing their Literacy development.
Wowzers	Wowzers is a complete online research-based math curriculum. Online learning, personalized lesson plans, assessments, and math games that engage students. Scholars visit Wowzers daily to continue pushing their Mathematical development.
SCHOLASTIC Literacy Pro	All scholars have access to an in person and virtual library where they can choose best fit books while being assigned various comprehension tasks.

EnCase	Encase is our assessment platform. Scholars will be assigned weekly standards based assessments to complete each Friday. The standards will be aligned with those covered in their weekly course work. These assessments will also guide our data team meeting when planning for reteach the following week. Encase also offers quarterly benchmarks that will assess students and allow us to compare their growth in comparison with others scholars throughout the state.

*For physical instructional materials see Artifacts 1-5.

Grading, Feedback, and Student Achievement:

ASSESSMENTS

In addition to traditional classroom assessment measures, we use a standard assessment system to determine students' reading levels. The STEP Assessment will be administered five to six times a year in grades K-3. This one-on-one reading assessment gives teachers and parents important information regarding reading fluency, phonics development, and comprehension. These results will determine the reading grade level that will be noted on the report cards. Interim assessments in Math, Reading and Writing will be administered 4 to 6 times per year. All scholars take the NWEA MAP test 3 times annually, in fall, winter, and spring.

Weekly Assessments:	
Weekly Sight Word Assessments	Scholars are assigned leveled sight words and practice during oral drill each day.
Standards Based Assessment ELA	Instructional Coaches will develop grade level standards based assessments to push out to grade level teachers each week.
Standards Based Assessment Math	Instructional Coaches will develop grade level standards based assessments to push out to grade level teachers each week.
Benchmark Assessments:	
Encase ELA	Encase share quarterly benchmarks for our scholars to complete in order to see standards mastery throughout the year in comparison to scholars throughout the state.
Encase Math	Encase share quarterly benchmarks for our scholars to complete in order to see standards mastery throughout the year in comparison to scholars throughout the state.

Universal Screener:	
NWEA Map	NWEA will be used as a universal screener three times a year to track student's progress in comparison with others nationally.

PROGRESS REPORTS, REPORT CARDS, AND SCHOOL-PARENT MEETINGS

Teachers and staff will use daily MERIT progress reports and report cards to communicate students' academic and behavioral performance. Report Cards must be signed and returned to school. Any student at risk for academic failure is required to have a parent-teacher conference to discuss support. These meetings will be held in-person or via online platforms depending on the current school category.

PROMOTION POLICY

Memphis Merit Academy's promotion policy is rooted in a balance of understanding that while students learn at different rates and may experience plateaus at different times as they grow, mastery of grade level academic standards is the best measure for promotion to the next grade level. It ensures that a student can be successful in the academic challenges of the next grade level. Grade-level promotion is determined based on attendance, student mastery of content as depicted in final grades, and final exam requirements.

In order to be promoted to the next grade, three factors are considered: attendance, overall reading level, and grade-level standard mastery, as cited on the report card. Students who accumulate more than 9 absences during the school year will be at risk for retention in their current grade-level. Please refer to the attendance policy section of this handbook for more details on this policy. Please note that absences resulting from out-of-school suspensions are not excused. Students who are not reading on grade level by the end of the academic year are eligible for retention, and students who are reading more than half a year below grade level according to the final assessment results may be in jeopardy of being retained in their current grade-level. Parents of students who are in jeopardy of being retained will receive notice of this possibly in writing at the end of the second semester. Promotion recommendations are made by classroom teachers, and final promotion decisions will be made by the Head of School. The school reserves the right to make exceptions to this policy given special circumstances.

Scholars shall receive 18 grades per week during a 9 week period. Promotion shall be based on attainment of a grade of 70 or above in mathematics and language arts for grades 1-8. Promotion shall be based on performance as identified above (attendance, overall reading level, standards mastery) and by the Head of School. Scholars are at MMA shall receive grades based on the following grading scale and weight:

The grading scale for Memphis Merit Academy is as follows:

Letter Grade	Grade Percentage
A	93-100
B	85-92

C	75-84
D	74-70
F	69 AND below

Based on the following grade weights:

Weight %	Category
5%	Homework
5%	Class Participation
40%	Classwork
5%	Projects, Portfolios and Presentations
45%	Assessments
100%	Course Grade Percentage

Conduct grades will be formulated via the following criteria:

Conduct Grade	Requirements
E, Excellent	21 or more blue days, 0 red or yellow days
G, Good	0 -20 blue days, 0 red, 5 or less orange or yellow days
S, Satisfactory	0-4 red days
N, Needs Improvement	5-7 red days
U, Unsatisfactory	8 or more red days

In the event, the School leadership team determines a scholar is at risk due to online learning, the HOS will request the family to consider in person instruction based on the needs of the scholar achievement.

Part 3.3: Artifacts

To support the CLP, please include any artifacts that outline the LEA's approach to instruction. There is no limit to the number of artifacts submitted, but the department encourages LEAs to only submit materials that they have already created and/or plan to utilize for grade-level instruction. Artifact selection should be included to meet the benchmarks listed in the rubric.
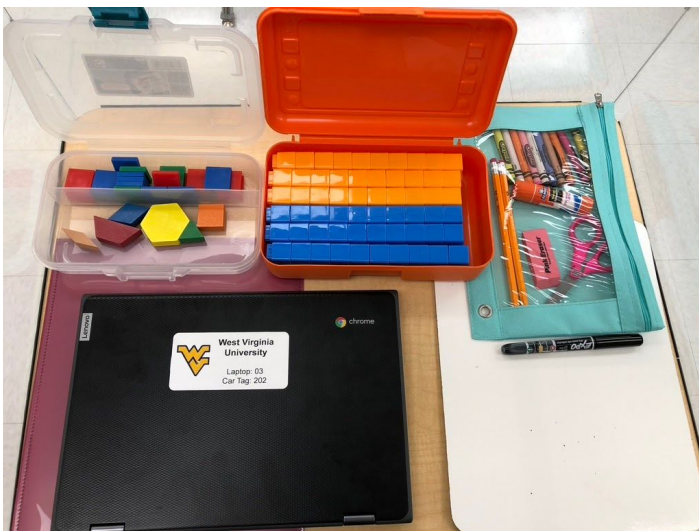
Artifact 1: Classroom Learning Spaces

All 185 scholar desks have a sneeze guard around their desk. All desks are spaced 6 feet apart to practice social distancing.
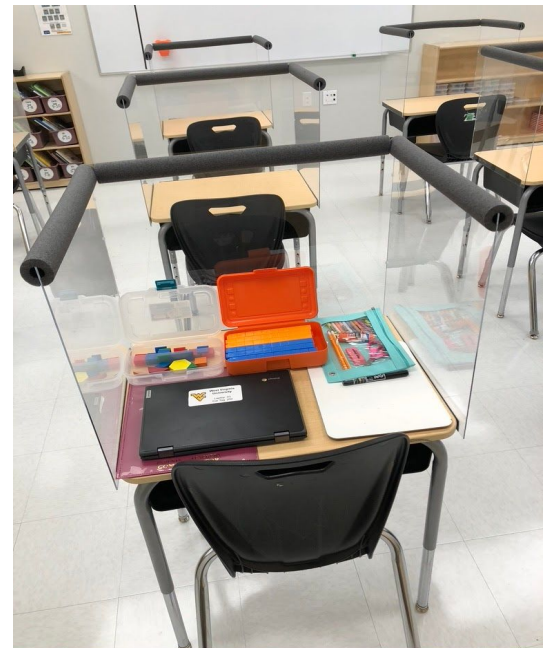
Each scholar has their own personal set of materials that will be housed in their desk.

Each scholar will have a container for Math manipulatives, individual cube box, pencil case with their own personal materials, and a whiteboard and marker assigned to them.
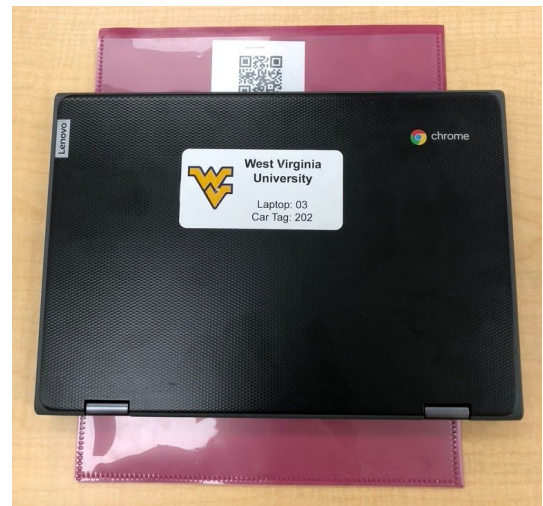
Each scholar has an assigned Chromebook. Their computer can be taken home for virtual learning or will be housed at their desk during in person instruction.

Individual container for Math manipulatives.

Individual pencil pouch with all needed writing materials assigned to each individual student.

Each student receives a Math cube box with 100 cubes for Kindergarten and 120 cubes for 1st and 2nd grade.

A hand sanitizing station is present in each classroom equipped with Clorox wipes, hand sanitizer, and hydrogen peroxide based cleaner approved by the CDC.

Plexiglass dividers have been added to the guided reading table to enhance social distancing and teachers will be required to wear a face shield during instruction.
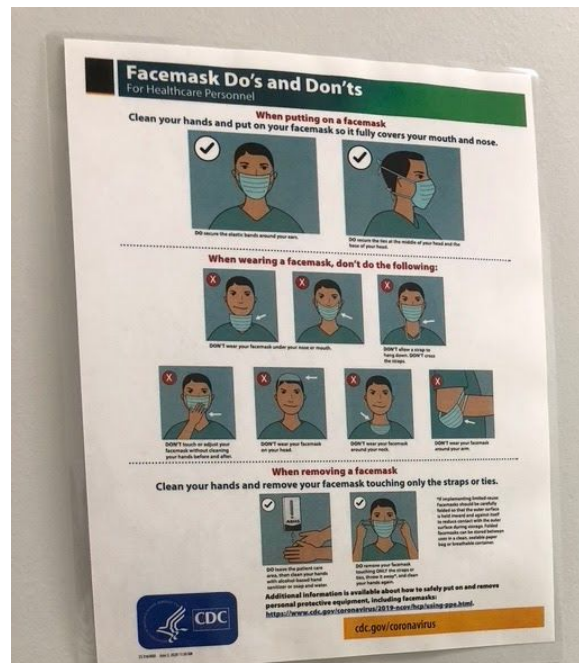

Air purifiers have been installed in every room that equipped for up to 1500 sq ft and our classrooms are approx. 700 sq ft.
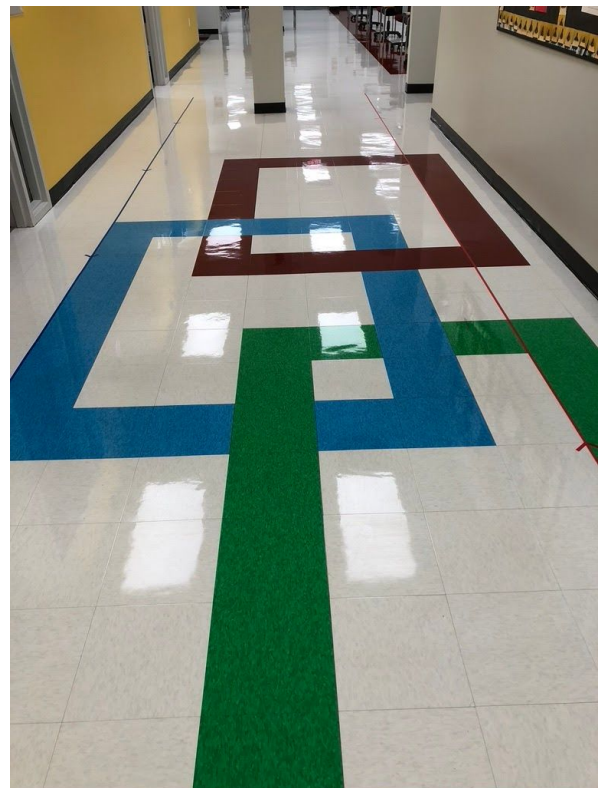
Artifact 2: Health and Safety Signage

Various signage has been hung around the building, including hallways, restrooms, classroom, and common areas.

Artifact 3: Directional Arrows & Social Distancing
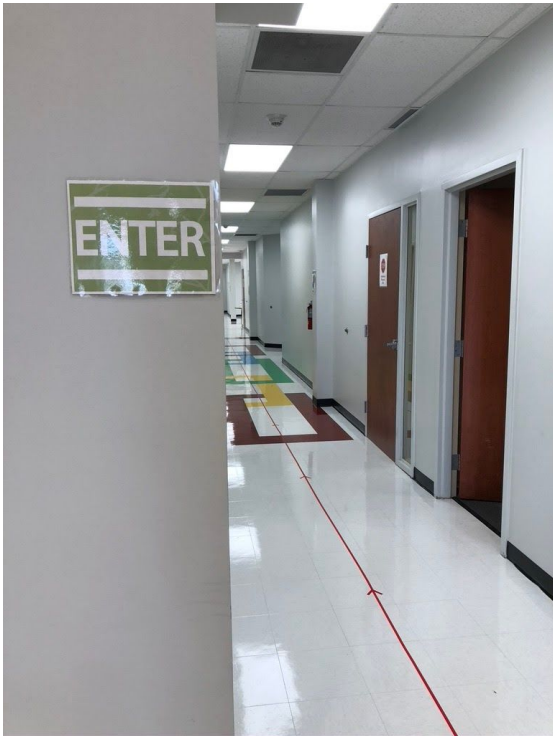
One way direction arrows with corresponding signage have been placed in our narrow hallways to ensure social distancing.

Two way directional arrows are placed in hallways where more than 6 ft of space allow for individuals to pass by with the 6 ft markers along each line.

Artifact 4: Physical Activity with Social Distancing

We have newly designed our outdoor space to incorporate maroon dots that space scholars out at least 6 ft apart to allow them to receive their physical activity safely each day.

Artifact 5: PPE for Staff and Students

All staff have been issued a mask and a face shield to use when delivering instruction. All students are issued a face mask to use while attending school each day.

Artifact 6: Special Populations Re-entry

Special Education, Section 504, ELL Re-entry Plan

Artifact 7: Academic Scope & Sequence Calendar (Sample)

Our Scope and Sequence outlines the lessons for each subject area as it correlates to our school calendar.

Artifact 8: Standards Pacing Guide by Week (Sample)

MMA Standards pacing guide outlines which standards that are addressed each week for ELA and Math.

Artifact 9: [ELA Coaching Schedule](#)

Teachers will receive two classroom or zoom room visits per week as well as one on one coaching meetings to further develop their craft. Each Friday the ELA Coach will host a Data Team Meeting to plan for reteaching.

Artifact 10: [Math Coaching Schedule](#)
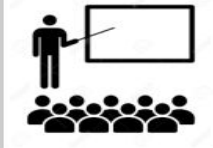
Teachers will receive two classroom or zoom room visits per week as well as one on one coaching meetings to further develop their craft. Each Friday the Math Coach will host a Data Team Meeting to plan for reteaching.

SECTION 4: ATTENDANCE

> ➢ The LEA is beginning the year with full virtual or other remote instruction <u>OR</u> the LEA is beginning the year in-person and this CLP will reflect a full virtual or remote instruction model.

Memphis Merit Academy Charter School will leverage three scenarios to deliver instruction in response to the COVID-19 pandemic.

MMA SCHOOL RE-ENTRY SCENARIOS			
COMPONENTS	**CATEGORY 1**	**CATEGORY 2**	**CATEGORY 3**
Type of Instructional Delivery	**Full Distance Learning**	**Class Size Reduction**	**Traditional MMA Academic Model**
Timeline	**August 3-28, 2020**	**August 31-indefinite**	**Indefinite**
Description	All students are in their home receiving instruction from their highly trained teachers in math, literacy, social studies, science, character education, and physical education. Teachers will deliver instruction from MMA in their classrooms.	All students return to school with a 20:1 student-teacher ratio with strict social distancing, sanitation, and handwashing measures in place described in the guidance below.	All students return to school with a 30:1 student-teacher ratio with handwashing protocols and regular sanitation in place.

Part 4.1: EXPLANATION OF APPROACH

ATTENDANCE POLICY (IN PERSON)

Memphis Merit Academy students arrive for breakfast by 7:30 AM every day, Monday-Friday and remain at school until 3:45 PM except on Fridays. The doors open at 7:30AM with the late bell ringing at 7:45am and convening Morning Motivation. On Fridays, students will be released early at 1:30PM. In the event a student is going to be absent, the parent/guardian must contact the office by 7:45AM. We commit to a daily attendance rate at or above 96%.

To succeed at Memphis Merit Academy, scholars must be present. Scholars are learning a great deal of content every day and being at school supports their success. So much learning goes on each day that cannot be sent home and made up. Students who miss a lot of school do not perform as well as those who attend every day. Therefore, we expect scholars to be at school every day unless they are legitimately sick and unable to function.

EARLY DISMISSAL (IN PERSON)

Scholars must be present at least 240 minutes to be marked present for the academic school day. Any

scholar that has been checked out for an early dismissal prior to meeting the required 240 minutes, will be marked absent for the school day.

Early dismissal cut off time:
- Monday- Thursday 3:00PM
- Friday 1:OOPM

CATEGORY ONE (REMOTE LEARNING) ATTENDANCE POLICY

Attendance is determined by the successful completion of 6 ½ hours of daily instruction per scholars' instructional schedule. Therefore, students are required to complete the following in order to be marked present for each school day:

- Successful log entry into Seesaw for daily instruction
- Completion of work assigned by teacher via online platform (Seesaw)

Exceptions to this policy will be made at the discretion of the HOS based on accommodations requested by families. Accommodations must be requested to the Dean of Operations, Betty Mccline at bmccline@memphismeritacademy.org. In the case of scholar absences during online instruction (Category 1), MMA will follow the original attendance policy for excused and unexcused absences. Any excuse notes shall be emailed to the Office Manager, Latricha Payne, lpayne@memphismeritacademy.org.

ATTENDANCE PROCEDURES (IN PERSON)

Parents and guardians are expected to call the school as early as possible but no later than 8:00AM if their child will not be attending school for any reason. Earlier, written permission is both welcomed and appreciated. Calls should be made as far in advance as possible and can be left on the school's main voicemail. **The main phone number to the school is 901-617-3690.** In phone calls, voicemails, and notes, please indicate your child's name, your relationship to the child, and the reason for and date(s) of the child's absence. If a scholar is not present by 7:50am and the school has not been notified that he or she will be absent, his or her parents or guardian will be called at home and/or work.

CATEGORY ONE (REMOTE LEARNING) ATTENDANCE PROCEDURE

Parents and guardians are expected to call the school as early as possible but no later than 9:00AM if their child will not be attending school for any reason. Earlier, written permission is both welcomed and appreciated. Calls should be made as far in advance as possible and can be left on the school's main voicemail. **The main phone number to the school is 901-617-3690.** In phone calls, voicemails, and notes, please indicate your child's name, your relationship to the child, and the reason for and date(s) of the child's absence. All written excuses can be submitted by uploading the documents to the SeeSaw platform. If a scholar is not present by 9:20AM for **ONLINE** instruction and the school has not been notified that he or she will be absent, his or her parents or guardian will be called at home and/or work.
If a scholar has not completed any activities in SeeSaw or logged in for online instruction by 2:30PM, the scholar will be marked absent for the academic school day.

CATEGORY ONE (REMOTE LEARNING) EARLY DISMISSAL

Scholars must be present for at least 195 minutes of the instructional day. The 195 minutes in the instructional day are a combination of both Live Teaching (Zoom) and completion of coursework

(Seesaw). Scholars that do not meet these requirements will be marked absent for the school day.

CATEGORY ONE (REMOTE LEARNING) STAFFING ATTENDANCE PROCEDURE
Memphis Merit Academy scholars are required to be present for 6 1⁄2 hours of learning each school day via Zoom (live teaching) or SeeSaw (coursework upload). In addition to live instructions, scholars are expected to follow the Student Daily Schedule- Category 1 located in the scholar's inbox on the SeeSaw platform to log in and complete assigned coursework.

Any scholar that has not logged into Zoom within the first 20 minutes will receive a robocall and personal call from the Office Manager daily. Any scholar that has not uploaded coursework to SeeSaw by 2:30PM will receive a robocall and a personal call from the Enrichment Teacher daily.

ACCOMODATIONS
During Category 2 and 3, all scholars are expected to return to school. However, MMA is prepared to provide reasonable accommodations to scholars based on their high risk medical need. In addition, any scholar participating in online learning must fully participate in any assessments given by the school. The Head of School and teacher will monitor closely the scholar's academic performance during online learning. Memphis Merit Academy reserves the right to conference with the parent/guardian to determine an alternative plan for learning if progress towards grade level mastery is deficient.

STAFFING RESPONSIBILITY
TEACHING STAFF- Scholars are required to log onto the Zoom platform daily by 9:00am. All teachers will use the 2020-21 Classroom Roster to mark scholars absent or present within the first 20 minutes of class.

OFFICE MANAGER-The Office Manager will call any families that have not logged on to the Zoom platform and have been marked absent on the classroom roster between 10:30AM- 12:30PM.

ENRICHMENT TEACHER-The Enrichment Teacher will call any families that have not submitted any coursework by the end of school day between 2:30PM-3:30PM.

EXCUSED AND UNEXCUSED ABSENCES
In order for an absence to be considered excused, scholars must return to school with a note explaining the nature of the absence within three business days. Excused absences are considered through doctor's notes and parent notes; however, parent notes should not exceed five notices per year. Final approval for all notices to excuse absences is at the discretion of the Head of School. The State of Tennessee dictates what may be an excused absence. These reasons are:
- Personal illness, homebound, hospitalization of student, injury, pregnancy, circumstance; The Head of School may request a conference with the Student Support Coordinator to determine if additional supports are needed for the student due to absences after 10 days have been accumulated throughout the year. A doctor's note must accompany any additional absences for the students thereafter.
- Illness in the family requiring temporary help from the child; Serious illness or death of a

student's immediate family. a physician's statement may be required.

- Death of a family member; the absence is limited to three school days.
- Head lice, up to three days per infestation.
- Recognized religious holidays regularly observed by persons of the child's faith.
- Court appearances or legal mandates. Please note: all routine doctor and dentist appointments should be conducted outside of school hours. All other absences will be considered unexcused. Students will not be excused for routine doctor and dentist appointments, family vacations, or any other engagement. If a student is absent from school due to suspensions, these days will be treated the same as absences. If a student misses school, Memphis Merit staff will make reasonable efforts to contact the student's parent/guardian by telephone, writing, or in person.
- Student participation in school sponsored activity, high school visit, or college visit as a student representative.
- Religious holidays and special regularly observed holiday by specific faith groups. Students are excused for absences of class or school day due to religious observance of a holiday deemed sacred by a religion of the student.
- Circumstances beyond the student's control at the discretion of the Head of School may be excused.
- Deployment of the students' parent or guardian enlisted in the United States Armed Forces, inclusive of the National Guard or Reserve called to active duty.
    a. The student shall be given one day of excused absence for deployment and one absence for the return for deployment of the parent or legal guardian.
    b. Students may be given excused absences for up to ten (10) days to visit student's parent or guardian if the parent is granted rest and recuperation leave and is also stationed outside of the country.
    c. Students may be given excused absences for up to ten (10) days of accumulation throughout the school year for visitation during deployment of parent or guardian. The total excused absences for deployment related reasons may not exceed 10 cumulative days.
- A student may be given an excused absence when participating in a non-school sponsored event or activity at the discretion of the Head of School. The parent or guardian must provide documentation to the Office Manager of proof of participation in the activity. The documentation must be in writing at least 7 business days prior to the student's absence. Once the documentation is received parent or guardians will fill out a request for excused absence which shall include, student full name, school ID, grade, dates of the anticipated absence, reason for the absence, signature of both student and parent. The Head of School or designee will approve the request and notify the parents in writing of their status of excused absence. To ensure all students are receiving the learning and support they need to be successful in life. The Head of School may cap the number of non-school related activities deemed as excused absences. The Head of School shall not excuse more than 10 absences annually for students participating in non-school related activities. Any absence not outlined above shall be considered unexcused absences.

ABSENCES DUE TO COVID-19

Any scholar that is absent due to a parent/guardian or live-in relative diagnosed with COVID-19, will be marked excused absence for a total of 14 quarantine days. The school reserves the right to request that

parents provide doctor's note/documentation for clearance to return to school.

UNEXCUSED ABSENCES

Any student absent from school not for the above reasons will be considered an unexcused absence. If a student has excessive unexcused absences he/she will be deemed as truant. Memphis Merit Academy will follow Tennessee State Law (TCA 49-6-3007) when reporting truancy.

CONSEQUENCES FOR FREQUENT UNEXCUSED ABSENCES

Based on Tennessee Law (TCA § 49-6-3001 c(1)), Memphis Merit will and must adhere to the following: "Every parent, guardian or other legal custodian residing within this state having control or charge of any child or children between six (6) years of age and seventeen (17) years of age, both inclusive, shall cause such child or children to attend public or non-public school, and in the event of failure to do so, shall be subject to the penalties hereinafter provided."

By law, if your child has 5 or more unexcused absences, your child's name will be reported to an attendance officer. The attendance officer has a duty to investigate to determine why the child has been absent from school. You will receive a notice informing you of the absences. In addition, the attendance officer may petition the Juvenile Courts requiring that you show cause why your family should not be subject to fines for the unexcused absences.

Three Unexcused Absences in a Semester: If a student is absent three days of school in one semester, it is considered a significant amount of time missed and raises serious concerns. At this point, parent/guardian will be asked to meet with the Head of School immediately. At this meeting, both the family and the school will discuss the problem and its impact on the student's education and an attendance plan will be developed.

Five Unexcused Absences in a Year: If a student is absent five days of school in a year, it is considered a significant amount of time missed and a serious problem. At this point and per state law, Memphis Merit will report this educational neglect concern (truancy) to an attendance officer. A more intensive attendance plan will be developed through that process.

Nine Unexcused Absences in a Year: If a student is absent nine days of school in a year, the student is considered habitually truant from school. At this point, the student may be at risk of not being promoted to the next grade due to having not mastered the academic grade level content. The Head of School will meet with the family to discuss the issue and may take further action, as needed. Please be aware of the following specific policies pertaining to excessive absences:
- Excused absences are defined only as those that are accompanied by a doctor's note verifying the dates of absence, which were due to illness, those that are due to religious observation, those related to suspensions, or those which are due to a death in the family. Under certain circumstances, Memphis Merit will also consider student's IEPs, accommodation plans and individualized healthcare plans in determining when an absence is "excused."
- Excessive total absences are a factor in retention at all grade levels. It will be at the school's discretion to determine if retention is appropriate for the current grade.
- If a student is absent the first five (5) days of school, or at least ten (10) consecutive days during the school year, and there has been no successful contact between the family and the school to explain his or her absences, that student may lose his or her seat at Memphis Merit and may be

considered un-enrolled from the school.

MAKE-UP WORK

Students will be held accountable for work missed due to absences. In the event, your child misses a day of instruction, the make-up work will be given to the Office Manager. All questions regarding student attendance and attendance records should be directed to the school's Office Manager. Students who are absent from school cannot attend or participate in any other school sponsored activities occurring on the day of the absence unless the school has given advance permission.

PUNCTUALITY AND TARDINESS *Memphis Merit values punctuality.* It is an important life skill and a show of respect to others. Just as we expect staff to be punctual for their students, families need to ensure that students arrive to school on time. This is even more important because Memphis Merit students begin their learning from the moment a student enters the building. Students are provided morning duties and work before and after breakfast. If a student is late to school, they miss brainwork morning assignments, disrupt the learning of other students, and risk falling behind. Memphis Merit's doors open at 7:30AM. Students must arrive to school between 7:30AM – 7:45AM, which is also when breakfast is served. Students arriving at 7:46AM or later are considered tardy. Please Note: Students who arrive close to 7:50am may not have enough time to finish their breakfast, since activities start promptly at 7:45AM. Therefore, if parents and guardians want their child to receive breakfast, the students must arrive at school no later than 7:40AM to have enough time to eat without feeling rushed. Parents or Guardians must escort late students to the Main Office to sign in, before proceeding to their classroom. Late arrivals after 7:45AM disrupt class for all students in the class and therefore should be avoided if possible. **Three late arrivals will count as the equivalent of one absence for the purposes of our attendance policy.**

ARRIVAL/DISMISSAL (CATEGORY TWO)

ARRIVAL & DISMISSAL

MMA ARRIVAL & DISMISSAL SCHEDULE (CATEGORY 2)			
GRADE LEVEL	**ARRIVAL**	**BREAKFAST & MORNING MEETING**	**DISMISSAL**
KINDERGARTEN	7:30 AM	7:45AM-8:05AM	3:15PM
8:05AM- 8:15AM- Cleaning of cafeteria space in preparation for next grade level			
FIRST GRADE	8:00AM	8:15AM-8:35AM	3:45PM
8:35AM- 8:45AM- Cleaning of cafeteria space in preparation for lunch time			
SECOND GRADE	7:30AM	7:45AM-8:05AM	4:15PM
8:05AM- 8:15AM- Cleaning of classroom pace in preparation for RTI			

SIBLING POLICY

*Sibling policy- <u>siblings will be picked up at the later time of the oldest sibling.</u> For example, Madison is Kindergarten and her brother Kenneth is 2nd grade- both scholars will be picked up during Kenneth's time at 4:15PM.

STUDENT ARRIVAL SCREENING CHECK (CATEGORY TWO)

STUDENT ARRIVAL FEVER AND HEALTH SCREENING CHECK		
ACTION NEEDED	**DESCRIPTION**	**NOTES**
STEP ONE	Staff member will open the door for scholar from the passenger side and scan forehead with infrared thermometer to take the temperature	**Staff members will have a black apron to hold all instruments for arrival** **Infrared Thermometers** **Gloves & MMA Mask** **Cleaning/ Disinfectant wipes**

STEP TWO	Staff member will show the results to parents and explain the color system and next steps	1. **Red** (100.1-109.4)- indication of fever and scholars will not be allowed to attend school for 48 hours
		
		2. **Orange** (98.7-99.9)- indicate that elevated temperatures and scholars will be monitored for the following symptoms:
		    ● Fever or chills
		    ● Cough
		    ● Shortness of breath or difficulty breathing
		    ● Fatigue
		    ● Muscle or body aches
		    ● Headache
		    ● New loss of taste or smell
		    ● Sore throat
		    ● Congestion or runny nose
		    ● Nausea or vomiting
		    ● Diarrhea

		Scholars' temperature will be taken again at lunchtime in the designated screening area to determine adjusted temperature throughout the day 3. **Green**(93.2- 98.6) -indication of healthy temperatures and scholars will be allowed to enter the building for the school day
STEP THREE	Staff member will check scholars for appropriate uniform and MMA face mask **All scholars are required to be dressed in proper uniform attire, which includes the following:** ● MMA Mask (provided by school in response to COVID-19 and must be worn during the academic school day) ● MMA polo with logo ● Black uniform bottoms	**Uniform Screening:** In light of data about how COVID-19 spreads, along with evidence of widespread COVID-19 illness in communities across the country, CDC recommends that people wear a cloth face covering to cover their nose and mouth in the community setting. Please refer to guidance above.
STEP FOUR	Staff member will check each scholar's backpack for personal belongings/items brought from home	**Personal Items Check:** Personal items from home will not be allowed to enter the building with scholars. This include but are not limited to the following: ● Blankets ● Toys ● Stuffed Animals ● Electronic Devices
STEP FIVE	Scholars with **GREEN** or **ORANGE** reading will be released from the car to the sanitation station to clean hands and report to the classroom for breakfast and	**Hand Washing Station:** Each scholar will enter into the building and report to the hand washing station to sanitizer their hands prior to reporting to the cafeteria for breakfast.

	morning meeting. Scholars with **RED** readings will be asked to return home and report back after child is free of fever for 48 hours	**Breakfast:** Individual pre- packaged breakfast will be on the desk for each scholar upon arrival to the classroom. **Morning Meeting:** Lead Teacher and Interventionist will lead morning meetings in each individual classroom to ensure that students continue to participate in morning motivation and affirmations to start their school day.
BACKPACK CARTS	**Scholars will hang their backpack on the assigned classroom backpack cart**	<u>**At the conclusion of arrival, each member of the arrival team will use the disinfectant wand to sanitize the backpacks on the**</u>
DAILY SCREENING AREA	**Designated screening area has been assigned for all scholars that experience illness/sickness during the school day. The following action steps will take place:** 1. Staff Member report scholar illness to Office Manager 2. Scholar is escorted to the Screening Area for temperature check 3. Temperature is logged in ==scholar's personal log== 4. Parent/Guardian is contacted for immediate pick up of scholar 5. Scholar will not be able to return to school for 24-48 hours	**Cleaning Protocol for illness/sickness:** Facility Coordinator will report to the classroom for immediate sanitation of the scholar's work area.

REFERENCE	[CDC GUIDELINES FOR SYMPTOMS](#)	

CONSEQUENCES FOR TARDINESS

Two Tardies in a Month: If a student is late two times in a month, it is considered a serious issue. Families are sent a tardy concern notification from the school after the second tardy in a month to serve as a notice of concern in the attempt to prevent the concern from escalating. Three tardies equals one absence.

Five Tardies in a Month: If a student is late five times in a month, it is considered a severe issue. The teacher will call the parent/guardian, and the problem will be discussed and an "On Time" plan will be developed. The plan must be implemented successfully before the student is allowed full access to school extracurricular activities.

Nine Tardies in a Semester: If a student is late nine times in a semester, it is considered a severe issue and will be documented on the child's report card. At Family Achievement Conferences for the semester, a school administrative member will meet with the family to revise the "On Time" plan.

INCLEMENT WEATHER

If there is inclement weather conditions such as, but not limited to, snow, Memphis Merit Academy will follow the direction of Shelby County Schools cancellation policies. If Shelby County Schools is closed, so is Memphis Merit Academy. We will make announcements of closure on social media, local television or radio stations, and on our school website.

Part 4.2: ARTIFACTS

Artifact 1: [Attendance & Truancy Policy](#) The MMA Attendance & Truancy policy remains the same in Category One- Distance Learning due to the state mandated requirement of 6 ½ hours of online learning and attendance. Any scholar that is absent from online live teaching via Zoom and fails to submit classwork via SeeSaw will be marked absent for the day.

Artifact 2: [30 Day Attendance Roster](#) Teachers will take attendance within the first 20 minutes of each live class session using the classroom rosters provided for the first 30 days.

Artifact 3: [Staffing Procedure (Attendance)](#)- The staffing procedure details the attendance expectation for support staff members.

Artifact 4: [Parent Communication (Robocall)](#) - A robocall will be sent by 9:20AM to all families that have a scholar marked absent by their teacher. An additional robocall will be sent

Artifact 5:- SeeSaw Training for Parents- All parents received training during Parent Orientation on the online platform, SeeSaw to ensure that scholars are able to log in, locate their daily schedule, and upload assignments

SECTION 5: INSTRUCTIONAL TECHNOLOGY

➤ The LEA is beginning the year with full virtual or other remote instruction <u>OR</u> the LEA is beginning the year in-person and this CLP will reflect a full virtual or remote instruction model, should it become necessary.

Part 5.1: Explanation of Approach

Distribution and Tracking

Memphis Merit Academy will have a 1:1 approach for all categories. Each student will receive a Chromebook for use at home during full remote learning and in school during independent work time. All teachers have been issued a Macbook Air 13' computer for remote learning. In Category 2 and 3, teachers have additional access to IPads. GoGaurdian will allow for Memphis Merit Academy's contracted IT department (Wired! Technologies, Inc.) to track, troubleshoot, and provide IT support to scholars.

Description of Devices

MMA Teacher Technology		
Device	Description	Inventory
	Macbook Air	19
	Macbook Pro	2
	iPad	13

	4K Elmo Document Camera	8
	Brightlink Projector	10
	Lenovo Casual Laptop Storage Backpack for transporting devices	21
MMA Student Technology		
	Lenovo Chromebook	187

	Omouboi Waterproof Scholar Backpack with laptop sleeve	200

Staff Device Deployment

All Memphis Merit Academy Charter School staff member devices were distributed, on July 8, 2020, during an in-person training session. Staff members received training on their technology devices, policies, and completed technology agreements.

Student Devices Deployment

All Memphis Merit Academy Charter School scholar devices are being distributed during parent orientation July 8, 2020 during an in-person training session. Staff members received training on their technology devices, policies, and completed technology agreements.

Monitoring Devices

Memphis Merit Academy will use GoGuardian to assist with our technology design of 1-to-1 Chromebook roll-out. It provides teachers with a portal to direct students' attention to specific online resources and close off topic tabs on scholar devices.

Reporting and Replacing Devices (Contingency Planning)

Memphis Merit Academy has purchased an additional 60 devices to be stocked in inventory at the school. All additional equipment will be used as replacement devices for families that report that their device has been lost, stolen or damaged.

Lost and stolen devices will be immediately reported to the local police department by the Dean of Operations to ensure that a police report has been obtained. Families are responsible for cooperating with the Dean of Operations and police department to gather all information needed to complete reporting of lost or stolen items.

Damaged devices will be immediately reported to the Dean of Operations to ensure that a help desk ticket is entered into the system, so that the IT support team can access the damaged and ship out for repair.

Families have the responsibility for any devices that are lost, stolen, or damaged. Parent/Guardians must do the following:

- ❏ Provide information leading to the recovery of the devices.
- ❏ Report all damages immediately to the Dean of Operations, Betty Mccline.
- ❏ Coordinate with local law enforcement with the recovery of the device.

Troubleshooting and Technical Assistance

Technical assistance for both staff and students will be handled via two tracks:

1. **MMA Helpdesk**

The MMA Helpdesk will be managed by the Operations team and located at 4775 American Way, Memphis, TN 38118 or remotely at 901-617-3690. In the event staff and students experience technical difficulties during each category they will be referred to the MMA Helpdesk to troubleshoot any technical difficulties. In the event that the issue can not be resolved in house they will be referred to Wired for additional assistance at support@wired-ar.com

2. **Wired! Technology, Inc. Helpdesk**

The Wired! Technology, Inc. monitors

Technical Support Team

Office Manager

Parents will communicate with teachers and the Office Manager, when they are experiencing issues with scholar devices. The Office Manager will put in a help desk ticket at support@wired-ar.com to communicate all issues with scholar technology.

Any request that the Wired Team has will be communicated to the Office Manager, so that she can communicate with families for requested documentation and error messages.

IT Support Team

The IT team will communicate all changes and repairs to the Office Manager to assist with parent communication for all resolved issues. The Office Manager will provide any manuals and guides to parents that have been communicated by the IT team to assist with troubleshooting.

Scope of Coverage for Wired! Technology, Inc.

Unlimited Help Desk, Remote, and Onsite Support

- Unlimited 24x7x365 end user Help Desk Support
- Includes unlimited Support for all end user technology needs including (but not limited to):

  - Desktop computers
  - Laptop computers or mobile devices including tablets and smartphones Chromebooks
  - Projectors, document cameras, and interactive boards
  - Printers
  - Scanners
  - Phone systems (if supported)
  - Access control and video surveillance systems
  - Application support

WIRED! has determined that the highest level of customer satisfaction is obtained when the end user reports the issue directly to the WIRED! Support team instead of through an internal gatekeeper. WIRED! will customize this process for your organization to loop in your assigned point of contact (POC) and promptly escalate tickets that require the attention of your POC. We recommend that end users submit Support tickets via any of the following approved methods:

- Email – support@wiredtech.com
- Web – support.wiredtech.com
- Phone – 877.957.0780

End users should expect the following timeline for Support:

- Immediate confirmation of issue submission

Priority 1 - 30 minute network down response with a 4 hour resolution target

  - Partial or full school network/internet access down
  - Server(s) down o Email/messaging infrastructure down or non- functional
  - Staff member crashed laptop or desktop (with no other laptop available)
  - Virus infection impacting network performance
  - Core application down (food service, testing, etc.)
  - Sharing platform down o Other items as defined by the customer

Priority 2 - 2 hour user Support response with a 24 hour resolution target

- Printer non-functional, but other printers available
- Spyware/malware removal
- Non-critical software issue
- Staff member crashed laptop or desktop (use of another laptop is available)
- Spare laptop or desktop reconfiguration
- Other items as defined by the customer

Priority 3 – Schedule campus visit

- Non-critical software or hardware issues o Regular maintenance activities
- Non-critical moves and changes to existing hardware, software, or configuration

Dedicated Onsite Support

- Unlimited onsite support
- Scheduled proactive site visits
- Reactive site visits as needed
- Dedicated support engineers

Unlimited Proactive Maintenance

- Managed server
- 24x7 advanced performance monitoring
- Weekly analysis of:
  - Errors, warnings, and informational alerts concerning:
  - Applications and databases running on server(s) 2. Operating system, services and server(s) hardware
  - System and network security and intrusion detection
  - Server disk space, utilization and health of server(s)
  - Print queues, terminal server sessions, mail queues, bad mail, etc
  - Memory usage and Virtual memory utilization
  - Processor utilization and performance
  - Daily review of backup log
  - Weekly confirmation that Anti-Virus program(s) are updating on server(s)
  - Weekly running of windows update on server(s), including installation of any pertinent service packs, security updates, and patches
  - Monthly reporting on any problem resolution and the status of hot fixes or patches applied
  - Business Disruption Avoidance and Disaster Planning and Preparation
  - Review of "Backup Calendar"
  - Semi-Annual restore from randomly selected media of:
    - Exchange Mailbox (assumes Microsoft Exchange Server)
    - Selected files and folders
    - Mission Critical application's database
    - Semi-Annual analysis of integrity of all external media
    - Monthly (or as necessary) cleaning of tape drive(s)
    - Quarterly test of UPS Battery Backup shut down procedure and battery life time
    - Semi-Annual test of RAID functionality and rebuild procedures Semi-Annual reporting (or more often as needed) on any issues, including:
      - Backup Log errors, warnings and their causes – as they demand

attention o Identification of skipped files during backup operations – as they demand attention

- Identification of files and/or folders that are excluded from backup operations and the reason for their exclusion
- Results from testing of UPS, RAID, and restore tests
- Age and replacement dates of all media o Review of all dates backup operations were unsuccessful and the cause of the failure
- Any corrective actions taken
- Any future concerns regarding issues (if any) o Our plan or recommendation to resolve any issues
- Off-Site Backup Service

This service includes a backup from your local servers to offsite WIRED! servers on an incremental daily basis All data transferred between your network and WIRED! is securely encrypted via 256- bit SSL. Your Backup Sets are stored in a password-protected encrypted state.

・ Server configuration management

・ Key application support

・ Exchange/hosted mail management

・ Microsoft and 3rd party patch management

・ Real time server optimization

・ Scheduled preventative maintenance

   ・ Managed workstation

      • Workstation configuration management

      • Microsoft and 3rd party patch management

      • Scheduled preventative maintenance

   ・ Managed network

      • Firewall management and maintenance

      • Router and switch performance monitoring

   ・ Managed security

      • Anti-virus monitoring and management

      • Anti-spam monitoring and management

      • Regular vulnerability scan and report

   ・ Documentation collection and maintenance

      • Network map, location of assets, PC inventory and specifications

      • Server configuration, installations, and patches applied

      • Vendor contact information

- Software licenses

- Warranty and service plan information

- Policies and procedures

- All work logs from any onsite and remote service work performed **4. Unlimited Technology Consulting**

・We understand that you do not have an IT department. We encourage you to approach our ongoing relationship as if WIRED! is your outsourced IT manager/department. We will provide you with the details you need to make timely, informed decisions. No one at WIRED! works on any form of a commission system. While we do sell hardware, we are not interested in selling hardware. Our only goal is to support you.

・Strategic planning
- Hardware and software procurement

- Bandwidth procurement and ISP management

- Disaster and recovery planning

- Budgetary process

- Work closely on technology related expenditures portions

of annual budget

- Allocate timelines for the retiring and acquisition of

hardware and software

- Anticipate future needs for planning purposes
- Provide reports indicating the age and performance of hardware, to Support the customer's procurement process
  - Vendor liaison Support and vendor management
  - ISP and Telecom vendors
  - Business Machine vendors
  - Software/Application vendors
  - Data/Infrastructure vendors

・License renewal planning and management

5. Reporting

・WIRED! will provide the customer with the following reports:

- Monthly detailed report of all completed service tickets – including all time worked, communication logs with time/date stamp and resolution detail

- Monthly summary report of all opened and completed service tickets including:

- Quantity of tickets by location

- Quantity of tickets by priority
- Actual time worked
- Average response time by priority
- Average resolution time by priority

6. Non-covered items

• Acts of God such as wind, water, and fire

• Vandalism

• Installation projects – This agreement does not cover installation of new (in-wall) cabling, projectors, video surveillance cameras, or access control systems. Replacement of one of these existing devices is covered. Set-up of new staff and student devices (including loading of carts) is covered.

• Hardware/software – This agreement covers labor only. Any needed hardware or software will be quoted for approval. A Purchase Order must be received before proceeding

TECHNOLOGY POLICIES

4.21 Social Media Policy and Guidelines

PURPOSE. This policy has been created to assure that information disclosed by Memphis Merit Academy Charter School (Memphis Merit Academy) and its employees' is timely, accurate, comprehensive, authoritative and relevant to all aspects of Memphis Merit Academy. This policy will provide the framework to facilitate the timely dissemination of information. Adherence to this policy will reinforce its current non-discriminatory practices based on sex, race, color, national origin, religion, weight, marital status, handicap, age, political affiliation, sexual orientation or disability or any other status covered by federal, state, or local law.

SCOPE. This social media policy applies to all Memphis Merit Academy employees, teachers, students, Board Members and auxiliary personnel. This policy covers all social media and media platforms, social networks, blogs, photo sharing, wikis, online forums and video sharing.

DEFINITIONS

Term: Social Media Account Definition: A personalized presence inside a social networking channel, initiated at will by an individual. YouTube, Twitter, Facebook, Instagram, SnapChat and other social networking channels allow users to sign-up for their own social medial account, which they can use to collaborate, interact and share content and status updated. When a user communicated through a social media account, their disclosures are attributed to their

User Profile Term: Social Media Channels Definition: Blogs, micro-blogs, wikis, social networks, social bookmarking services, user rating services and any other online collaboration, sharing or publishing platform, whether accessed through the web, a mobile device, text messaging, email or other existing or emerging communications platforms.

Term: Professional Social Media Definition: Professional social media is a work-related social media activity that is either school-based (e.g., a Memphis Merit Academy HOS establishing a Facebook page for his/her school, school department or Memphis Merit Academy teacher establishing a blog for his/her class).

Term: Social Media Disclosures Definition: Blog posts, blog comments, status updates, text messages, posts via email, images, audio recordings, video recordings or any other information made available through a social media channel. Social media disclosures are the actual communications a user distributes through a social media channel, usually by means of their social media accounts.

Term: Controversial Issues Definition: Issues that form the basis of heated debate, often identified in political campaigns as wedge issues, since they provoke a strong emotional response. Examples include political views, health care reform, education reform and gun control.

Term: Inbound Links Definition: An inbound link is a hyperlink that transits from one domain to another. A hyperlink that transits from an external domain to your own domain is referred to as an inbound link. Inbound links are important because they play a role in how search engines rank pages and domains in search results.

Term: Hosted Content Definition: Text, pictures, audio, video or other information in digital form that is uploaded and resides in the social media account of the author of a social media disclosure. If you download content off of the Internet, and then upload it to your social media account, you are hosting that content. This distinction is important because it is generally illegal to host copyrighted content publicly on the Internet without first obtaining the permission of the copyright owner.

Term: Copyrights Definition: Copyrights protect the right of an author to control the reproduction and use of any creative expression that has been fixed in tangible form, such as literary works, graphical works, photographic works, audiovisual works, electronic works and musical works. It is illegal to reproduce and use copyrighted content publicly on the Internet without first obtaining the permission of the copyright owner.

Term: Official Content Definition: Publicly available online content created and made public by Memphis Merit Academy, verified by virtue of the fact that it is accessible through the Memphis Merit Academy Charter School website (http://www.memphismeritacademy.org) or www.facebook.com/MemphisMerit.

Term: Blog Definition: An online journal that contains entries or posts that consist of text, links, images, video or other media and is usually between 300-500 words.

Term: Microblogging Definition: Posting brief and often frequent updates online. Unlike traditional blogs, which are often hosted on a custom website, microblogs are typically published on social media sites like Twitter, Instagram, Tumblr and Facebook.

Term: Cyberbully Definition: Cyberbullying is the use of electronic information and communication devices, to include but not limited to email messages, instant messaging, text messaging, cellular telephone communications, Internet blogs, Internet chat rooms, Internet postings and defamatory websites.

FACULTY AND STAFF GUIDELINES Blogs, Wikis, Podcasts, Digital Images & Video Personal Responsibility

Memphis Merit Academy Charter School employees are personally responsible for the hosted content they publish online. Be mindful that what you publish on social media channels will be public for a long time— protect your privacy. When posting online, please remember that you are an employee of Memphis Merit Academy Charter School and representative of your colleagues, students, parents and the school community. Your online behavior should reflect the same standards of honesty, respect and consideration that you use face-to-face. Blogs, wikis, and podcasts are an extension of your classroom and considered official content. What is inappropriate in the classroom should be deemed inappropriate online. **Do not post photos or movies of fellow employees without their permission. Do not use photos or movies taken at school without permission. Do not post photos or movies that contain students without parental consent.** There are many websites that allow users to share personally created movies. You are responsible for all you do, say and post online including videos. Anything posted online should represent you in a professional manner as others will see you as connected to Memphis Merit Academy. It disrupts learning when teachers, employees and staff post videos with questionable content. When posting online be sure not to post confidential student information. Cyberbullying is not to be tolerated. Any incidence of cyberbullying should be reported to the school Principal immediately. All cyberbullying incidents are to be taken seriously. Personal use of social networking sites, including Facebook, Twitter and Instagram Memphis Merit Academy staff and employees are personally responsible for all comments/information and hosted content they publish online. Be mindful that things such as Tweets and Status Updates will be visible and public for a long time. By posting comments, having online conversations, etc. on social media sites you are broadcasting to the world, be aware that even with the strictest privacy settings, what you 'say' online should be within the bounds of professional discretion. Comments expressed via social networking pages under the impression of a 'private conversation' may still end up being shared into a more public domain, even with privacy settings on maximum. **Comments related to Memphis Merit Academy, its employees, staff and/events related to Memphis Merit Academy, should always meet the highest standards of professional discretion.** When posting, even on the strictest settings, staff should act on the assumption that all postings are in the public domain. Before posting photographs and videos, permission should be sought from the subject where possible. This is especially the case where photographs of professional colleagues are concerned. Before posting personal photographs, thought should be given as to whether the images reflect on your professionalism. Photographs relating to alcohol or tobacco use may be deemed inappropriate. Remember, your social networking site is an extension of your personality, and an extension of your professional life and classroom. If it would seem inappropriate to put a certain photograph on the wall, then it should be considered inappropriate to post online. Microblogging (Twitter, Facebook, Tumblr, Instagram, etc.) comments made using such media are not protected by privacy settings. Employees should be aware of the public and widespread nature of such media and refrain from any comment and/or #hashtags that could be deemed unprofessional. #(Hashtags) that tag students and provide personal financial gain are prohibited. Memphis Merit Academy students are not to be used a promotional audiences. Memphis Merit Academy employees are not permitted to solicit or accept "Friend" Requests from enrolled Memphis Merit Academy students on any personal Social Media Account. This includes student's accounts and Memphis Merit Academy employee personal accounts. Memphis Merit Academy employees are not permitted to encourage students (K-8) enrolled at Memphis Merit Academy to create Social Media Accounts of any kind.

 All Memphis Merit Academy employees who choose to utilize Facebook, Twitter or Instagram or any other Social Media Platform to provide classroom information to students and parents must create a "teacher"page. Post must be exclusively about classroom or school activities. Staff-Student Relations Employees are prohibited from establishing personal relationships with students that are unprofessional and thereby inappropriate. Examples of unprofessional relationships include, but are not limited to:

employees fraternizing or communicating with students as if employees and students were peers such as writing personal letters or emails; "texting" students; calling students on cell phones or allowing students to make personal calls to them unrelated to homework or class work; sending inappropriate pictures to students; discussing or revealing to students personal matters about their private lives or inviting students to do the same (other than professional counseling by a school counselor); and engaging in sexualized dialogue, whether in person, by phone, via the Internet or in writing. Employees who post information on Facebook, Twitter or other similar websites that include inappropriate personal information such as, but not limited to: provocative photographs, sexually explicit messages, use of alcohol, drugs or anything students are prohibited from doing must understand that if students, parents or other employees obtain access to such information, their case will be investigated by school and officials and if warranted, will be disciplined up to and including termination, depending on the severity of the offense, and may have their case forwarded to the appropriate state department for review and possible further sanctions. The Head of School or designees reserve the right to periodically conduct Internet searchers to determine if employees have posted inappropriate materials online. If inappropriate use of computers and websites is discovered, the HOS's designees will download the offensive material and promptly bring misconduct to the attention of the Head of School.

Email at Memphis Merit Academy Charter School includes all electronic or any other communications by employees to students or parents at any time, from any email system shall be expected to be professional, acceptable in content to any reasonable person, and limited to information that is school-related or is acceptable to both student and parent. Email between employees, students and parents shall be done through the school provided email application.

CYBERBULLYING: Cyberbullying by a Memphis Merit Academy student directed toward another Memphis Merit Academy student or school staff member is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe environment. Memphis Merit Academy prohibits acts of cyberbullying by Memphis Merit Academy students through the use of any Memphis Merit Academy owned, operated, and supervised technologies. The HOS or designee may report allegations of cyberbullying to law enforcement authorities. Any act online, the Internet or through electronic devices (cellular phones, tablets) that deliberately threatens, harasses, intimidates an individual or group of individuals; places an individual in reasonable fear of harm to the individual or damage to the individual's property; has the effect of substantially disrupting the orderly operation of the school is considered cyberbullying. Any student or school staff member that believes he/she has or is being subjected to cyberbullying, as well as any person who has reason to believe a student or school staff member has knowledge or reason to believe another pupil or school staff member is being subjected to or has been subjected to cyberbullying shall immediately make a report to the HOS or designee. Memphis Merit Academy will handle all reported incidences for cyberbullying in accordance with the schoolwide disciplinary policy.

MEDIA, PHOTOGRAPHY AND FILM A reporter, producer or other news media may contact you for a number of reasons, for example: To get information about Memphis Merit Academy Charter School, teachers or employees. To get information about a recent, unexpected event such as natural disasters, thefts or arrests, accidents or injuries; parent or teacher complaints, federal, state or local regulatory actions; etc. To get information or comments about an action or event that could impact our school, teachers and/or staff, students or changes in school or government policies. To get general information on a topical story in our community such as changes to local or state government officials or policies, problems or issues specific to the academic community. **Refer all media calls to your school's Head of School.** *Please do not say you are not allowed to talk to a reporter or have to get permission to do so.*

Instead, tell the reporter: "Memphis Merit Academy's policy is to refer all media inquiries to the Head of School." Whenever taking a call from the media, the same courtesy and professionalism in which we approach our students and parents should be displayed toward the media. Please act quickly when approached by the media to ensure that the reporter's deadline is met. This is important because the way this call is handled may be the reporter's first impression of Memphis Merit Academy and that first impression may end up in the story published or the news segment broadcast. In order to promote our Memphis Merit Academy image, it is important to respond quickly, courteously and professionally to all media calls. Please remember to contact your Head of School if and when you have been approached by the media. Even though you have referred the media, the Head of School will need to prepare a response. Do not let a reporter compel you to answer questions on the spot. It is always beneficial to prepare in advance in order to provide accurate and relevant information. A similar process as described above will be used when someone from the media is requesting permission to take photographs or to film inside one of our facilities. Refer the caller to your Head of School. No one will be given access to the facility/school for a photo or filming without approval from the Head of School and equally important the Head of School will not give approval without talking in advance with the Board of Directors. When dealing with reporters and camera crews who may show up unannounced, staff and employees should act with the same courtesy and professionalism as we approach our parents and students. For school phone numbers and administrator names, please see the following:

Lakenna Booker
Head of School
901-240-1009

Betty McCline
Dean of Operations
901-930-7032

BLOGGING GUIDELINES AND BEST PRACTICES Memphis Merit Academy continues to explore how online discourse through social media channels can empower teachers, students, parents and staff. Memphis Merit Academy understands the importance of these interactions in helping to communicate the highlights of academic collaboration and achievement. Memphis Merit Academy is committed to continuing to explore new technologies and their best practices. These Blogging Guidelines and Best Practices will help you to make appropriate decisions about your Memphis Merit Academy-related blogging, blog content curation, and your responses to comments and blogs. The lines between public and private, personal and professional are often blurred in the digital world. By virtue of identifying yourself as a Memphis Merit Academy employee online, you are now connected to colleagues, students, parents and the school community. You should make sure that content associated with you is consistent with your work at Memphis Merit Academy. All blogs and other media will be posted at the discretion of the Head of School. Any blog or other social media involving Memphis Merit Academy can be posted and/or removed at the HOS's discretion. All blogs and other social media sites are a communication channel of Memphis Merit Academy and are to be maintained consistently throughout the school year. Memphis Merit Academy employees are personally responsible for the content they publish online. Be mindful that what you publish will be public for a long time. Remember to protect your privacy. As with all online interaction, as a Memphis Merit Academy employee, your online behavior should reflect the same standards of honesty, respect, and consideration that you use face-to-face. Remember that blogs are an extension of your classroom. What is inappropriate in your classroom should be deemed inappropriate online.   You may not share information that is confidential and proprietary about

Memphis Merit Academy Charter School, its employees, students and/or staff. When blogging, be respectful of your colleagues. Be thoughtful and accurate in your writing, and respectful of how other Memphis Merit Academy members may be affected. In addition, blogging about SCS School Board decisions and Memphis Merit Academy, financial information or other issues which may be controversial, please contact your school's HOS before publishing your post.

When blogging online, do not post confidential student information, including grades, awards and/or disciplinary action. If you are unsure of what is considered confidential, contact your school's HOS. Memphis Merit Academy employees should include disclaimers within their personal blogs that the views are their own and do not reflect on Memphis Merit Academy Charter School. Classroom blogs do not require a disclaimer, but teachers are encouraged to moderate content contributed by students. Remember to respect copyright and fair use guidelines. Be sure not to plagiarize and give credit when it is due. Blogs and comments related to Memphis Merit Academy should always meet the highest standards of professional discretion. When posting or blogging, even on the strictest settings, staff should act on the assumption that all postings are in the public domain.

Part 5.2: Artifacts
To support the procedures in the CLP, please include any artifacts that outline the LEA's approach to instructional technology. There is no limit to the number of artifacts submitted, but the department encourages LEAs to only submit materials that they have already created and/or plan to utilize. Artifact selection should be included to meet the benchmarks listed in the rubric. As outlined in the rubric, the way the LEA intends to serve the unique needs of students with disabilities, English Learners and other vulnerable populations in the LEA must be explicitly included.

Artifacts might include:

Artifact 1: Parent Survey- survey helps to identify technology needs and resources of MMA scholars

Artifact 2: Technology Agreement-Staff and Students sign off on a technology agreement that details responsibilities with reporting lost, stolen, or damaged devices.

Artifact 3: CIPA Policy-Internet safety policy in accordance with CIPA

Artifact 4: Go Guardian -Teachers and administrators are able to monitor scholar's real time use of chromebooks.

SECTION 6: PROFESSIONAL DEVELOPMENT (FOR REMOTE TEACHING AND LEARNING)

> ➤ The LEA is beginning the year with full virtual or other remote instruction <u>OR</u> the LEA is beginning the year in-person and this CLP will reflect a full virtual or remote instruction model, should it become necessary.

Memphis Merit Academy Charter School is committed to delivering high-quality instruction and rigorous academics in alignment with our mission through intentional professional development. Memphis Merit Academy will deliver professional development for all staff through Summer Merit Institute (17 days), individualized PD (weekly data team meetings), one-on-ones (O3s) for leadership team members, weekly ongoing PD (2+ hours). During the 2019-2020 school year, staff members were able to receive over 360+ hours in professional development, and MMA is committed to the continuous development of staff in the 2020-2021 school year.

Summary of Memphis Merit Academy's Professional Development Structure:

Professional Development Summary at MMA

Priority 1 (READING): MMA scholars will demonstrate reading fluency through strategies (i.e. decoding, segmenting, chunking, onset rime, pattern, cross checking) to comprehend text.

> ➤ *Actionable Steps:* Instruction focused on equipping scholars with specific strategies and how/when to use the aforementioned strategies.
> ➤ *Actionable Steps:* Professional development focused on researched based literacy strategies to support struggling and developing readers for staff.
> ➤ *Actionable Steps:* Two-teacher model leveraged across all models in response to COVID-19.

Priority 2 (MATH): MMA scholars will demonstrate a base ten understanding using various strategies (i.e. count on, visual representation with 10 sticks, skip counting, fluently adding/subtracting to create ten) to represent mathematical thinking.

> ➤ *Actionable Steps:* Instruction focused on developing and supporting scholars' critical thinking skills.
> ➤ *Actionable Steps:* Providing scholars with tools needed to solve math problems and teachers with professional development for cognitively guided instruction.
> ➤ *Actionable Steps:* Cognitively Guided Instruction leveraged across all models in response to COVID-19.

Priority 3 (SOCIOEMOTIONAL DEVELOPMENT): MMA scholars will demonstrate self-regulation through use of coping skills to express their emotions.

> ➢ ***Actionable Steps:*** Instruction focused on scholar self- regulation.
> ➢ ***Actionable Steps:*** Professional development focused on Crisis, Prevention, and Intervention (CPI) and de-escalation techniques for all staff.
> ➢ ***Actionable Steps:*** Socioemotional Learning prioritized in all instructional models and articulated in the daily schedule.

Problem Statement: Due to the COVID-19 pandemic, Memphis Merit Academy Charter School has to redefine delivery of the school model.

D R I V E R S	High Quality Instruction	Rigorous Academics	Character Development	Data-Driven Culture	High Performing Team
V e h i c l e s	Specific coaching dedicated to ELA and Math Vetted curriculum Deliberate practice lessons leveraged during coaching meetings Professional Development on schoolwide instructional	Curriculum aligned to GL standards Assessments (weekly common, interim, STEP, NWEA, TNREADY) Professional Development for teachers and leaders	Character Development curriculum CD time dedicated in daily schedule MERIT system for behavior Counseling provided for scholars in RTI-B	STEPBack Data Days built into calendar Weekly Data meetings with teachers Studentwork/ data present in each data meeting Monthly Data Team Meeting	Summer MERIT Institute to train team on taxonomies Operations expectations delivered using deliberate practice Informal & Formal Observations for teachers and leaders Professional development

Individualized PD at Memphis Merit Academy for the Individualized Needs of Students

Weekly Data Meetings
- Teachers will have a scheduled time weekly with an assigned member of the leadership team to participate in coaching, review data analysis, co-plan, and review personal and professional goals.
- Teachers are required to complete pre-work for O3 in template (reflection, personal goal, current assessment data, evaluation data, and other information designated by the leadership coach).
- The meetings will be no longer than 1 hour in length
- Meeting centered on student work/data
- See protocol for more details

O3s (One-on-Ones)
- Held between HOS and leadership team members
- Check-in with weekly coaching sessions
- Deliberate practice for upcoming meetings
- Review of current observation data

● Review of Student Data

Friday PD Format 2:00-4:00PM (Virtual or In-person)
- 2:00-2:30 –Staff will engage in operational PD based on needs of school.
- 2:30-3:45- Staff will participate in PD based on DRIVERS.
- 3:45-3:55-Staff will organize, report outcomes, and determine next steps (calendaring dates, locating materials, and/or collaborating with colleagues on topic).
- 3:55-4:05- Staff will participate in weekly reflection called GRATITUDE.

Summer MERIT Institute (July 8- August 3)
- ALL members of the MMA team will come together to learn how to deliver the mission and vision of Memphis Merit Academy for online or in-person.

Part 6.1: Explanation of Approach

Memphis Merit Academy adopts an annual PD schedule where teachers participate in various PD aligned to school priorities and student needs. Please refer to the aforementioned table for more details on specific PD types. Refer to the 2020-2021 Summer Experience PD artifact for specific topics for staff training. The following professional development (can be conducted via Zoom) happens throughout the year to ensure a strategic response to student learning:

AllMemphis: AllMemphis professional development provides teachers and leaders with Orton-Gillingham literacy training and coaching prior to the start of school, monthly, and individualized coaching sessions.

RTI Data Team Meeting: RTI Data Team Meeting are held every four week in accordance with RTI regulations. Headed by RTI Coordinator, the Data Team (composed of RTI teachers, RTI Coordinator, and Head of School, school psychologist) reviews student progress monitoring data and makes adjustments accordingly.

Weekly Student Assessment Data Team Meeting: Student Assessment Data Team meetings happen weekly, with Instructional Facilitator and Instructional Coach, in response to students completing weekly standards based assessments. Data is reviewed and instructional shifts are made in response.

Weekly Coaching Cycles: Instructional Facilitator and Instructional Coach follow a coaching cycle in which they: observe teachers, identify key levers to improve instruction, then teacher implementation.

STEP PD: Headed by UChicago, instructor delivers quarterly PD centered around the following: administering of tests, fidelity of grading, using data to drive instruction.

Cognitive Guided Instruction (CGI) PD: Headed by Debra Fuentes, instructor delivers quarterly PD around the following: structure of CGI, student centered questioning, recording of student thinking.

Needs Based Friday PD: This PD time is reserved for training for staff on the following topics:
- Culture - (classroom management strategies, TLAC taxonomies, student incentive systems -Schoolrunner, Merit/Demerit System)
- Academic- using data to alter instruction
- Operational- drill procedures, classroom walk-thru
- Socioemotional Learning (Zones of Regulation, De-escalation Strategies, and Crisis Prevention and Intervention)
- Special Populations (ELL, Special Education, Section 504) conducted by Dean of Student Support and contracted service providers

Part 6.2: Artifacts

To support the CLP, please include any artifacts that outline the LEA's approach to professional development, learning and support related to remote teaching and learning. This may include how the LEA expects to adapt PD to accommodate a remote learning environment. There is no limit to the number of artifacts submitted, but the department encourages LEAs to only submit materials that they have already created and/or plan to utilize. Artifact selection should be included to meet the benchmarks listed in the rubric. As outlined in the rubric, the way the LEA intends to serve the unique needs of students with disabilities, English Learners and other vulnerable populations in the LEA must be explicitly and cohesively included.

Artifacts for reference:

Artifact 1 : 2020-2021 Summer Experience PD Professional development schedules for staff (online or in person)

Artifact 2: Professional Development Plan 2020-2021 -
LEA yearlong professional development plan, which might include training for educators on using any online course material and collaborating with those instructors of online courses

Artifact 3: 2020-2021 PD Calendar- Specific dates for ongoing support throughout the year are outlined in MMA's PD Calendar

Artifact 4: Sample Special Populations Professional Development
>   PLC Vento Training
>   Staff Student Support
>   Student Support PD Agenda
>   Special Populations Re-entry Plan

Artifact 5: [ELA Coaching Schedule](#)-

Teachers will receive two classroom or zoom room visits per week as well as one on one coaching meetings to further develop their craft. Each Friday the ELA Coach will host a Data Team Meeting to plan for reteaching.

Artifact 6: [Math Coaching Schedule](#)-

Teachers will receive two classroom or zoom room visits per week as well as one on one coaching meetings to further develop their craft. Each Friday the Math Coach will host a Data Team Meeting to plan for reteaching.

SECTION 7: IMPLEMENTATION MONITORING

☐ The LEA is beginning the year with full virtual or other remote instruction
OR the LEA is beginning the year in-person and this CLP will reflect a full
virtual or remote instruction model, should it become necessary.

Part 7.1: Explanation of Approach

School Re-entry decisions will be made as a collaborative effort between all Board of Directors, School Re-entry Task Force, Head of School, Dean of Operations, instructional and operations staff members. There will be quarterly surveys sent to families and staff to provide feedback on the implementation of the school re-entry model to ensure overall satisfaction and safety of students. The Head of School will review and monitor local and national COVID-19 data to adjust decisions about school re-entry. Also, the Board of Directors will review outbreak data reflected from the school community to provide feedback and ensure overall compliance and regulations of school operations, finance, academic progress, and school safety.

TEAM MEMBERS	POSITION	CONTACT INFORMATION
BOARD OF DIRECTORS		
Description of Implementation Monitoring |The MMA Board of Directors is responsible for monitoring the overall fiscal oversight, academic achievement, and compliance and regulations for effective school operations.		
Brad Schmiedicke, *Senior Architect, A2H*	Board Chair	bschmiedicke@memphismeritacdaemy.org
Angelia Allen, *Vice President of Strategic Development, United Way of The Midsouth*	Treasurer	aallen@memphismeritacademy.org
Teresa Barnhill, *Group Director, Strategy & Insights at VMLY&R*	Secretary, School Re-entry Taskforce	teresabarnhill41@gmail.com
Melisa Moore, *Partner, Burch, Porter, and Johnson, PLLC*	Governance Committee	mmoore@bpjlaw.com
Kacy Dixon, *Manager, Human Resources, Hilton*	Governance Committee	kdixon@memphismeritacademy.org
Darron Williams, *Senior Marketing Advisor, Fedex Corporation*	Vice Chair	darron.williams@comcast.net
Victoria Ragland, *Senior Vice President, Pinnacle Financial Bank*	Development & Financial Committee	vragland@memphismeritacademy.org

Aurelia Mcbride, *Attorney, Glankner Brown*	Governance Committee	amcbride@memphismeritacademy.org
Talunja Prophet, Parent Board Member	Academic Committee *School Re-entry Task Force*	tprophet@memphismeritacademy.org
Kathy Gibbs, *Assistant Vice Chancellor Student Academic Support Services and Intervention*	Academic Committee School Re-entry Task Force	kgibbs@memphismeritacademy.org
Charles Lapsley, *Director of Emergency Services of Trauma, Regional One Health*	Family Merit Council Member, School Re-entry Task Force	charles.lapsley@gmail.com
ADMINISTRATIVE STAFF		
Description of Implementation Monitoring	The Administrative team is responsible for developing the CLP in collaboration with the all key stakeholders of the Memphis Merit Academy School community. The Administrative staff is also responsible for carrying out all of the components of school re-entry for all scholar populations.		
Lakenna Booker	Head of School	lbooker@memphismeritacademy.org
Betty Michelle McCline	Dean of Operations	bmccline@memphismeritacademy.org
Tamika Kemmons-Ford	Dean of Student Support	tkemmons@memphismeritacademy.org
Victoria Jackson	Instructional Facilitator	vjackson@memphismeritacademy.org
Beth Pitzer	Instructional Coach/ 2nd Grade Teacher	bpitzer@memphismeritacademy.org
SUPPORT STAFF		
Description of Implementation Monitoring	The Support staff is responsible for ensuring that attendance is met at 98% daily, IT help desk tickets are resolved in 48 hours, and deep cleaning of the facility is scheduled and complete daily.		
Latricha Payne	Office Manager	lpayne@memphismeritacademy.org

Kenmar Page	Facilities Coordinator	kpage@memphismeritacademy.org
Marilyn Miller	Enrichment Teacher	mmiller@memphismeritacademy.org
Jason Covington	Wired! Technology Partners, Inc.	wired@memphismeritacademy.org
Everett Ellis	Wired! Technology Partners, Inc.	wired@memphismeritacademy.org

Part 7.2: Artifacts- Summary of School Re-entry Plan Monitoring

ITEM	DESCRIPTION	POINT OF CONTACT
School Re-entry Plan	The team ensures successful collaboration, creation, communication of school re-entry plan for all stakeholders. The team also ensures the implementation of the overall school re-entry plan.	School Re-entry Task Force Lakenna Booker, Head of School Academic Achievement Committee of the MMA Board of Directors
Academic Performance	The team ensures overall academic progress of students by monitoring assessment data through monthly updates to the Board of Directors.	Victoria Jackson, Instructional Facilitator Beth Pitzer, Instructional Coach Lakenna Booker, Head of School Academic Achievement Committee of MMA BOD
Finance	The team ensures overall fiscal health of the organization through monitoring of the monthly financials and bank statements.	Lakenna Booker, Head of School Finance Committee of the MMA BOD
Attendance	The team ensures that scholars are present for online learning by 9:15AM and have submitted coursework in SeeSaw by 2:30pm	Betty Mccline, Dean of Operations Latricha Payne, Office Manager Marilyn Miller, Enrichment Teacher

Communication	The team ensures that all MMA stakeholders are well informed with information pertaining to school re-entry, COVID-19 status, and drafts all communication that goes out in response to COVID-19.	Brad Schmiedicke, Board Chair Lakenna Booker, Head of School Betty McCline, Dean of Operations
Instructional Technology	The team ensures all technology is distributed, monitored, repaired, and cyber safety.	Betty McCline, Dean of Operations Jason Covington, Wired Technology Partners
Student Support (Special Education)	The team ensures all special populations (SPED, ELL, At Risk, 504) are progressing at the same rate as their non-special populations peers.	Tamika Ford, Dean of Student Support Academic Achievement Committee of MMA BOD
Facility Cleanliness	The team ensures all facility cleanliness, compliance and regulations, and safety for school facilities.	Kenmar Page, Facilities Coordinator Betty McCline, Dean of Operations Contracted Vendors

SECTION 8: COMMUNICATIONS

Memphis Merit Academy plans to communicate the school re-entry plan to all stakeholders on a weekly, monthly and quarterly basis. Each stakeholder will receive communication documents via the MMA website, Facebook, Instagram, Schoolmint, and email communications.

COMMUNICATION DESCRIPTIONS & SYSTEMS

BOARD OF DIRECTORS. Board of Directors (School Re-entry Plan & Parent Communication) will receive BOD communications on a monthly basis during the Board of Directors meetings scheduled on the 3rd Thursday of each month. Any policies will be put before the BOD as much advance notice to ensure that the proper voting or review has taken place.

STAFF MEMBERS. Staff communication (School Re-entry Plan) was delivered during Summer Merit Institute on July 8, 2020 to ensure that all staff members received guidance on safety procedures and reporting responsibilities.

PARENTS/FAMILIES. Parent communications will be delivered during parent orientation and training dates on the following dates both virtually and in person:
- July 10th- First Grade
- July 15th- Kindergarten
- July 17th- First Grade
- July 20th- 2nd Grade
- July 22nd- Kindergarten
- July 24th- First Grade
- July 27th- First Grade
- July 29th- Kindergarten

** All sessions are scheduled with 20 parents participants to ensure social distancing and limited capacity during school meetings in response to CDC and the state of TN COVID guidelines.

VENDORS. Vendor communication (Safety Precautionary Memo) is delivered upon scheduled visitations to the facility to respond to work order requests. Updates will be reported out quarterly to all vendors that service our facility.

COMMUNITY PARTNERS. Community partners and all other stakeholders will receive school re-entry plan documents via the monthly MMA Newsletter.

CATEGORY ONE COMMUNICATION (COVID OUTBREAK)

Dear Memphis Merit Families,

Memphis Merit Academy Charter School is committed to ensuring the safety of all scholars, staff members, and community partners during this pandemic. As promised, we will continue to keep

our stakeholders informed on our status with COVID-19. On, [insert date], we were informed that a [insert stakeholder's title] tested positive for COVID-19. In response to this news, Memphis Merit Academy will be closing the school starting [inset date] until [insert date].

Scholars will transition into our CATEGORY ONE re-entry model, starting [insert date] to [insert date]. Families will have a 48-hour transition period to transition to our online learning model. CATEGORY ONE – Distance Learning will start on [insert date] and continue learning for the duration of 12 calendar days. Scholars will return to Memphis Merit Academy on [insert date].

MEMPHIS MERIT ACADEMY RESPONSE TO THE COVID-19 REPORT

1. *Memphis Merit Academy staff immediately identified and isolated individuals that may have been exposed or in direct contact with coronavirus*
2. *Parent/Guardians were called to immediately pick up the scholar(s) that was/were exposed or in direct contact with coronavirus*
3. *Scholars departed with Chromebook and manipulatives to ensure that learning continues for the duration of school closure*
4. *Staff members received a review of Staff re-entry plan to ensure that they have been informed and re-trained on health and safety guidance*
5. *Proper disinfection and sanitation of school building has been scheduled*

FACILITY CLEANING DURING SCHOOL CLOSURE

1. *Disinfectant fogging scheduled to clean 14,000 square footage of space*
2. *UV disinfecting wands will be used to sanitize and disinfect all manipulatives and fixtures*
3. *Deep cleaning of the facility with EPA- approved disinfectants to reduce the risk of exposure to COVID-19.*
4. *Follow up with infected individual to monitor and ensure that the quarantine guidelines have been followed prior to return*
5. *Follow up with SCS/ Local Health Department to discuss and review school re-entry plan*

GUIDANCE FOR RETURN TO WORK/SCHOOL AFTER COVID-19

Memphis Merit Academy requires that anyone that has tested positive or exhibits symptoms for COVID-19 have to follow the following guidelines before returning to school/work.
1. *Staff member/ scholar must have 2 consecutive negative tests at least 24 hours apart prior to returning to school*
2. *Staff member/scholar must have no fever in last 72 hours without using medication before returning to school*
3. *10-14 days have passed since symptoms first appeared before returning to school*
   · *In the event that testing is unavailable, individuals should wait until at*

least ten days have passed since symptoms first appeared.

· If they were not symptomatic, at least 10 days have passed since their first positive test.

Memphis Merit Academy is committed as a school community through our mission of high-quality instruction, rigorous academics, and character development. If there are any questions or concerns, please do not hesitate to reach out to Lakenna Booker, Head of School, at lbooker@memphismeritacademy or 901-617-3690.

Thank you for grace and patience during these times.

Committed to excellence,

Lakenna Booker

COMMUNICATION TIMELINE

SITUATION	IMMEDIATE ACTION	COMMUNICATION	Timeline
Report of COVID-19 by staff member or student to HOS and DOO.	● Isolate the scholar in designated monitoring area (Nursing Station) ● Parent immediately contacted to pick up the scholar ● Staff member asked to immediately report home	Families will receive the return to work guidance map and a letter from the Dean of Operations that details guidance for clearance to return to work	IMMEDIATELY- DAY ONE
Communicate with individuals in contact with	All individuals that have been in contact with	● Parents asked to pick up all scholars that	IMMEDIATELY- DAY ONE

person (s) with symptoms or reporting of positive COVID-19 results	COVID-19 person(s) will be immediately isolated to one area	have been exposed will be asked to shift to online learning for 10-14 day quarantine period • Staff member immediately reports home	All scholars will go home with their backpacks and material to continue online learning for Day 3-14 of instructional day. *48 hour transition period from CATEGORY TWO TO CATEGORY ONE
Contact cleaning company for deep clean	Contact Rotoclean to schedule deep cleaning of the facility	Facilities Coordinator will call Rotoclean to schedule Disinfectant Fogging - 48 hour turnaround for cleaning and sanitation of facility	IMMEDIATELY-DAY ONE
Contact local health department for guidance on cleaning and re-entry	Contact the local health department for guidance on cleaning and re-opening	Facilities Coordinator and Dean of Ops will immediately clean the facility with EPA-approved disinfectant	DAY TWO
Deep cleaning of facility	Deep cleaning of facility with EPA- approved products	Cleaning of all manipulatives, furniture, fixtures, technology, equipment, floors, restrooms, scholar desk with plexiglass, ect	DAY THREE- DAY SEVEN
STAFF MEMBER ONLY Communication to staff member to discuss FFCRA rights and paperwork	Contact staff members to discuss FFCRA policy, return to work guidance, and update on COVID-19 status.	Staff members will email to request FFCRA paperwork and takes FMLA for 10-14 day quarantine period	DAY THREE

CATEGORY TWO COMMUNICATION (RETURN TO SCHOOL)
Parents will be contacted via Schoolmint, MMA website, and Facebook to communicate the school re-entry date as stated in the initial COVID-19 outbreak communication.

PARENT SURVEY
Parent surveys are sent out via Google Form to gain understanding of parent needs and

address any concerns that they may have with regards to technology and resources. [Parent Survey Responses](#)

STAFF COMMUNICATION SYSTEMS

PARENT/SCHOOL COMMUNICATION (SCHOOLRUNNER)

DISCIPLINE

The practices Memphis Merit Academy employs for student behavior will provide Tier I behavioral support for all students. Our teachers will always follow these three steps when giving directions to students: (1) Clearly communicate the explicit directions they need the students to follow; (2) Positively narrate student behavior to support them in following directions; (3) Take corrective action with students still not following directions. This proactive approach will ensure that students receive the necessary information and support to be able to meet our behavioral expectations. Every staff member has been trained on Zones of Regulation to support scholars in self-regulation of their behavior.

- **Color-Based Chart** - Corrective actions will be visibly posted through a color-based chart in K-4 for students to see their progress throughout the day. Students will receive color changes up and down based on their behavior. Teachers will document student behavior in Behavior Logs that go home to families daily. Teachers will also record notes about student behavior infractions in SchoolRunner for data collection and progress monitoring of student behavior.

- **SchoolRunner** – SchoolRunner is an online platform that we will use to document and communicate student behavior for grades K-8. We will use data collected to inform our RTI^2 Behavior Framework.

- **School Rules and Code of Conduct**. Memphis Merit Academy believes that a common system of rules and consequences consistently and fairly enforced by all staff will maximize student time on task and overall academic achievement.

- **Core Value Behavioral Expectations - RISE with MERIT**
  - **RESPECT**- Treat others with kindness and like you want to be treated. Respect yourself, others, and school.
  - **INTEGRITY**- Do what is right even if no one is watching.
  - **SELF DETERMINATION** – Persevere through challenging times and learn from your mistakes.
  - **EXCELLENCE**– Take ownership of your actions, your education, and your school. Do your best at all times.

Color Chart Sample

Level	Action/Consequence	Color	Description
1	Exemplary behavior	Blue	Student shows exemplary RISE with MERIT core values in their actions, language and/or behaviors.
2	Good behavior	Green	The student consistently showed RISE with MERIT values during the instructional day.
3	First Warning	Yellow	Teacher has given an official warning to student as a reminder that he/she is not meeting the expectations of the classroom. Consequently, the student's clip is moved to yellow on the clip chart.
4	Mindful Moment in classroom	Orange	Student has had two warnings and needs to be away from teammates to reset or cool down in the classroom. Classroom cooldowns should not take more than five (5) minutes. When students are cooling down, they will sit in a designated seat and are expected to sit in the chair, lace their fingers, and sit silently until their teacher calls them back to rejoin the team.
5	Conference and call home	Red	Student has not shown appropriate behavior and has failed to get back on track independently. Student automatically moves to red if he or she displays a severe misbehavior (this would include any instance of physical aggression, such as hitting, spitting, etc.). Student will be removed from class and required to conference with either the Head of School (Y1) or the Student Supports Coordinator These conferences are quick and direct and followed by an immediate call home. This may result in future loss of privileges (community celebrations, enrichment time, etc.).
6	Office Referral	Red	The student has been removed from class at least two times and his/her behavior continue to be a significant disruption to the learning environment. The Head of School (Y1) or Student Supports Coordinator will contact a family member to pick up the student from school or complete work separate from his/her class with staff designee (HOS or Student Support Coordinator).

SCHOOL RUNNER

Parents and guardians can log in to Schoolrunner's portal to view information about their student(s) if they are provided with a student access code by the school. Parents/ Guardians use this code to create their own account so, although the school is responsible for distributing codes, parents/guardians themselves are responsible for creating their account with the code.

ALREADY HAVE AN ACCOUNT

Once a parent/guardian has a code, you will be able to create a Schoolrunner account with that code. You will also be able to add students to their account if they've already created an account before and are given additional access codes.

ACCESS CODE

The Schoolrunner system generates a unique code for each student. Anyone that is given a code will be able to view that student's information once they set up their own Schoolrunner account. The code will automatically expire after your school year finishes (this will not affect any p/g accounts that have already used the code).

PARENT RESOURCES

All parent resources are listed on the MMA school website on the COVID-19 updates page. Resources include the following:

Parent Resources:
INTERNET & TECHNOLOGY

Comcast is offering families stay connected with a special offer for home internet service. The Internet Essentials program provides monthly service for $9.95/month (plus tax), with TWO FREE MONTHS for new customers. You may qualify if you are eligible for public assistance programs such as the National School Lunch Program, Housing Assistance, Medicaid, SNAP, SSI, and others. Learn how to get connected today!

Xfinity WiFi hotspots are available to anyone who needs free access during the COVID-19 national emergency, including non-Xfinity Internet subscribers.

The **Tennessee Department of Education (TDOE)** has provided a variety of resources for accessing devices and wireless options to help parents.

https://www.tn.gov/content/dam/tn/education/health-&-safety/IT%20Resources%20COVID%2019.pdf

Social Emotional and Family Support

Shelby County School has a link with several assistance that is available for Families in response to Covid-19. Please see the link below.

https://www.scsk12.org/coronavirusfacts/familyresources

FAMILY ENGAGEMENT

Part 8.1: EXPLANATION OF APPROACH

Memphis Merit Academy is committed to ensure that parents, staff, vendors, and stakeholders receive communication in response to school re-entry and COVID-19 via the MMA school website, Facebook, Schoolmint, and the MMA Newsletter.

COMMUNICATION SCHEDULE

The schedule explains the timeline for communication to our stakeholders across

Timeline	Stakeholder	Modes of Communication
Weekly	Parents/ Guardians	Facebook, MMA website, Schoolmint
Monthly	ALL Stakeholders	MMA Newsletter
Weekly/Quarterly	Staff Members	Staff Memo and Staff Re-entry Plan via email and hard copy at Summer PD

Monthly	Board of DIrectors	MMA Board Meeting every 3rd Thursday of the month
Quarterly	Vendors	Vendor Safety Memo via email (or upon scheduled visitations)

LOGISTICS AND INSTRUCTION
Part 8.2: ARTIFACTS

Artifacts to Reference:

Artifact 1: SeeSaw Platform - All parents received training during Parent Orientation on the online platform, SeeSaw to ensure that scholars are able to log in, locate their daily schedule, and upload assignments

Artifact 2: School Re-entry Communication- Memphis Merit Academy will send out weekly parent communication via Schoolmint, Facebook, and MMA website on Mondays.

Artifact 3: Parent Orientation Powerpoint- All families received the school re-entry plan and detailed information pertaining to Categories 1, 2, and 3.

Artifact 4: Staff Re-entry Plan- All staff members received a Staff Re-entry plan and Safety Memo during Day One of Summer Merit Institute (Summer PD) with detailed information in response to COVID-19.

Artifact 5: Vendor Safety Memo- All vendors receive the Vendor Safety Precaution Memo in response to COVID-19. All vendors are required to wear appropriate PPE, which includes masks and gloves.

Artifact 6: Templates for Communication - Families will receive the COVID-19 outbreak communication that details our plan to shift between CATEGORY TWO AND CATEGORY ONE model.

Artifact 7: Return to Work Guidance-provided to staff member/family that has been exposed or

Artifact 8: SchoolRunner- SchoolRunner is an online platform that we will use to document and communicate student behavior for grades K-8. We will use data collected to inform our RTI^2 Behavior Framework.

Artifact 9: Parent Survey Responses- MMA survey was sent to parents to capture resources that parents may need to ensure online learning.