



# Community Charter School of Paterson

## **Instructional Plan: Virtual**

Students will receive instruction online- including all supplemental materials. In efforts to provide equitable access for ALL students, CCSP will provide all students with chromebooks. If any student needs support with internet access, a hotspot will be provided to them.

Students will log into their Google Classroom account to their homeroom for their attendance and morning announcements. Google Classroom will also provide access to their instructional materials, videos, assignments and to interact with their teachers. Students will also be provided grade level instruction and individualized instruction. Students have the opportunity to engage in a more accelerated learning through the blended learning platform used for instruction. Students have the option to participate in office hours for real time feedback from their teachers and extra support. Student growth and understanding will be measured through assessments and checkpoints during virtual instruction - the same as if we were in-person instruction.

Attendance for all students will be recorded daily. There are various factors to why attendance is taken but most importantly we consider retention, grade promotion, graduation and other factors that will reflect a students performance if they were in the school building for instruction. Staff will continue to use the existing school-wide systems for communication with families should they need support from a students' family if they are not responsive to the teacher, not participating or submitting assignments (Deanslist, Google Classroom, emails and phone calls).

In an effort to provide a balance for students their daily schedule also included community gathering and advisory. Students are able to engage in SEL activities, remain social and continue to build relationships with their teachers and classmates. We require staff to have weekly family contact during remote instruction. Staff will check-in with families about their student, gain more context on any support the family needs and provide more details on their scholars weekly performance. Students participate in enrichment and movement classes like yoga, music production, crafts, tech and dance movement. Lastly, the social work team hosts open door hours for all students to have a safe space for support as needed throughout virtual instruction.

Staff members participate in a series of professional development forums to ensure a continued connection to the school community and their role during virtual instruction. These forums, which include one on one meetings with their direct manager and team meetings, provide a space for them to also discuss how they feel and ways they can be supported.



# Community Charter School of Paterson

## Virtual Sample Student Schedule

Time Frame	K-4	5-8
8:00-8:50	Morning Circle + SEL	Morning Circle + SEL
9:00-9:50	Math	Math
10:00-10:50	Reading	ELA
11:00-11:50	Writing	Science
12:00-12:50	Science/Civics	Social Studies
1:00-1:50	Office Hours	Office Hours
2:00-2:50	Small Group Tutoring	Small Group Tutoring

### **Special Education Services/ Staff Responsibilities:**

All IEP, eligibility and 504 meetings will be scheduled and completed. All meetings will be conducted via phone or video call depending on the guardian. In accordance with New Jersey State code, all documents pertaining to the meeting will be reviewed in advance. If the guardian is not able to obtain and review the documents ahead of time they should speak with their service provider and/or their case manager to be provided with the information necessary to be prepared for the meeting. Guardian communication will be logged with all meeting documents on a secure drive.

### **Services:**

#### **Students Receiving Accommodated/Modified Grade Level Instruction**

The Special Education team will host small group pull outs and one-to-one services. Services will be provided to students during the scheduled instruction time and office hours after the daily instruction. Students will utilize the grade level assigned Google Classroom for all materials and resources.

#### **Students in Replacement Settings Receiving Instruction on a Grade-Level Other Than Their Own**



# Community Charter School of Paterson

Special Education teachers will provide specific assignments to students via the replacement assignment Google classroom. This will be the accessible platform for students to receive the assignments. A resource that is used for this is Lexia and i-Ready. Students can also utilize the office hour time block for more assistance.

## English Language Learners

### **Students Receiving ELL Pullout Instruction**

Students will utilize their grade level good classroom for their assignments and instruction. Teachers that are ELL specialized will modify any work necessary for a student’s accommodations. Students can attend office hours for more support, pull-out groups and other services. All ELL specialized teachers are also on the Special Education team.

CCSP stands by providing our school community members with the best service possible. We are invested in making sure our students and families can receive access to all resources despite their English Language proficiency. We provide translated documents and resources for all students/family facing materials. We also provide translation services for meetings and important family communication. Lastly, our LST and ELL teachers provide support for at home education continuations, partner meetings and check ins, English learning proficiency support and other services to our families.

### Staff Responsibilities

<b>Learning Support Team Role</b>	<b>Responsibility</b>
Supervisor of Special Education and Student Services	<ul style="list-style-type: none"> <li>● Attend all IEP/504 plan meetings.</li> <li>● Audit meeting tracking.</li> <li>● Coach and train all LST members.</li> <li>● Lead Sp.Ed/ SS Department.</li> </ul>
School Psychologist	<ul style="list-style-type: none"> <li>● Facilitate family interviews.</li> <li>● IEP Report</li> <li>● Provide sessions for caseload via phone/video call - written permission given and documented in Dean’s list.</li> <li>● Support with file review for re-evaluation.</li> <li>● Provide guidance for caseloads</li> </ul>



# Community Charter School of Paterson

	support.
Speech and Language Specialist	<ul style="list-style-type: none"> <li>● IEP/504 related meetings and reports.</li> <li>● Family communication</li> <li>● Provide Student Services - via video</li> </ul>
Social Worker	<ul style="list-style-type: none"> <li>● Facilitate family interviews.</li> <li>● IEP Reports.</li> <li>● Provide sessions for caseload via phone/video call - written permission given and documents in Dean's list.</li> <li>● Facilitate file review for re-evaluation.</li> <li>● Fill out eligibility.</li> <li>● Distribute all IEP/evaluation materials to families promptly after review.</li> <li>● Student services.</li> </ul>
Learning Disability Teacher Consultant	<ul style="list-style-type: none"> <li>● Provides coaching to LST/ Supervisor of Sp.Ed</li> <li>● Supports IA &amp; ELL teachers with technique, materials prep and IEP meeting coaching.</li> </ul>
ELL Teachers	<ul style="list-style-type: none"> <li>● Attend all IEP/504 Meetings.</li> <li>● Modify students' assignments.</li> <li>● Pull out groups, SSETS.</li> <li>● IEP reports.</li> <li>● Family communication.</li> </ul>
Instructional Aides	<ul style="list-style-type: none"> <li>● Attend all IEP Meetings.</li> <li>● Provides notes to SW for IEP reports.</li> <li>● Support modifying documents for students assignments for instruction.</li> </ul>
Paraprofessional	<ul style="list-style-type: none"> <li>● Track family communication and assist in scholar experience.</li> <li>● Attend IEP/504 meetings with student and family.</li> </ul>



# Community Charter School of Paterson

## **New Incoming Students**

Students will utilize Google Classroom to access all assignments provided by the ELL teachers. Students will receive support throughout the assignment and can utilize Voces Digital as a resource too. Students can attend office hours or support pull-out groups and other services via Google Translate.

Through external professional development and training, our school social workers and learning support team members receive trauma-informed practice and programming for ELL and new incoming students. This helps provide the best services for our students to improve our community.

## **Meal Service Plan:**

Meals will be available for families the first day following school closure. As with COVID, the same procedure is used for item distribution.

- Both school sites (CCSP Elementary at 75 Spruce Street., Paterson, and at CCSP Middle - 8 Morris Street., Paterson) will be used for food distribution from the hours of 10:00AM to 2:00PM.
- Our Food Service Management Company, Pomptonian Food Service, will follow the same lunch system as if we were in the building. This includes all food safety procedures - proper storage, food prep, food temperature check, anti-bacteria handling etc. Lunch and breakfast meals are pre-packaged. The breakfast meal contains grain, fruit and milk. The lunch meal contains a pre-packaged sandwich, protein, grain, fresh fruit and juice. Alternate meals are provided for specific food allergies on file. Meals are counted once distributed to students with the consideration that students are receiving both meals at once - this supports an accurate count.

## **Essential Employees and Facilities:**

A modified schedule will be assigned to our School Facilities teams. Each member on the team is considered an essential worker and will report to their respective buildings. The maintenance of the building and supervision of any repairs is crucial in making sure our building is prepared for in-personal instructions once virtual instruction has ended. Preventative maintenance from various vendors will continue during virtual instruction.

## **Transportation:**

Per the guidance of the district, only students with an IEP that includes bus services will receive bus transportation.



# Community Charter School of Paterson

**Community Programming:**

In collaboration with various community organizations, we will continue working in partnership to provide services and resources virtually when school is not in-person for instruction.