



PATERSON CHARTER SCHOOL

FOR SCIENCE AND TECHNOLOGY

**Guidance for Virtual or Remote Instruction Plan
for 2023-2024 School Year**

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Education Philosophy

The mission of Paterson Charter School for Science and Technology (PCSST) is *to provide a responsive educational model that will empower all students, through a standards-equity based academic program founded on expectations for high achievement that will graduate literate, responsible, self-directed persons who have the core knowledge and skills needed to be successful, contributing members of society.*

Continuity of Student Learning

Continuity of learning is the continuation of education in the event of a prolonged school closure or student absence. It is a critical component of school emergency management, as it promotes the continuation of teaching and learning despite circumstances that interrupt normal school attendance for one or more students. However, many considerations play a role in the development of distance learning programs, such as accessibility, type and quality of materials, and the length of time that this type of learning must be maintained. There are also a variety of potentially viable distance learning methods.

Continuity of Operations

Communication

PCSST will communicate effectively and in a timely manner with all parents, students, and staff to keep them up to date on the latest information via the following communication tools that are readily available:

Emails. All staff will have access to their emails during regularly scheduled school hours.

Class Dojo. K-7 teachers will continue communicating with parents via Class Dojo.

Telephone Broadcasting System. School administrators will use the existing phone broadcasting and SMS texting system to support the distribution of notifications and to provide information to students, faculty, and staff during a prolonged closure.

Social Media. All PCSST social media platforms including Twitter, Facebook, and Instagram accounts can be used for general announcements.

Continuity of School Business

- West Railway campus will be operational and building administrators and a secretary will be available to respond to phone calls or other staff, student, or parent inquiries on Mondays and Thursdays.
- Payroll will continue as scheduled
- The Board of Trustees meeting will be conducted remotely via Google Hangout/Zoom and the link will be provided to the public on the school's website.
- Custodial Staff will conduct deep cleaning and sanitation on all campuses.

Continuity of Instruction

K-1 Campus: In the K-1 Campus Instructional Packets will be prepared by Grade Chairs for parents to utilize during an emergency closing. Packets will include practice work for Math, ELA, Science, and Social Studies. Packets will be sent home with students in the event a closing is announced. Packets will also be available for parents or guardians to come to pick up and sign off that they received the packet.

Every homeroom teacher uses Class Dojo to communicate with parents. If parents have questions about any assignment parents may use Class Dojo during the hours of 7:40 am - 2:55 pm. Parents can also email teachers as well. Class Dojo also supports videos that teachers can post as review lessons for parents and students to watch.

2-3 Campus: The 2-3 campus will make appropriate and reasonable accommodations for student learning in the event of an emergency closing. All 2-3 students and their families have established educational accounts and are connected to their classroom teachers through Google Classroom and Class DoJo. If appropriate, student Chromebooks will be available at the 2-3 campus for parents to pick up in order to facilitate virtual student learning. In the event that Chromebook distribution is not possible, due to the nature of the emergency, teachers will conduct virtual learning through the technology available to students (home computers, iPads, iPhones) using Google Classroom and if possible, a live platform such as Google Meets. In the

event that technology and/or the internet is not available during an emergency closing, special instructional folders will be provided, for parents to pick up, that will contain educationally appropriate work in the core content areas in order for student learning to continue. Teachers will be available to assist, instruct and support students between the hours of 7:40 am and 2:55 pm.

4-7 Campus: The 4-7 campus is a technology-based school. All students use Chromebooks during the course of the school day. In the event of an emergency closing, students in grades 4 through 7 will take their assigned Chromebook home in order to utilize our online learning platforms currently in place. All teachers in the building utilize Google Classroom. 4-7 grades also utilize Class DoJo as part of their instructional routine and parental communication. In the event of a closing, teachers will post all assignments to Google Classroom in conjunction with the daily schedule. Teachers will be available through email and discussion posts on Google Classroom/Class DoJo to assist students and answer questions during planned school hours.

In the event that students do not have internet and/or technology access at home, instructional packets will be created by teachers and sent home with students (if a 24-hour notice is given in regards to closing) or left in the Main Campus Office (W.Railway) for parent pick up. Students, who have questions about the assignments can email or chat with teachers during their scheduled online class period.

8-12 Campus: The 8-12 campus is a one-to-one device school. All students in grade 8 are provided with Chromebooks and students in grades 9 through 12 are provided with IPADS. During distance learning, students have been accessing their assignments on google classroom. Every teacher in the building utilizes Google Classroom as part of their instructional routine. Teachers post assignments to Google Classroom in conjunction with the daily schedule. Teachers are available through email and discussion posts on Google Classroom to assist students and answer questions during school hours.

In the event that families do not have internet access at home, PCSST will provide students with an internet connection via optimum hotspots. In the event that students still do not have internet access at home for some reason, instructional packets will be created by teachers and be left in the front office for parents to pick up until their internet issue is resolved.

The tools below will be used for instructional purposes:

Digital Tools	Description	Grade Span
Google Classroom	Learning Management System	K-12
Class Dojo	Connects primary school teachers, students, and families through communication to share announcements and homework.	K-7
Google Hangouts	Allows live web conferencing and screen sharing with students.	K-12
Google Meet	Video Conference tool, similar to GoToMeeting	K-12
Khan Academy	Khan Academy provides short lessons in the form of videos. Its website also includes supplementary practice exercises and materials for educators.	K-12
IXL	IXL allows teachers and parents to monitor the progress of their students and motivate them through interactive games and practice questions.	K-12
Google Drive	Storing and sharing digital content	K-12
Brainpop/Brainpop Jr.	Provides videos on multiple subjects, as well as short quizzes.	K-6
A-Z(Raz Kids)	Raz Kids is an online leveled reading program that differentiates reading levels and assessments according to students' needs. There are hundreds of leveled books and 29 reading levels.	K-5

Flocabulary	Flocabulary is a learning program for all grades that uses educational hip-hop music to engage students and increase achievement across the curriculum.	K-12
MobyMax	Online adaptive curriculum in ELA, Math, Science, and Social Studies which allows students to work at their own pace and enables teachers to identify and assign specific skills and content.	4-7
Pearson – Math	Pearson enVision for middle school Math allows teachers to assign learning materials as well as assignments to students while monitoring progress. The platform offers teachers the flexibility to assign different materials (MathXL) to different learners (i.e. to differentiate) and it also has an adaptive component (Adaptive Practice powered by Knewton – per lesson) that changes the level of difficulty. Teachers can select current topics and/or allow students to review/practice older ones discussed earlier in the year.	K-12
TCI	TCI provides online access to the social studies curriculum, instructional materials, and assessment tools for students.	K-8
Newsela	Allows teachers to assign informational text readings with pre-attached questions and quizzes https://newsela.com/	4-12
My View Literacy (Savvas Realize)	Our 2-4 ELA curriculum provides for differentiated, standards-based lessons in reading and writing that are grounded in the Science of Reading.	2-4

Freckle ELA & Math	Freckle provides students with standards-based differentiated practice in ELA and Math.	2-4
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Continuity of Measuring Student Growth and Learning

During remote learning, teachers will continue monitoring student progress using the various formative and summative assessment tools that are already in use.

Continuity of Special Education Services and English as a Second Language Services

K-1 Campus:

During remote learning, missed sessions for speech therapy occupational therapy, and physical therapy will be recorded/documented and made up when students return.

Special Education Services:

Packets have been prepared and modified for all special education students according to students' IEPs. Packets will be distributed to students and posted on the school's website. Copies will also be made available for pick up at the main office.

ESL Services

ESL packets with a focus on language skills reading, writing, vocabulary, and grammar have been created for ELLs based on their Language proficiency levels. Packets will be distributed to students and posted on the school's websites. Copies will also be made available for pick up at the main office. PCSST teachers and administrators will regularly communicate with families in their native language through email, Class Dojo, and our School Broadcasting System to keep them informed of student progress and important updates regarding school operations.

During one of the PD days, training will be provided for teachers, administrators, and counselors to learn strategies related to culturally responsive teaching and learning, socio-emotional learning, and trauma-informed teaching for students affected by forced migration from their home country.

2-3 Campus:

During remote learning, missed sessions for speech therapy occupational therapy, and physical therapy will be recorded/documentated and made up when students return.

Special Education Services

Special education teachers will follow the same procedures as general education teachers for posting assignments on Google Classroom/Class DoJo and for leaving modified packets for pick up at the main office if necessary. Assignments will be modified in accordance with students' IEP modifications plan. Students will use reading A-Z(Raz kids), Pearson, IXL, Khan Academy, MobyMax, Flocabulary, and other online instructional methods for additional practice.

ESL Services

ESL teachers will follow the same procedures as general education teachers for posting assignments on Google Classroom and leaving packets for pick up at the main office. Assignments will be modified in accordance with students' ELP levels. Additionally, ESL students will use Imagine Learning, Reading A-Z(Raz kids), and NewsELA for additional practice. PCSST teachers and administrators will regularly communicate with families in their native language through email, Class Dojo, and our School Broadcasting System to keep them informed of student progress and important updates regarding school operations.

During one of the PD days, training will be provided for teachers, administrators, and counselors to learn strategies related to culturally responsive teaching and learning, socio-emotional learning, and trauma-informed teaching for students affected by forced migration from their home country.

4-7 Campus:

During remote learning, missed sessions for speech therapy occupational therapy, and physical therapy will be recorded/documentated and made up when students return.

Special Education Services

Special education teachers will follow the same procedures as general education teachers for posting assignments on Google Classroom and for leaving modified packets for pick up at the main office if necessary. Assignments will be modified in accordance with students' IEP

modifications plan. Students will use reading A-Z (Raz kids), Pearson, IXL, Khan Academy, MobyMax, Flocabulary, and other online instructional methods for additional practice.

ESL Services

ESL teachers will follow the same procedures as general education teachers for posting assignments on Google Classroom and leaving packets for pick up at the main office. Assignments will be modified in accordance with students' ELP levels. Additionally, ESL students will use Imagine Learning, Reading A-Z(Raz kids), and NewsELA for additional practice. PCSST teachers and administrators will regularly communicate with families in their native language through email, Class Dojo, and our School Broadcasting System to keep them informed of student progress and important updates regarding school operations.

During one of the PD days, training will be provided for teachers, administrators, and counselors to learn strategies related to culturally responsive teaching and learning, socio-emotional learning, and trauma-informed teaching for students affected by forced migration from their home country.

8-12 Campus:

During remote learning, missed sessions for speech therapy occupational therapy, and physical therapy will be recorded/documentated and made up when students return.

Special Education Services

Special education teachers will follow the same procedures as general education teachers for posting assignments on Google Classroom and leaving packets for pick up at the main office. Assignments will be modified in accordance with the student's IEP modifications plan. Students will use NEWSELA, IXL, Khan Academy, Mambean, and Flocabulary for additional practice.

ESL Services

ESL teachers will follow the same procedures as general education teachers for posting assignments on Google Classroom and for leaving packets for pick up at the main office. Assignments will be modified in accordance with students' English Language Proficiency (ELP) levels. The ESL teachers will use instructional materials and resources from Keystone, the Edge, Readworks, Passbook, E-reading, Everything ESL, and NewsELA. Students can also do an independent study through IXL and Khan Academy. For ESL pull-out classes the assignments will focus on language skills such as Reading, Writing, Vocabulary, and Grammar. The ESL teacher will be available on google classroom and Google Hangout as a co-teacher during ESL push-in periods. PCSST teachers and administrators will regularly communicate

with families in their native language through email and our School Broadcasting System to keep them informed of student progress and important updates regarding school operations. During one of the PD days, training will be provided for teachers, administrators, and counselors to learn strategies related to culturally responsive teaching and learning, socio-emotional learning, and trauma-informed teaching for students affected by forced migration from their home country.

Continuity of Child Study Team Services

Child study team will keep track of all annual IEP meetings, re-evaluation meetings, and eligibility/initial IEP meeting dates to make sure the school stays in compliance with timelines and due dates. During distance learning, the PCSST CST will use Google Meet to hold virtual IEP meetings. Case managers will organize a google meet invite, which will be sent to all members that are required to participate in the IEP meeting including the parent.

Testing for re-evaluations and initial evaluations;

Schools are still waiting for guidance from the state in regard to options that can be used to test students during remote learning.

Plans for services that cannot be delivered remotely (Speech, OT, PT, etc.)

Service providers and the IEP team individually will determine the potential loss of skills and the number of makeup sessions to account for the loss of skills upon return. Make-up sessions will be held at a later date as compensatory services.

How to reach out to CST?

It has already been communicated to all k-12 staff that the Child Study Team can be reached via email for any questions, concerns, advice, or support needed regarding special ed students.

CST will check in regularly with special education teachers and staff to see if they need assistance.

Attendance and Promotion to Next Grade

Students in **the lower elementary grades KG and 1st grade** are following a delayed opening schedule. Every homeroom teacher uses Class Dojo to communicate with parents. If parents have questions about any assignment parents may use Class Dojo during the hours of

9:55 am - 2:30 pm. Class Dojo continues to be used as attendance, once students/parents login and watch the videos. In the event a student appears absent two or more times in a week, the Guidance Counselor is notified by the teacher, and a call is made to the parent to check-in. In the event that communication is not made with a parent/guardian, and/or emergency contact a Paterson Police Dept. A wellness check is held. Once PPD has reported the results of the check, and further action is needed a call will be placed to DCPS. Since attendance is closely monitored and reported to admin daily, students who meet PCSST's academic requirements will be promoted to the next grade.

In the event of an Emergency School Closing, students in **the elementary grades 2nd-3rd grade** will follow a delayed opening schedule. Instructional time is scheduled from 9:55 am-2:30 pm daily. Students in 2nd and 3rd grade are recorded as present in their classes through Class DoJo daily. A student is marked absent after contact is attempted with parents to support class attendance and the student still does not respond. If multiple absences (2 or more) are recorded in one week, the guidance counselor will follow up with the parents. Teachers are in daily communication with all parents via Class DoJo. For extreme attendance issues and inability to contact parents by multiple parties (teacher, guidance, admin), DCP and/or local police are contacted to conduct a wellness check on the family. Promotion to the next grade level will be based on the successful passing of the current grade level and attendance will not be a factor at this time.

In the event of an Emergency School Closing, students in **the 4-7 Campus** will follow the delayed opening schedule each day. Students have until 10:05 a.m. to respond to an attendance check on google classroom for each class on their daily schedule. Students who do not complete the attendance check are marked absent. Teachers and counselors follow up regularly with students and parents. The parents of students who are not submitting assignments are contacted regularly. Virtual parent conferences to discuss student progress have been completed. DCP&P and the police have been contacted for wellness checks when guidance or the administration has not been able to reach students or the parents of students not submitting assignments.

Students at **the 8-12 campus** are following a delayed opening schedule each day. Instructional time is from 9:55 a.m.-2:30 p.m. daily. Students have until 10:00 p.m. to respond to an attendance check on google classroom for each class on their daily schedule. Students who do not complete the attendance check are marked absent. As of now, students

who meet PCSST academic requirements will be promoted. Attendance will not be a factor. Teachers and counselors follow up regularly with students and parents. The parents of students who are not submitting assignments are contacted regularly. Virtual parent conferences to discuss student progress have been completed. DCP&P and the police have been contacted for wellness checks when guidance or the administration has not been able to reach students or the parents of students not submitting assignments.

Continuity of Food Service

All Students will be provided “*grab and go*” breakfast and lunch in the case of school closures. Distribution will be conducted in collaboration with the Paterson Public Schools and other Charter Schools along with service in our 8-12 campus twice a week. During distribution, Social Distancing is implemented along with the use of PPE.

Continuity of Counseling and Nursing Services

School Counselors and Nurses will be available during school hours via email. There will be an available counselor and nurse on the main campus to respond to any inquiries from students and parents. They will be reaching out to students as needed for follow-up purposes. Additionally, the entire student population was provided with information regarding emergency services and hotline #s via email or through the classroom dojo.

The social and emotional health and well-being of the entire PCSST community is of the utmost importance. School Counselors, social workers, and contracted mental health professionals will be checking in with students and will be available to provide support for students and families in need.

Administrators will conduct virtual meetings and SEL activities with staff. Staff will be provided with information regarding physical and mental health services provided by our school insurance. Contracted mental health professionals will also be available to support staff if needed.

Maintaining School Buildings

All PCSST Campuses were cleaned and sanitized and sealed immediately after the school closure was declared. Only 8-12 campus will be kept open for food and instructional material distribution.

K-1, 2-3, and 4-7 Campuses will continue to remain closed. Limited access will be given to teachers if they need instructional materials from their classrooms.

Building and ground staff will continue sanitizing and maintaining buildings as needed.

Essential Employees

The following essential employees are readily available on the school premises twice weekly during food distribution hours to conduct their essential job duties and parent/student/staff inquiries:

Lead Person,

Executive Team Members (District and Building Administrators)

Guidance Counselors,

Nurses,

Business Office Personnel,

HR Department Personnel,

Registrar,

Secretaries,

Security personnel,

IT Department Personnel,

Building and Ground Personnel (Custodians, Maintenance),

Food Service Personnel.

Extra Curricular Programs

Where possible, extracurricular programs will continue to meet in a virtual setting.

Credit Recovery

Students in grades 10-12 that are credit deficient will continue to utilize Plato through Edmentum for credit recovery. Our Credit Recovery Coordinator will conduct regular check-ins with students and monitor their progress toward the completion of courses.

Extended Learning Opportunities

Title I teachers and Reading Specialists will continue to push into classes to work with the classroom teacher in a virtual setting. Students will also be pulled out in small groups when needed to meet virtually with Title I teachers and Reading Specialists to ensure that all students receive the support they need during virtual instruction.

After-school intervention services will also be provided for students who need remediation or enrichment opportunities during virtual instruction. Students can meet with teachers between designated after-school hours to receive accelerated learning opportunities, remediation, and help with completing assignments.

Our Saturday Academy, which provides students with additional skills-based instruction in ELA and Math can also be conducted in a virtual setting. During this time, students will receive ninety minutes of both ELA and Math instruction by certified PCSST teachers on Saturdays between 8:30 am and 12:30 pm.

Community Programming

The food pantry at our 8-12 campus will remain open to provide support to families in need. Important community information regarding public health, meal distribution, etc. will be shared with the school community through our website, School Broadcasting System, and Social Media accounts.