



**Teaneck Community Charter School  
Emergency Virtual or Remote  
Instruction Plan**

**September 30, 2022**

**Teaneck Community Charter School  
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## **BACKGROUND INFORMATION**

In April 2020, Governor Murphy issued an executive order that became P.L.2020, c.27. This law provides for the continuity of instruction in the event of a public-health related district closure so that LEAs can utilize virtual or remote instruction to satisfy the 180-day requirement pursuant to N.J.S.A. 18A:7F-9. In order to provide transparency and ensure that New Jersey students continue to receive high quality, standards-based instruction, each school district, charter school, renaissance school project and Approved Private School for Students with Disabilities (APSSDs) must annually submit its proposed program for virtual or remote instruction (plan) to the Commissioner of Education. This plan would be implemented during a district closure lasting more than three consecutive school days due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure. A superintendent must consult with the board of education, if practicable, prior to implementing the school district's plan of virtual or remote instruction. A day of virtual or remote instruction, if instituted under a plan approved by the Commissioner of Education, is considered the equivalent of a full day of school attendance for the purposes of meeting State and local graduation requirements, awarding of course credit, and such other matters as determined by the Commissioner of Education.

During the Spring of 2020 and throughout the 2021-2022 school year, the TCCS administration, in cooperation with teacher and Board representatives, developed and implemented a comprehensive "reopening plan" that included specific schedules and guidelines that should be followed in cases where the school was required to go "fully virtual" due to state mandates or local Covid-19 transmission levels. Should the school find itself in a position where that may be necessary again (per the above referenced executive order), the school would fall back onto this same "fully virtual" plan and schedule which, in our experience, has been widely accepted by the school community, as shown in the results of our various stakeholder feedback surveys.

If applicable, a current list of essential employees / positions will be provided to the DOE at the time of a switch to a "full virtual / remote" instructional program.

The following pages highlight some of the key features of our Emergency "Full Virtual" Remote Instruction Plan.

## **OVERVIEW / PROGRAM FEATURES**

- Structured Approach - even in full virtual Format
  - Significant focus on student accountability and attendance
- Daily and class attendance recorded by teachers
- Smaller, manageable class sizes
- Mandatory videoconferencing component (Zoom)
  - Student requirements - attendance, camera on upon request, etc.
- Instructional block periods
  - (9-11 and 12-2 for grades 3-8 / 9-10:30, 11-12:30, 1-2:30 for grades K, 1-2)
- Alternating days for subject matter (grades 3-8)
- All specials on same day, per grade level (30 min blocks for K,1-2 / 1 hour blocks for 3-8)
- As with Hybrid, Remote Learning will focus on core subjects and specials only
- All classes will be graded
- Classroom Management System to be used for all grades
  - Google Classroom for 3-8, Seesaw for K, 1-2
- Weekly “Homeroom Check-In” period with teacher for SEL activities and announcements, etc.
- Teacher “Office Hours” from 2:30-3:30pm
- Attendance to be marked in the parent portal and follow-ups for families / students who are not actively participating will be coordinated by the Principal
- Existing programs for G&T, Title 1 Support (BOOST & ASAP), & Enrichment clubs and classes to be provided virtually
- Transportation services (if applicable) to be provided by the Teaneck Public Schools (as with in-person instructional program)
- ASP / Childcare services to continue for those who are already enrolled, depending on local conditions and guidance from the health department

## **INSTRUCTIONAL BLOCKS**

### **Format for Two-Hour Teaching Block (3rd-8th Grade)**

Daily Attendance to be taken during virtual homeroom period (8:45am)

Class Attendance (participation) Taken by Teacher

Introduction to Lesson – To Be Done Live

Mini-Lesson – Either Live or Pre-recorded

Assignment/Active Engagement:

    During This Time Break Out Groups Can Be Utilized

    Students Are Actively Working Either Individually or in Small Groups

Whole Class Wrap Up – To Be Done Live

    Student Classwork Submitted

Class Attendance (Participation) Taken again by Teacher

### **Format for K, 1&2 Blocks**

Attendance taken by teacher each session - Daily attendance submitted at end of the day

Introduction to Lesson - Live

Mini- Lesson - Either live or pre-corded

Assignment/ Active Engagement

1. Can be done independently
2. Can be done with teacher small group or whole class

ELA and Math instruction will integrate topics and themes of Social Studies and Science

Third period reserved for 1-1 conferencing and Small Group instruction

## **SPECIALS AND HOMEROOM CHECK-INS**

- Each Grade Level will have a day of the week dedicated to Specials classes and Homeroom Check-In

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Grades 3&4	Grades 5&6	Grades 7&8	Grades 1&2	Kindergarten

- All students will have PE and/or Health all year
- Students in grades K, 1, & 2 will have Art, Music, and Spanish for one trimester each
- Students in grades 3-8 will have Art, Music, and Spanish for all three trimesters
- Class meetings and Homeroom Check-in times will vary by class in K, 1, & 2
- Grades 3-8 will meet specials at (9:00, 10:00, 12:00, & 1:00) and Homeroom Check-in will be at 2pm

## **SPECIAL EDUCATION**

- All special education accommodations will be provided virtually, including ICS and resource services, as required by IEP guidelines
- For grades 3-8, Special ed students will be get scheduled afternoon instructional 'check ins' with special ed teachers for ELA and/or math class they may not have that day
- Instructional aides will be assigned to specific students for individual check ins
- All CST and IEP meetings will still be held virtually

## **ELL**

- If applicable, a virtual ELL / bilingual program will be overseen by the school's ELL Coordinator to ensure equal access for all students
- Communication with families will be provided via email and parent portal
- Applicable training and instructional resources shall be provided by the ELL Coordinator

## TENTATIVE SCHEDULES

“Full Virtual” instruction will follow these tentative pre-established schedules. However, depending on the time of the school year that this plan goes into effect (or the current makeup of classes and in-person schedules), there may be modifications, as necessary. Regardless, meeting block times and number of instructional hours will remain the same.

## KINDERGARTEN

	<b>9:00- 10:30</b>	<b>11:00-12:30</b>	<b>1:00-2:30</b>
<b>MONDAY</b>	Morning Meeting	Superkids	Math
<b>TUESDAY</b>	Morning Meeting	Superkids	Math
<b>WEDNESDAY</b>	Morning Meeting	Superkids	Math
<b>THURSDAY</b>	Morning Meeting	Superkids	Math
<b>FRIDAY</b>	Morning Meeting	Specials	Specials

2:30 - 3:00 Office Hours

# 1st Grade

	<b>9:00- 10:30</b>	<b>11:00-12:30</b>	<b>1:00-2:30</b>
MONDAY	MATH	ELA	TBD
TUESDAY	MATH	ELA	TBD
WEDNESDAY	MATH	ELA	TBD
THURSDAY	SPECIALS	SPECIALS	SPECIALS
FRIDAY	MATH	ELA	TBD

2:30 - 3:00 Office Hours

# 2nd Grade

	<b>9:00- 10:30</b>	<b>11:00-12:30</b>	<b>1:00-2:30</b>
MONDAY	ELA	MATH	TBD
TUESDAY	ELA	MATH	TBD
WEDNESDAY	ELA	MATH	TBD
THURSDAY	SPECIALS	SPECIALS	SPECIALS
FRIDAY	ELA	MATH	TBD

2:30 - 3:00 Office Hours

### 3rd-4th

SPECIALS		
MONDAY	3-4-1    3-4-2    3-4-3    3-4-4	
9:00-10:00	Art        music    gym    Spanish	
10:00-11:00	Music    art        Spanish    gym	
12:00-1:00	Gym       Spanish    music    art	
1:00-2:00	Spanish    gym        art        music	
TEACHERS	POTENTIAL IEP MEETINGS/PD/PLC	
	<b>9:00-11:00</b>	<b>12:00-2:00</b>
TUESDAY	341 SS 342/344 4th Math 343 LA/WW 342/344 3rd Science	341 LA 342/344 3rd Math 343 SS 342/344 4th Science
WEDNESDAY	341/343 3rd Grade Science 342 LA/WW 341/343 4th Math 344 SS	341/343 4rd Grade Science 342 SS 341/343 3th Math 344 LA/WW
THURSDAY	341 SS 342/344 4th Math 343 LA/WW 342/344 3rd Science	341 LA 342/344 3rd Math 343 SS 342/344 4th Science
FRIDAY	341/343 3rd Grade Science 342 LA/WW 341/343 4th Math 344 SS	341/343 4rd Grade Science 342 SS 341/343 3th Math 344 LA/WW

2:00 - 3:00 Office Hours

## 5th-6th

	<b>9:00-11:00</b>	<b>12:00-2:00</b>
MONDAY	561 LA 562 SS 563 Math 564 Science	561 SS 562 LA 563 Science 564 Math
TUESDAY 9-10 10-11 12-1 1-2	Music Art Gym / Health Spanish	Music Art Gym / Health Spanish
TUESDAY	POTENTIAL IEP MEETING/PD	PLC
WEDNESDAY	561 Science 562 Math 563 LA 564 SS	561 Math 562 Science 563 SS 564 LA
THURSDAY	561 LA 562 SS 563 Math 564 Science	561 SS 562 LA 563 Science 564 Math
FRIDAY	561 Science 562 Math 563 LA 564 SS	561 Math 562 Science 563 SS 564 LA

2:00 - 3:00 Office Hours

## 7th-8th

	<b>9:00-11:00</b>	<b>12:00-2:00</b>
MONDAY	783 LA 784 SS 781 Math 782 Science	784 LA 783 SS 781 Science 782 Math
TUESDAY	781 LA 782 SS 783 Math 784 Science	782 LA 781 SS 783 Science 784 Math
WEDNESDAY 9-10 10-11 12-1 1-2	Music Art Gym / Health Spanish	Music Art Gym / Health Spanish
WEDNESDAY	POTENTIAL IEP MEETING/PD	PLC
THURSDAY	781 LA 782 SS 783 Math 784 Science	782 LA 781 SS 783 Science 784 Math
FRIDAY	781 LA 782 SS 783 Math 784 Science	782 LA 781 SS 783 Science 784 Math

2:00 - 3:00 Office Hours

## **OTHER CONSIDERATIONS**

In addition to the above referenced instructional schedules and expectations, the following other considerations will apply in the case of a switch to “full virtual / remote” instruction:

## **FACILITIES / MAINTENANCE**

In the event of a “full virtual / remote” instruction scenario, custodial staff will continue their regular in-person schedules to maintain and/or sanitize the school building.

## **TECHNOLOGY**

With the start of the 2021-2022 school year, ALL students (K-8) have been issued a school chromebook / tablet at the start of each year. Devices can be used at home in the event of “virtual / remote” instruction.

Should any families be in need of broadband internet access at home, they will be issued a school supplied wifi hotspot device, which the school has an inventory of. Availability of these devices will be shared with parents at the time of switching to remote instruction. Requests will be granted on an as needed basis.

## **MEALS**

In the event of a temporary switch to remote instruction, students will have access to pre-ordered (as well as free / reduced priced) lunches, which can be picked up at the school for consumption at home. In the case of a more widespread local / state closure, TCCS will work with the local Teaneck Public School district to coordinate lunch availability and pickup, as in the Spring of 2020 and throughout the 21-22 school year.

## **EXTRACURRICULARS**

- We believe that it is important to offer students some in-person social / extracurricular interaction with their peers, even while we are on a full remote instructional plan
- All activities must occur OUTDOORS while the school building is closed to students
- If conditions change due to health concerns or state guidance, we will adjust accordingly
- ATHLETICS
  - Outdoor athletics may will proceed in modified form, if allowable
  - Focus on skills and practice with competitive play to be determined by current conditions
  - Safety protocols will be followed by coaching staff
- ARTS
  - Events and programs may be open to the whole TCCS community, but reservations will be required and attendance limits will be enforced to ensure safe social distancing