



Carlstadt Public School

550 Washington Street ◊ Carlstadt, NJ 07072

Phone: 201-672-3000 ◊ www.carlstadt.org

Dear Parents/Guardians,

The Carlstadt Public School has developed an at-home learning plan in the event we must close due to a public health-related matter. Our goal is to continue teaching and learning during an extended school closure without having significant breaks in instruction. Carlstadt Public School is equipped to provide a valuable learning experience for students through a virtual environment. The plan will continue the student's academic progress and maintain a record of delivery of instructional services and student progress.

If we should be required to close the school district, we will follow an At-Home learning day schedule which will provide the necessary four hours of instruction plus independent learning activities. Teachers and students will follow a single session schedule, similar to what is used on one-session days.

The expectation for students is that they are completing daily work for each subject area during the scheduled periods. All teachers and support staff will be available during at-home school hours to answer questions via email and other means of communication.

Daily, you will receive an email via Genesis that will serve as your child's attendance for that day. The form must be completed on or before 8:45 a.m. for each day closed. If your child is sick and will not "attend" at-home learning that day, please indicate that on the form. Failure to complete the form will result in your child being marked absent. In addition, each day, you must complete the cover page attached to the work for that day. This will indicate your child completed the assigned work, to the best of his/her ability.

Please read the attached information carefully as it outlines the expectations and procedures we will follow in the event of an extended school closure. We appreciate your support and cooperation as we plan for this potential health emergency.

Sincerely,
Stephen Kollinok
Superintendent of Schools

Allison Evans
Assistant Superintendent



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At-Home Learning Plan *Grades Pre-Kindergarten-4th Grade*

At-Home Learning Hours

At-Home learning hours are as follows:

Pre-Kindergarten AM	8:35-10:35
Pre-Kindergarten PM	10:45-12:45
Kindergarten-4th Grade	8:45-12:45

- On or before the At-Home learning start time, parents must complete the attendance form that will be sent out each morning through Genesis email.
- This will serve as attendance for the day.
- **Failure to check-in will result in your child's absence for the day.**
- If your child will not be attending the at-home learning school day due to illness, please indicate that on the attendance form.

Lunch

- We are running a one-session schedule, therefore paid lunches will not be served.
- Students who receive free or reduced lunch will be eligible to receive lunch.
- Lunches will be available for pick-up outside the cafeteria doors between 11 a.m - 1 p.m.
- A parent, guardian, or designated adult must accompany each student when picking up lunch.

Teacher Availability

- Teachers will be available for consultation, communication, and support during E-learning hours.
- Teachers are always available through email communications.
- Each teacher has additional means of communication that will be communicated with you in the at-home learning packet that will be sent home.
- Teachers will provide feedback for students when necessary.



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At-Home Learning Procedures and Guidelines

Students will receive individualized instruction and materials for 4-hours, daily.

Instruction and materials will be delivered through a daily informational packet.

Content area teachers will implement strategies consistent with Sheltered Instruction to address the needs of ELL's.

Each packet will include all subject areas: Language Arts, Math, Social Studies, Science, Health, ESL and all special areas.

Work will be completed on paper and some may be completed using a digital tool.

All work must be returned once the school reopens. Student work will be assessed.

Each day, you must complete and sign the coversheet to indicate your child attended to the learning that day and completed the tasks assigned.

If your child's work is lost, please contact their teacher for a digital copy.

Nurse, Guidance, CST, and RTI

- The nurse, guidance counselor, CST members, and RTI teachers will be available via email for consultation during At-Home learning hours.

Nurse	Ruth Polofronio	rpolofronio@carlstadtps.org
Guidance Counselor	Kelly Schrobach	kschrobach@carlstadtps.org
Director of Special Services	Diana Silva	dsilva@carlstadtps.org
School Psychologist	Melissa Simon	msimon@carlstadtps.org
Social Worker	Susan Kiely	skiely@carlstadtps.org
Learning Consultant	Therese Kearns	tkearns@carlstadtps.org
Reading Specialist	Lois Teller	lteller@carlstadtps.org
Math Interventionist	Jennifer Milligan	jmilligan@carlstadtps.org



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At-Home Learning Plan *Grades Pre-Kindergarten-4th Grade*

Special Education, Child Study Team and Related Services

Special Education

Goal: The goal is to deliver instruction to continue students academic progress. Instruction is consistent with the students Individualized Education Plan (IEP) to the extent appropriate and shall meet the New Jersey Student Learning Standards.

- Students will receive individualized packets and lessons via Google Classroom based upon IEP goals and objectives. A combination of digital and paper based materials, organizational tools and samples/ examples will be provided.
- Communication email, Google Classroom, commenting
- Students will submit photos to obtain feedback and grade
- Supplemental and Differentiation of instruction tools include:
 - Scholastic News
 - Moby Max
 - Brain Pop Videos
 - Guided Notes
 - Squiggle Park
 - ABC ya
 - Teacher created Youtube videos
- Ongoing progress monitoring data (Aimsweb, Linkit, progress reports, and informal measures) was used to plan instruction
- Task cards and specific prompts (visual and written) will be provided. Students will be provided broken down step by step instructions.
- Assignments will be individualized and consistent with students IEP
- To the extent appropriate assignments shall meet the New Jersey Student Learning Standards.
- Teachers will be available to Google Hangout with parents who require a visual prompt or questions
- Teachers will be available by phone, email, Google Hangouts to answer questions and/or concerns.
- Teachers have access to IEP Direct to ensure implementation of IEP G/Ob.
- Teachers are required to participate in IEP meetings



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Related Services

Related services will be provided in accordance with student's IEP (G/Obs. and frequency and duration of services).

Physical Therapy	Occupational Therapy	Speech Therapy	Behaviorists & Counselors
<ul style="list-style-type: none"> • Students will receive an individualized packet based upon IEP goals and objectives. • Supplemental Youtube videos will be shared and differentiated based upon student age and need • Task cards and specific prompts (visual and written) will be provided • Therapist will be available to Facetime/ Google Hangout with parents who require a visual prompt to make their home session more successful • Therapist will be available by phone, email, Google Hangouts to answer questions and/or concerns. • Therapist has access to IEP Direct to ensure implementation of IEP G/Obs. 	<ul style="list-style-type: none"> • Students will receive an individualized packet based upon IEP goals and objectives. • Supplemental Youtube videos will be shared and differentiated based upon student age and need • Task cards and specific prompts (visual and written) will be provided • Therapist will be available to Facetime/ Google Hangout with parents who require a visual prompt to make their home session more successful • Therapist will be available by phone, email, Google Hangouts to answer questions and/or concerns. • Therapist has access to IEP Direct to ensure implementation of IEP G/Obs. 	<ul style="list-style-type: none"> • Students will receive an individualized packet based upon IEP goals and objectives. • Task cards and specific prompts (visual and written) will be provided • Therapist will be available to Facetime/ Google Hangout with parents who require a visual prompt to make their home session more successful • Therapist will be available by phone, email, Google Hangouts to answer questions and/or concerns. • Therapist has access to IEP Direct to ensure implementation of IEP G/Obs. 	<ul style="list-style-type: none"> • Ongoing consultation via email and Google Hangouts with parents and staff to address behavioral and social/emotional concerns that may arise. • Create future social skill lessons • Continue work on BIP's and FBA's



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Child Study Team

- The goal of the CST is to maintain IEP compliance. Through the use of Google Hangouts, the CST will hold Annual Reviews, Triannual Reviews, Eligibility Meetings and Planning Meetings. Special education teachers, general education teachers, related service providers will be required to participate in all meetings. Parents will be given the option to reschedule meetings when school reopens.
- CST members will monitor IEP's, attendance, grades and emails
- CST member will work on reports, scheduling & rescheduling of meetings
- CST will be available for consultation with parents and staff shall questions arise
- The CST will continue to implement their weekly case conference

Important School Contacts

Main Office Secretaries (For general inquiries, please contact any of the following secretaries)		
Secretary (general inquiries)	Diane DeBiase	ddebiase@carlstadtps.org
Secretary (attendance inquires)	Christine Bradley	cbradley@carlstadtps.org
Secretary (lunch inquires)	Claire Stagg	cstagg@carlstadtps.org
Technology Issues or Questions		
Technology Coordinator	Janet Olsson	jolsson@carlstadtps.org
Technology Support	Jerry Erszkowicz	jerszkowicz@carlstadtps.org
Administration		
Stephen Kollinok	Superintendent	skollinok@carlstadtps.org
Allison Evans	Assistant Superintendent	aevans@carlstadtps.org
Kenneth Foy	Principal	kfoy@carlstadtps.org
Diana Silva	Director of Special Services	dsilva@carlstadtps.org



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Chromebook Information

Your child is taking home his/her chromebook so they can complete their digital learning during school closure. Here is some information regarding the use of the Chromebook at home.

1. Connect this device to your home wifi connection. For wifi directions, visit this link.
<https://www.youtube.com/watch?v=BICR1ld8lNo>
2. Please charge the chromebook every night.
3. Please keep food or drinks away from the device.
4. Please contact the school 201-672-3008 or 201-672-3009 or email jolsson@carlstadtps.org or IT@carlstadtps.org should it break or become damaged.
5. When the children return to school, each student must return their chromebook AND their power charger.