



CELEBRATING
30 YEARS
OF EXCELLENCE

PREPARING STUDENTS FOR LIFE BEYOND THE CLASSROOM

Accredited by NCASES and Middle States Association

November 19, 2020

Dear Parents/Guardians,

I hope this letter finds you healthy and preparing for a safe holiday season. As you may imagine, throughout this fall, The Phoenix Center has closely monitored the health data, spread of COVID-19 and the positivity levels in New Jersey. To date, since our re-entry to school in September, out of our 59 sending districts, 21 are either continuing to stay 100% virtual or are planning to pivot to 100% virtual due to the ever-increasing positivity rates in the state. Since opening in September, we have had to close for a two-week quarantine, had five positive cases in the school, and have had to quarantine 99 students and staff, representing 50% of our population, due to various COVID exposures. In addition, 37% of the students are currently on 100% virtual instruction at the request of their families. This has created a tremendous strain on our ability to properly staff the classrooms. The upcoming holiday season brings more issues with coverage due to holiday gatherings that could lead to additional exposures and quarantines in the school. Nutley public school district, where TPC resides, announced they are not reopening and will remain closed through mid-January due to these same types of issues. In a special meeting with The Phoenix Center's Board of Directors, the difficult decision to change to 100% virtual instruction was approved. Out of an abundance of caution and with the health, safety and welfare of our students and staff, **The Phoenix Center will pivot to 100% virtual instruction on November 30, 2020 with plans to return to our A/B weekly hybrid on January 19, 2021.**

This is indeed a very challenging time and we recognize the difficulties moving to 100% remote instruction brings; however, it is a decision that was made in the best interest of and intentions for this learning community. At this time, the risks of keeping school open outweigh the benefits of in-person instruction. It is our intent to continue to provide continuity of education for your children through Google Classroom/Meet via the internet. **Please see the back of this memo for specific information regarding your child's virtual instruction schedule.** As always, The Phoenix Center staff will be available to you via email throughout 100% virtual instruction, and will provide as much support and guidance as possible during this challenging time.

We wish you a healthy and safe holiday season and look forward to our return in January 19, 2021. We will continue to provide new information to you as it becomes available. We advise that you follow available health guidelines and abide by social distancing recommendations. Please reach out to us via phone or email with any questions at all. As a reminder, please keep us informed of any possible incidents of COVID-19 within your family members. Thank you, stay healthy and Happy Holidays!!

Best regards,

Julie Mower, M.A.Ed.
Executive Director

Thanks to our generous donors, we are happy to be able to spread some holiday cheer! We are so grateful to be able to maintain some of our holiday traditions – just in a slightly different way. We will have wrapped holiday gifts for you to pick up for your child this year. **Pick up dates are Monday, December 21st and Tuesday, December 22nd from 8:00am to 2:45pm.** Please come to the side entrance, with the ramp and awning, by the cafeteria. Our Phoenix flag will be by the door. *Holiday Express* typically comes to perform a concert for our school – this year, *Holiday Express* provided us with a link to watch a holiday concert. This concert will be available in your child’s Google Classroom and will be shared with your child virtually on Wednesday, December 23rd at 10:00am. If this time is not convenient for your family, the link will also be available for you to watch with your child at any time.

If your child qualifies for free or reduced meals through our School Nutrition program, you will be receiving specific information about ordering and picking up meals from Sarah Carney, our Food Service Coordinator.

TPC student schedule during virtual/remote learning is as follows:

Please note, during TPC’s 100% virtual instruction, all hybrid students, Cohorts A/ B, will follow their virtual week’s schedule for all live Google Meets and 100% virtual students will continue with their schedules as is.

	Monday	Tuesday	Wednesday	Thursday	Friday
Parent Communication	<ul style="list-style-type: none"> Email parents/guardians, daily, by 8:30 am to provide a Welcome to the day and expectations Ongoing email and phone calls to parents/guardians to answer questions and provide support 				
Daily Lessons/Activities	<ul style="list-style-type: none"> Weekly assignments will be posted in Google Classroom daily by 8:30 am <ul style="list-style-type: none"> Language Arts, Mathematics, Science, Social Studies, and Life Skills daily World Language and Economics (2x a week as per student IEP and schedule) Health/PE daily Music, Art and CFL (1-2x a week as per student IEP and schedule) Any updates or modifications to lessons will be posted in Google Classroom, daily, as needed 				
Live Lessons	<ul style="list-style-type: none"> Live lessons aligned to students’ IEP goals will be facilitated by the teacher in Google Meets twice a day, one in the morning and one in the afternoon. Times will be determined by the teacher and parents will be notified. Teachers will check into individual/small group links to work with students and paraprofessionals throughout the day. Special Area teachers (Music, Art, PE, and CFL) will facilitate lessons based on the hybrid virtual schedules for each classroom. 				
Related Services	<ul style="list-style-type: none"> Teleconference therapy sessions aligned to students’ IEPs goals will be facilitated by the therapist based on the student’s individual schedule A combination of live Google Meets, Google assignments, phone calls and consultation are provided to each student 				
Supported Employment	<ul style="list-style-type: none"> Supported employment sessions aligned to students’ IEPs will be facilitated by the job coach A combination of live Google Meets, Google assignments, phone calls and consultation are provided for each student 				
Paraprofessional Support	<ul style="list-style-type: none"> Paraprofessionals and 1:1 aides are available to work directly with students from 8:30 am – 3:00 pm through Google Classroom and Google Meets Paraprofessionals create daily Google Meets to be available for students Paraprofessionals assist in presenting materials, providing accommodations, and demonstrating strategies in order for students to work on assignments Paraprofessionals are able to recommend behavioral supports for parents/guardians in order to help students be successful during virtual learning Under the supervision of the classroom teacher, paraprofessionals assist in developing materials to meet each student’s unique needs 				
Student Work	<ul style="list-style-type: none"> Student work is submitted via Google Classroom and emails directly to teachers/therapists Academic and therapeutic data is collected through permanent product, data sheets, anecdotal data, pictures and videos 				