

## Personalized Learning Team

**As a public school within California, state law requires our charter school to identify and assist students with academic, physical (504), and/or social/emotional issues that may impede their school performance.**

To assist our parents and staff in identifying and meeting the needs of students with learning challenges, our school utilizes a process called Response to Instruction (RtI) supported by our Personalized Learning Team (PLT). Regularly throughout the school year, the Personalized Learning Team meets to identify appropriate curriculum, learning strategies, and resource supports for students experiencing learning challenges in our charter school. The PLT consists of the student's parents, the student's ES, the PLT Coordinator, and other staff, as needed. The PLT enables parents and their ES to meet the needs of learning challenged students by developing Action Plans to use with the student. A written PLT meeting report is generated after meetings to help guide instruction and monitor the student's progress throughout their journey to success.

It is the goal of the PLT process to accelerate learning and close the learning gap, so that students function within grade level expectations, or at a Tier I level of instruction. Students who struggle academically receive curriculum and instruction more specific to their learning needs. Generally, through the PLT process students begin by receiving a prescribed Action Plan during the first PLT meeting. The goal is to accelerate learning to close the learning gap in a reasonable amount of time. A member of the Special Education Department will be consulted for students receiving Tier III instruction, when appropriate. If adequate growth is not documented through work and monitoring progress, students may need to be evaluated to determine their possible eligibility to receive special education support. At this point of a referral, our Special Education Department will assist parents and their students throughout the referral, assessment and identification processes. If students do not qualify for special education services, they return to Tier III instructional support and the PLT process within general education.

To participate in the PLT process, please complete the following:

[PLT Request form](#) and the [PLT Individual Checklist](#). These forms need to have input from both the ES and the Parent. Once the PLT forms are complete, scan, mail or fax them to:

CWCS Attn: PLT Coordinator

12420 Bentley Street, Waterford CA 95386

Fax 209-874-9531

Scan to: ([cwsecretary@cwcharter.org](mailto:cwsecretary@cwcharter.org))

Upon receipt of the completed forms, a meeting will be scheduled. Initial PLT meetings are usually held via teleconference. Follow-up PLT meetings are held as in-person meetings, as needed. A PLT meeting will only be held when more than one school personnel is present. Participation in the PLT is considered a part of general education; ES participation is considered a function of the ES job.