Emergency Virtual or Remote Instruction Programs for the 2022-2023 School Year

County: Camden
Name of District: Laurel Springs
Name of Chief School Administrator: Ryan Mahlman

Chief School Administrator Contact Number: 856-783-1086

The following contains information for Emergency Virtual or Remote Instruction Programs for the 2022-2023 School Year.

A. Academic, Social and Behavioral Supports for Students
B. Delivery of Special Education and Related Services to Students with Disabilities
C. Addressing ELL Needs
D. Technology and Connectivity
E. Food Service and Distribution
F. Continuity of Learning
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Should the district be required to pivot to remote instruction for a health and/or safety closure due to a COVID-19 outbreak, the following information will be utilized. All school closure decisions for health reasons will be made in consultation with the Camden County Department of Health.

Academic, Social and Behavioral Supports for Students

Whether students are participating in remote or in-person instruction, academic supports in grades K-8 will include differentiated, small group instruction. Benchmarks and formative assessments will be administered to determine specific skill-based interventions to meet the needs of each student. Student growth will be measured with subsequent benchmarks, along with formative assessments. As assessments are web-based, they can be administered in-person or

remotely. Reading intervention will also be provided by supplemental reading teachers individually or in small groups in grades K-3. Through synchronous and asynchronous instruction, teachers will be able to provide differentiated assignments to students. Through Google Classroom, teachers will post all assignments and conduct Google Meets sessions to provide differentiated assignments to students so that all students have the opportunity to demonstrate academic growth.

All district curriculum includes formative and summative assessments aligned to the NJSLS. Students attending virtual instruction will take summative assessments electronically. Common benchmark assessments and Start Strong Assessments will be used in grade levels to measure student progress in core content areas. Additional progress monitoring will be gathered using our online programs.

In grades K-8, social and behavioral supports will be provided through classroom lessons developed and presented by the guidance counselors. In addition, positive behavior and social interaction will be promoted by the Spirit and Renaissance programs. These activities are developed by the School Safety and Climate Committee and presented several times each year. Guidance counselors will provide counseling services for all students K-8, either virtually or in person.

Delivery of Special Education and Related Services to Students with Disabilities

Students receiving special education and related services will be provided with services as per their IEP to the greatest extent possible. If students' IEPs need to be revised to address the delivery of instruction in various models including remote learning, the IEP team will meet to determine what additional services are needed. In addition, students will be provided accessible materials and platforms based on individual needs.

Student progress will be reviewed through data collection, observation, teacher input, and parent input. At this time, the Laurel Springs School District employs various tools to track services, student progress, and the provision of accommodations and modifications. Student progress is monitored in various ways as accommodations and modifications are located in Powerschool for review, in lesson plans for practical use during instruction, and teacher-directed tools.

Our case managers are required to ensure services are implemented in accordance with IEPs as procedures were developed to address the possible effects of the COVID-19 pandemic.

The district has returned to the typical procedures for staff to conduct IEP meetings, evaluations and other meetings to identify, evaluate and/or re-evaluate students with disabilities. The district employs several communication practices which follow federal and state law. This includes providing critical information about Project Child Find, Early Intervention, and the I&RS process by posting resources on the district website, distributing & posting flyers in community venues, and providing relevant staff contact information.

Addressing ELL Needs

The district implements its state approved ELL Plan. All parent communications are translated into Spanish. Differentiation along with Spanish resources are provided within classroom instruction. All textbooks include on-line resources to allow for access at home. Parent liaisons will make home visits to ensure adequate access to resources if needs present. We currently use the Choose Love Movement to combine components of Social Emotional Learning with components that address ELL program needs because of the strong crossover. This program highlights a simple formula (COURAGE + GRATITUDE + FORGIVENESS + COMPASSION-IN-ACTION = Choosing Love). Our staff has completed training with Scarlett Lewis who is the founder of the program. Through this program we highlight 3 guiding principles in dealing with trauma informed care. Our 3 Guiding Principles are collaboration, trustworthiness and empowerment. Our school counselor works these into her classroom lessons over our 3 trimesters and we identify at risk students for individualized counseling sessions. We also work with these families to provide support. Within Choose Love, we address the need for cultural responsibility. Compassion in action is a component of Choose Love that allows our classroom teachers to highlight situations that connect home to school. All of these lessons can easily be adapted to virtual learning because of the framework we have in place.

Technology and Connectivity

The District has implemented a 1:1 student to device policy to enable all students to utilize an internet capable device at home and at school. Google Chromebooks have been distributed to students in grades 4 through 8. At Parkview, students in grade grades K – 3 have classroom sets of Chromebooks which can be distributed to the students if needed. Cellular hotspots have been provided to families in need of internet access based on survey information. The service has been upgraded to ensure equitable access to learning opportunities.

All students and staff have access to Google Suite applications, including email. Google Classroom is the learning management system that is utilized across the district. Classlink has been implemented to allow for single sign on capability to streamline the use of selected applications across the district. Students have access to online resources for textbooks and programs previously purchased by the district, such as Big Ideas Math, Reflex Math, Seesaw, Boom Learning, Raz-Kids, Pearson Realize, Flocabulary, Mystery Science, Gimkit, Brain Pop, Accelerated Reader, Quizlet, and Glogster. Additional programs such as Ed Puzzle, IXL, PearDeck, and Go Formative have been purchased to help create technology infused online lessons. A virtual helpdesk is available to provide technological support for students, staff, and parents.

Food Service and Distribution

Meals for families with children 18 years old and younger will be available for pick-up and delivery on Thursday's between the hours of 1-6 to accommodate virtual/remote schedules. Meals (breakfast and lunch) will be packaged for multiple days with shelf-stable selections to provide nutrition for days when students are not in session. Any family unable to pick up meals will have the option for home delivery by the Transportation Department. Food Services will coordinate with the Transportation Department to ensure all families are able to take advantage of the meal distribution.

Continuity of Learning

Should the need arise to close schools for extended periods of time or if a student is required to quarantine, student schedules have been developed to ensure that the transition is seamless. Students will remain with classroom assignments and follow a four – hour schedule utilizing synchronous and asynchronous instruction through Google Classroom.

Synchronous instruction will be provided through live Google Meets or Zoom. Asynchronous instruction will be provided through posted assignments in Google Classroom. PM Sessions will be used for students who are in need of extra support at the discretion of the teacher. This extra support will be done in a small group instructional setting or 1 on 1 instructional setting.

The daily schedules for each school within the district are listed below:

> Laurel Springs School: 8:30 – 12:30pm

Any student that does not participate will be marked absent for the day. Students accumulating 16 or more days absent will lose credit in those classes. Students in loss of credit status will be required to enroll in credit recovery programs or summer school. Failure to meet graduation requirements will result in summer school enrollment. Parents are notified via warning letters, phone calls, and Guidance/CST meetings of possible failures/loss of credit due to attendance.

Note: Additional hours may be offered at the discretion of the teacher. All supplemental programs (Basic Skills, Reading Recovery, 1:1 intervention and ELL) will continue to be provided to all qualifying students.

Accelerated Learning and Extended Learning Opportunities

Students will be offered virtual options for accelerated and extended learning opportunities. STEAM classes will hold virtual meetings weekly until in-person participation is permitted. These classes are for students in grades K-8. Extended learning opportunities will be provided through on-line tutoring and help sessions conducted after school hours for any student that needs additional help. Students may be placed into groups or be assigned individual sessions. This will also include Title I students that will be eligible for additional sessions.

Facilities Plan

A procedures manual with checklists has been established for scheduled cleaning and disinfecting protocols for classrooms, lavatories, cafeterias, gymnasium, common areas and water fountains. The following personnel will be responsible for specific tasks:

- Custodians: The custodial staff consisting of 10 individuals is responsible for cleaning, sanitizing and disinfecting buildings during working hours. Staff will be on a rotating basis once all buildings have been thoroughly cleaned.
- Maintenance: The maintenance staff consisting of 3 individuals will be replacing air filters and completing minor repairs to the four buildings. Staff will be on a rotating basis once all repairs are completed.
- Grounds/Facilities: The grounds keeping staff consisting of 3 individuals will work on a rotating schedule to maintain the property and to assist with food service distribution when needed between the hours of 10:00 a.m.-12:00 p.m. daily

Extra-Curricular Programs

The use of indoor facilities by outside organizations will not be approved until deemed safe due to exposure/weather conditions. Extra-curricular participation will incorporate virtual meetings as appropriate to afford all students the ability to participate. Middle School extracurricular sports will follow similar guidance as per the NJSIAA. Student athletes will be expected to follow all safety guidelines and will be excluded if they are symptomatic until cleared by medical professionals.

Essential Employees

The following personnel are considered essential personnel in the event of a transition to remote learning:

Superintendent: Ryan Mahlman   rmahlman@laurelspringschool.org

Business Administrator: William Thompson   wthompson@laurelspringschool.org

Payroll: Sharon Isard   sisard@laurelspringschool.org

District Technology Coordinator: Taron Leidy   tleidy@laurelspringschool.org

Supervisor of Food Services: Cathy Connelly cathyc@nsfm.com

Supervisor of Grounds: Ken Pressley   pressleyk@stratford.k12.nj.us