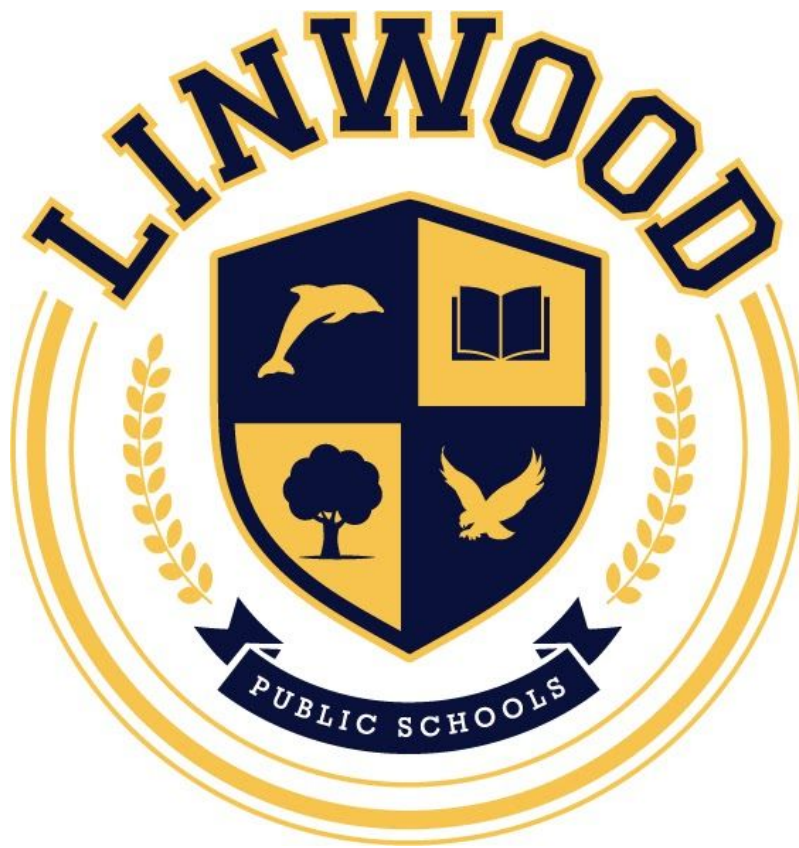


# Linwood Public Schools Restart & Recovery Plan



## Virtual Learning Option (Green Cohort)

2020-2021 Plan Overview



**LINWOOD**  
PUBLIC SCHOOLS

Belhaven Middle School  
Seaview Elementary School

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Linwood, NJ 08221

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## Linwood Public Schools Virtual Learning Option Overview

### Goal of Virtual Learning Option

The Linwood Public Schools Virtual Learning Option (Green Cohort) aims to provide each learner with a quality education in the virtual realm. This relies on a collaborative effort between all stakeholders to ensure student success. The goal of the Virtual Learning Option is for students to complete grade level expectations and achieve mastery of the New Jersey Student Learning Standards (NJSLS) at the pacing set forth by the New Jersey Department of Education.

### Contact Information:

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### Building Support

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### District Support

Supervisor of Special Education: Ms. Susann Tahsin

Supervisor of Curriculum & Instruction: Ms. Nicole Sapello

Supervisor of Technology: Mr. Frank Pileiro

## **Policy 1648.02: Remote Learning Options for Families**

### **A. Unconditional Virtual Learning Eligibility**

All students are eligible for full-time virtual learning. Eligibility cannot be conditioned on a parent demonstrating a risk of illness or other selective criteria. Unconditional eligibility for full-time virtual learning includes students with disabilities who attend in-district schools or receiving schools (county special services school districts, educational services commissions, jointure commissions, Katzenbach School for the Deaf, regional day schools, college operated programs, and approved private schools for students with disabilities).

### **B. Submitting Full-Time Virtual Requests**

A parent may request a student receive full-time virtual learning from the school district by submitting a written request to the Principal of the school building their child would attend. The written request shall be provided to the Principal at least TEN (10) calendar days before the student is eligible to commence full-time virtual learning in accordance with the information below.

The student may only begin full-time virtual learning:

- At the beginning of the school year
- At the beginning of a mid-year semester. This is after December 31.
- Within TEN (10) school days after receiving written approval of the Principal or designee.

If a student or family experiences a life-altering event that may require a shift in learning environment, the building Principal may permit a shift in consultation with the family/student.

Please refer to Appendix A for written request guidelines for full-time virtual learning.

Upon receiving the written request, the Principal or designee may request additional information from the parent to assist the Principal or designee in providing the student the same quality and scope of instruction and other educational services as any other student otherwise participating in school district programs.

The Principal or designee will review the written request and upon satisfaction of the procedures outlined in the district Policy, the principal or designee will provide written approval of the parent's request for full-time virtual learning. In the event the request does not satisfy the procedures outlined in district Policy, the Principal or designee will notify the parent in writing of the issues that need to be addressed by the parent to satisfy the procedures outlined in district Policy.

The Principal's written approval of the request shall be provided to the parent within TEN (10) calendar days of receiving the parent's written request. The written approval will include the date virtual learning will commence for the student.

### C. Scope and Expectations of Full-Time Virtual Learning

Students participating in the Linwood Public Schools Full Time Virtual Learning Option will be afforded the same quality and scope of instruction and other educational services as any other student otherwise participating in the school district's programs (i.e. students participating in a hybrid model). This includes, for example, access to standards-based instruction of the same quality and rigor as afforded all other students of the district, the district making its best effort to ensure that every student participating in virtual learning has access to the requisite educational technology, and the provision of special education and related services to the greatest extent possible. The school district will endeavor to provide support and resources to assist parents, particularly those with younger students, with meeting the expectations of the school district's remote learning option. Like other programs, the remote learning option must adhere to the length of school day requirement pursuant to N.J.A.C.6A:32-8:3 and compliance with the Board's Attendance Policy and Regulation 5200 and any other Board policies and regulations that govern the delivery of services to, and district expectations of, students participating in the virtual learning program and their families.

### D. Transition from Full-Time Virtual Learning to In-Person Services

A parent may request their student transition from full-time virtual learning to in-person services, if in-person services are being provided, by submitting a written request to the Principal of the building the student will attend. Parents must notify the District of their intent to return to in-person instruction at least THIRTY (30) days prior to the date of return.

A student is only eligible to transition from full-time virtual learning to in-person services commencing:

- At the beginning of the school year.
- At the beginning of a mid-year semester. This is after December 31st. A student may transition from virtual to in-person at the end of the third marking period which will be on or about April 15th.

If a student or family experiences a life-altering event that may require a shift in learning environment, the building principal may permit a shift in consultation with the family/student within TEN(10) school days after receiving approval.

Please refer to Appendix B for written request guidelines for transitioning from full-time virtual learning to in-person services.

A student previously approved for virtual learning wanting to transition into the school district's in-person program must spend at least one semester, through December 31st, in virtual learning before being able to transition into the school district's in-person program.

A student may also transition from virtual to in-person at the end of the third marking period which will be on or about April 15th.

The Principal or designee will review the written request and upon satisfaction of the procedures outlined in the district Policy, the principal or designee will provide written approval of the parent's request of the student entering the school district's in-person program. In the event the request does not satisfy the procedures outlined in district Policy, the Principal or designee will notify the parent in writing of the issues that need to be addressed by the parent to satisfy the procedures outlined in district Policy.

Upon approval of the student's transition from full-time virtual instruction to in-person services, the school district will provide specific student and academic services to better assist parents anticipate their student's learning needs and help educators maintain continuity of services.

### E. Reporting

To evaluate full-time virtual learning, and to continue providing meaningful guidance for school districts, it will be important for the New Jersey Department of Education (NJDOE) to understand the extent and nature of demand for full-time virtual learning around the State. The Linwood Public School District will be expected to report to the NJDOE data regarding participation in full-time virtual learning. Data will include the number of students participating in full-time virtual learning by each of the following subgroups: economically disadvantaged; major racial and ethnic groups; students with disabilities; and English learners.

### F. Communicating District Policy with Families

The school district will communicate with parents, in their home language, to help ensure this important flexibility is as readily accessible as possible. The Linwood Public School District will utilize our district website ([www.linwoodschools.org](http://www.linwoodschools.org)), our social media accounts (Facebook, Instagram and Twitter), and our mass communication system (SchoolMessenger) to communicate with our families.

## Curriculum and Instruction

### **Curriculum Expectations**

The virtual curriculum will align with the LPS curriculum, for all content areas. The format of instruction may vary based on the program (i.e. hybrid or remote). Grade level standards must continue to be covered in the virtual learning environments while addressing the gaps that are a result of the extended building closure. To do so, communication between the staff must be ongoing while making the most effective use of classroom time.

Teachers met in content area and grade level teams throughout the Spring of 2020 to identify gaps in standards and communicate any areas of focus for the successive school year. They also worked to prioritize the most important skills and standards at each grade level. Further time will be spent analyzing previous benchmark assessment data and honing the scope and sequence of studies during the professional development days at the onset of the 2020-2021 school year. Additionally, teachers will continue to meet throughout the year to discuss critical skills and student progress toward meeting learning goals.

At the start of the school year teachers will utilize shorter more frequent targeted assessments to identify gaps and monitor progress. Assessment data and monitoring will be used to differentiate instruction and guide acceleration of learning. Small group and individualized instruction virtually will be utilized to provide support.

## Supports for Special Education or Students with a 504 Plan

Under the federal Individuals with Disabilities Education Act (IDEA) and New Jersey State special education regulations, students with disabilities are entitled to special education and related services. Consistent with guidance from the United States Department of Education, districts must continue to meet their obligations to students with disabilities to the greatest extent possible. IEP teams will review individual student data/student progress to determine whether critical skills were lost during the period in which remote instruction was being provided to students. An individualized determination of the need for additional services to address learning loss during the closure will be created as necessary.

Accommodations will be provided for students both virtually and in person on a case by case basis. Students who receive accommodations in person will be provided those accommodations virtually to the extent possible. Related services will be provided and families of those students will be contacted regarding those procedures.

Please reach out to your child's case manager with any questions you have during this time.

## Roles of Students and Families

Student Responsibilities	<ul style="list-style-type: none"><li>● Virtual Instruction:<ul style="list-style-type: none"><li>○ Check Google Classroom(s) for meeting links and assignments</li><li>○ Attend all meetings as scheduled</li><li>○ Be prepared to learn and interact with teachers and classmates</li></ul></li><li>● Complete, review, and turn in your assignments by the due date</li><li>● Communicate with your teachers and ask clarifying questions if you need support</li><li>● Be respectful of yourself, teachers, and peers</li></ul>
Parent/Guardian/ Caregiver Responsibilities	<ul style="list-style-type: none"><li>● Virtual Instruction:<ul style="list-style-type: none"><li>○ Ensure your child has working technology and internet</li><li>○ Monitor your child's adherence to the virtual schedule and attendance policy</li><li>○ Help your child login and attend virtual meetings with his/her teacher if necessary</li><li>○ Provide a quiet place to work with minimal distractions</li></ul></li><li>● Talk with and support your child with their work as needed</li><li>● Allow your child to work independently on assessments and projects</li><li>● Assist your child with communicating with his/her teacher if necessary</li><li>● Communicate with teacher/district regarding any technology concerns</li></ul>

## Attendance

Attendance will be taken for virtual instruction days during each scheduled Google Meet session. Students failing to attend will receive communication from teachers and administrators to support students' engagement in their learning.

On the remote learning days, attendance will be monitored based on assignment completion as designed by each school.

## Instructional Schedule & Delivery

The Virtual Learning Option will follow the structure of the Hybrid Model including synchronous and asynchronous learning. Students will receive instruction two days per week in the same areas as students who attend in person. The schedule is subject to change at the discretion of the Linwood Public School District.

Students will receive three live lessons per week per subject area including Math, ELA, Science, and Social Studies. The anticipated length of lessons will vary per grade level: K-4- up to 30 minutes/lesson; 5-8- up to 45 minutes/lesson. Lessons will be scheduled within the regular school hours.

Students at Seaview Elementary School will have one virtual instructor for all major content areas, whereas Belhaven Middle School students will have different instructors based on content area. The virtual instructor(s) will remain the same for the duration of virtual learning. Students will be cohorted with other students in their grade to receive their virtual instruction.

Full-Time virtual students will be held to the same standards as students participating in in-person instruction. Attendance will be recorded, assessments will be administered virtually, and grades will be awarded which will count toward the child's cumulative average.

### Sample Belhaven Schedule for Full-Time Remote Learning (Green Cohort)\*

	Monday/Tuesday	Wednesday	Thursday/Friday
<b>8:15am</b>	<b>Morning Announcements</b>		
<b>8:15am - 8:55am</b>	Check into each Google Classroom for the Day	Schedule of Google Meets	Time to work on project-based learning activities, assignments, skills practice 8:20 - 9:20 ELA 9:20 - 9:30 Break 9:30 - 10:30 Math 10:30 - 10:40 Break 10:40 - 11:40 Science/Social Studies 11:40 - 12:10 Lunch 12:10 - 12:40 Related Arts/PE 12:40 - 1:15 Independent Reading
<b>9:00am - 12:30pm</b> Subject area Google Meet Times TBD	ELA	Focus on previewing, reviewing, or class discussion	
	Math		
	Science	Afternoon small group or individual remediation	
	Social Studies		
<b>12:30pm - 1:00pm</b>	Lunch		
<b>1:05pm - 2:00pm</b> Subject area Google Meet Times TBD	Related Arts/PE/Health		
<b>2:00pm - 2:45pm</b>	Time to work on project-based learning activities, assignments, skills practice		

\*Schedule subject to change.



## Technology

The Learning Management System (LMS) Linwood Public Schools will utilize for all programs will be the Google platform and Google Classroom. Our students and teachers are familiar with this LMS, as they used this platform during our school closure in the 2019-2020 school year. This system promotes flexibility and supports virtual and remote instruction. It also opens lines of communication between parents, students, and teachers.

A needs assessment was sent out to the staff and community to gather data to inform the district of the technological needs for digital equity. This includes, but is not limited to connectivity, device availability, and assistive technologies for remote learning. Based on the feedback from the survey the Linwood School District will implement the following plans:

- A one-to-one device program which will assign Chromebooks to all students for use both at home and in school.
- Mobile hotspots to be distributed to students that have no or limited Internet connectivity.
- A district identified “toolkit” listing district approved online platforms and tools for students and staff to utilize during in-person and remote instruction. This toolkit will take into account the needs of our population with learning disabilities and language barriers. It will also inform our professional development planning for all stakeholders.

The district Acceptable Use Policy will be enforced as usual and new technologies and policies will be utilized for the following areas:

- Students and parents will be required to sign a device take home policy which addresses expectations of device care, security, privacy, and safe and appropriate use of school owned devices at home.
- Web filtering will be deployed to all student devices to block harmful websites both at school and at home.
- Incidents which break the district’s Acceptable Use or Device Take Home Policies will be dealt with on a case-by-case basis by the buildings administration in conjunction with the Supervisor of Technology.

## Co-Curricular & Extra-Curricular Activities

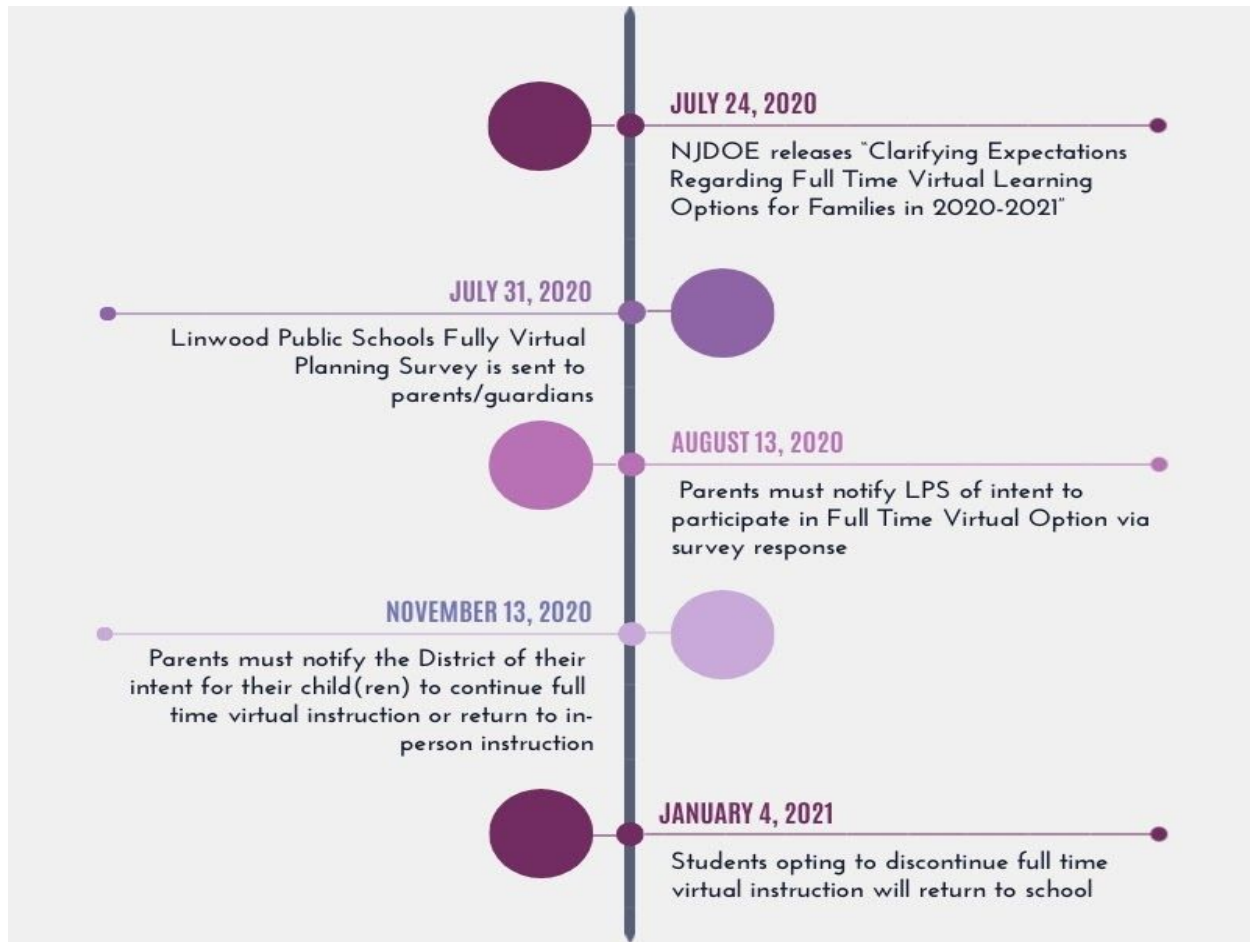
Students choosing the Full-Time Virtual Learning Option will have the opportunity to participate in available LPS clubs and activities.

## Timeline

Based on the guidance released from the New Jersey Department of Education regarding virtual learning, the District is collecting data to identify students who will be selecting the virtual option. Responses to this survey are due by 3:00 pm on Thursday, August 13th.

As indicated in the Linwood Public Schools Restart with H.E.A.R.T. Plan, students opting to participate in an all virtual program with no in-person instruction, must remain virtual through December 31, 2020. Parents must notify the District of their intent to continue with virtual learning or return to in-person instruction by November 13, 2020. Students returning to in-person instruction will begin January 4, 2021. Students continuing with virtual learning will remain in the program until the end of the third marking period or the end of the school year. Students planning to return at the end of the third marking period must notify the district of their intent by March 1, 2021.

Program offerings will be re-evaluated regularly to ensure compliance with NJDOE and health department guidelines. Future State guidance and decisions will supersede plans outlined by the Linwood Public School District (i.e. if the State determines that it is safe for all students to return to a full in-person school plan, virtual learning will no longer be offered).



## Appendix A: Full-Time Virtual Learning Request Guidelines

The written request for the student to receive full-time virtual learning shall include:

- A. The student's name, school, and grade.
- B. The technology the student will be using to receive full-time virtual learning, including the student's connectivity capabilities.
- C. A request for service or combination of services that would otherwise be delivered to the student on an in-person or hybrid schedule, such as instruction, behavioral and support services, special education, and related services.
- D. For students with disabilities, the school district staff will determine if an Individualized Education Plan (IEP) meeting or amendment to a student's IEP is needed for full-time virtual learning.
- E. Any additional information the Principal or designee requests to ensure the student, when receiving virtual learning, will receive the same quality and scope of instruction and other educational services as any other student otherwise participating in school district programs.

## Appendix B:

# Transition to In-Person Services Request Guidelines

The written request from the parent for the student to transition from full-time virtual instruction to in-person services shall include:

- A. The student's name, school, and grade.
- B. The date of return in accordance with section D of the district Policy.
- C. Any additional information the principal or designee determines would be important to the student's transition from full-time virtual learning to in-person services.

The request for transition must be submitted to the principal or designee by the dates specified below.

- To return January 4, 2020- request must be received by November 13, 2020.
- To return on or about April 15, 2021- request must be received by March 1, 2021.