

# LINDENWOLD SCHOOL DISTRICT

## EMERGENCY REMOTE INSTRUCTIONAL PLAN

2023 - 2024



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## INTRODUCTION

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The plan to maintain open schools in the Lindenwold Public District for the 2023 - 2024 was developed with input from the administration, the Reopening Operations Committee, and the Board of Education since the start of the COVID pandemic. This plan is in alignment with the most recent revisions to the New Jersey Department of Education Road Forward, Executive Orders from the New Jersey Governor's Office, the New Jersey Department of Health, and recommendations from the Centers for Disease Control. This is a living document and revisions may be made as the year progresses, new (unforeseen) situations arise, and as changes in requirements are issued from the State of New Jersey, CDC and the New Jersey Department of Health.

District remote instruction is not an approved learning method for the 2023 - 2024 school year. However, in the event a district closure lasts more than three consecutive school days due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health- related closure, the Lindenwold School District will transition to a districtwide remote learning process. As per requirement of P.L.2020, c27, this plan will provide the continuity of instruction in the event of a public-health related district closure, in addition to COVID.

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## **GENERAL HEALTH AND SAFETY** **GUIDELINES**

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### **Vaccination:**

The District supports the vaccination of all staff members and students who are eligible. Vaccination is the leading public health prevention strategy to end the COVID-19 pandemic. Promoting vaccination can help schools safely return to in-person learning as well as extracurricular activities and sports. (CDC)

### **Communication:**

The District will notify the Camden County Office of Education when the District must transition to a remote learning environment. Essential employees will be identified at the time of notification. Essential employees are all District Staff. However, some key personnel are:

Superintendent: Dr. Kristin P. O'Neil  
Business Administrator: Mrs. Kathleen  
Huder Facilities Director: Mr. Carl Haines  
Director of Curriculum: Dr. Marc Mancinelli  
Director of Technology: Mr. Sam Delfino  
Director of Special Services: Adrienne McManis  
Nutriserve Director: Ms. Jennifer Dina  
Transportation Coordinator: Ms. Jennifer Jackson  
Building Principals:  
PK: Mr. Jeffrey Patterson  
4: Ms. Dana Lawrence  
5: Ms. Sandra Martinez-Preyor  
LMS: Dr. Alba Lugo  
LHS: Mr. Fred Geardino

Additional communication strategies:

- o The District's website will be updated regularly.
- o The District's Emergency Remote - Virtual Instruction Plan will be posted online and approved by the Board of Education.
- o The Reopening Plan will remain a fluid, live document.
- o Positive cases resulting in quarantines will be reported to families via the building Principal or designee through email or telephone.
- o Students and staff identified as "close contacts" will be contacted by a representative of the Lindenwold School District.
- o Parents are encouraged to reach out to the classroom teacher for any questions regarding their child's instruction.
- o Teachers will respond to questions within the traditional school day.
- o Questions received outside of traditional work hours will be responded to the very next school day.
- o All communications will be responded to within 24 hours.
- o Exception: In the event a teacher is absent from work, the teacher will respond to all communication upon his/her return to the classroom. This is the one exception to the 24-hour response guideline.

## Masks

The District has implemented a mask-optional structure for the 2023 - 2024 school year. However, in an effort to balance student/ staff safety with family choice the following guidelines have been adopted by the Lindenwold Board of Education:

<b>Universal Masking</b>	Universal masking is no longer a Lindenwold School District requirement. Student masking will be at the discretion of the parent. It will be staff choice if a mask is worn during the work day or at work-related functions. However, students and staff <u>WILL</u> be required to mask when entering the nurse's office.
<b>Masking Following a COVID Positive Test Result</b>	Upon returning to school, a student or staff member must wear a mask on days 6 - 10 following a COVID-19 positive test result or onset of symptoms.
<b>Weekly Testing of Unvaccinated Staff</b>	The Governor has cancelled the Executive Order which required unvaccinated staff to test for COVID on a weekly basis; therefore, the District will <u>no longer</u> test unvaccinated staff.
<b>Universal masking requirement when assigned to a cohort where a district defined "hot spot" has been identified.</b>	If a District defined Covid-19 "hot spot" has been identified by the District nursing and administrative staff, students and staff will be required to mask for days 1 - 10 from the date of the most recent identified COVID positive case.

<p><b>COVID-19 Close Contact Exposure</b></p>	<p>Families of students and our staff identified as a "close contact" of an individual who tested positive for COVID will be notified by the school district. Quarantining will no longer be a requirement for the staff member, student, or the student's siblings; <i>however, all close contacts will be required to mask for 10 days following the exposure to the positive individual.</i></p>
<p><b>Visitors upon arrival to the building</b></p>	<p>Visitors will sign a standard acknowledgement that affirms the visitor does not currently have symptoms of COVID, has not been in close contact with anyone who has tested positive for COVID-19, and the visitor will agree to report to the school if they receive a COVID positive test in the following <i>48 hours</i>.</p>
<p><b>Visitors in Classrooms</b></p>	<p>Social distancing will be required when outside guests visit classrooms for activities such as: class readings, parties, etc.</p>
<p><b>Visitors on Class Trips</b></p>	<p>If school trips require chaperones, family chaperones will be permitted. Visitors will sign a standard acknowledgement that affirms the visitor does not currently have symptoms of COVID, has not been in close contact with anyone who has tested positive for COVID-19, and the visitor will agree to report to the school if they receive a COVID positive test in the following <i>48 hours</i>.</p>

**Maintaining Physical Distancing and Cohorting:**

- Following the CDC and the NJ Department of Health's recommendations for best practices in schools our District has enforced the following protocols:
  - Seating charts will be created and managed in classrooms and on buses to assist with contract tracing. Assigned seats will be maintained throughout the day.
  - Use of outdoor spaces will be approved for instruction when feasible.
  - Use of visual guides will be used throughout the school buildings (signage, floor markings) to assist with traffic flow and to serve as a reminder to maintain social distance.
  - Continuing to follow "one-way" directions in stairwells and hallways when possible.
  - Use of virtual option for events and interactions where safe social distancing is not possible.
  - Opening of windows on buses for airflow.

## **Hand Hygiene and Respiratory Etiquette**

The District will continue to reinforce proper handwashing techniques for students, as well as "covering" coughs and sneezes. These skills will be taught and reinforced during instructional lessons.

Signage will be posted illustrating best practices for handwashing.

Hand sanitizer will be available in all classrooms and offices. Hand sanitizer will also be present in common areas throughout each school.

To minimize risk to the school community, students and staff will be encouraged to stay home when they are displaying [COVID - 19 "like" symptoms](#). Respiratory etiquette and protocols will be established across the District.

## **Meals**

All District schools will be operating full-day schedules with breakfast and lunches throughout the 2023- 24 school year. If a school closure were to occur, the District would reinstitute the meal pick-up program that was used in the 2020-21 school year.

- o Meals will be offered to families in bulk one time per week.
- o Families will be welcome to pick-up their lunches at their school locations.
- o The District Food Pantry will continue to nm on-site at the High School on a monthly basis.

Students who are subject to quarantine/isolation restrictions will have access to a school-provided meal and arrangements will be made through the Food Service Department / District Office.

## **Transportation**

- o The Transportation Department will encourage open windows on buses to promote air circulation.
- o The District will operate its full fleet of vehicles for transportation to and from school as well as extra- curricular activities.
- o Where possible family members will be assigned to the same bus seats for cohorting purposes.

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## **CLEANING, DISINFECTING, AND AIRFLOW**

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### **Limited Use of Shared Supplies and Equipment**

Students will be encouraged to maintain a personal supply of all school items. These items will be provided by the Lindenwold School District.

- Cleaning supplies will be available in classrooms to "wipe down" any shared surfaces including desks, chairs, table-tops, technology, cameras, etc. and any personal educational items such as calculators, cell phones, Chromebooks, or other devices/equipment.
- Use of shared physical education equipment will be discouraged.

### **Cleaning and Disinfecting**

School personnel and vendors charged with cleaning schools and buses will be required to utilize approved materials and processes designated by the DOH and the Director of Facilities.

A daily schedule of cleaning, cleaning checklists, [product lists](#), and related documentation will be maintained by the Director of Facilities and within each building. All classrooms, school buses, cafeterias, gymnasiums, etc., will be cleaned daily, and where necessary, [enhanced cleaning protocols](#) will be utilized throughout the day.

During an extended closure, facilities staff will continue to maintain the buildings (both interior and exterior). Even during an extended closure, the facilities will still be in operation to ensure families are being fed and to ensure technology needs are being addressed via the help desk. The facilities will also be open if extra-curricular activities are permitted per the NJDOE and/or the circumstances.

### **Improving Airflow**

Classroom ventilation systems will be maintained and operated as per unit manufacturer and State guidelines; windows, where applicable, can be opened to facilitate additional air flow and classroom teachers may hold classes in outdoor spaces.

- Indoor classroom doors may be open to increase ventilation and airflow.
- Fans will be approved for classroom use.
- All indoor facilities will have adequate ventilation, including operational heating and ventilation systems where appropriate.
- Recirculated air will have a fresh air component.
- Windows will be opened, if practical, if air conditioning is not provided, and filter(s) for A/C units will be maintained and changed according to manufacturer recommendations.



# **SCREENING, EXCLUSION, AND RESPONSE TO SYMPTOMATIC STUDENTS AND STAFF**

## **Student Screening**

All students should be [self-screened by parents](#) daily before entering schools.

The District will encourage home "universal screening" for all students. There is a universal screening form to use as a guide posted on [the District Reopening Website](#).

## **Response to Symptomatic Students and Staff**

Students who are symptomatic will be encouraged to remain home.

## **Exclusion**

Students and staff who test positive for COVID-19 will be excluded from participating in the educational program and extra-curricular activities.

District is following the most recent guidance provided by the CDC. Close contacts and siblings no longer need to quarantine as long as they are not symptomatic.

## **Close Contact**

Close Contact with someone who has been diagnosed as Covid-19 Positive: Someone who was within 6 feet of an infected person to a confirmed positive case for a cumulative total of 15 minutes or more over a 24-hour period (for example, three individual 5-minute exposures for a total of 15 minutes). An infected person can spread SARS- CoV-2 starting 48 hours prior to developing any symptoms.

Exception: In the K-12 indoor classroom setting, the close contact definition excludes students who were within 3 to 6 feet of an infected student (laboratory-confirmed or a clinically compatible illness) where both the infected student and the exposed student(s) correctly and consistently wore well-fitting masks the entire time. This exception does not apply to teachers, staff, or other adults in the indoor classroom setting. (updated 8/21)

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## CONTACT TRACING

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### **Contact Tracing**

The District will follow all guidelines developed by the NJDOH related to contact tracing, isolation, and quarantines.

Quarantined individuals and the duration of quarantines will be based on NJDOH, CDC guidelines, and the recommendation of Camden County health officials.

Based on current guidance, vaccinated individuals who are close contacts will not need to quarantine, unless they have symptoms or test positive for COVID. However, vaccinated individuals SHOULD be tested 3 - 5 days after exposure to a positive individual.

- o Nurses, along with school staff, will communicate with families as part of this process.

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## TESTING

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### **Diagnostic Testing**

School nurses will play a critical role in connecting families with options for obtaining COVID-19 testing and for referring families for COVID-19 testing.

### **Screening Testing**

To minimize risk to the school community, students and staff will be encouraged to stay home when they are displaying COVID-19 symptoms. Families and staff will be encouraged to seek COVID testing and report symptoms to the school nurse for monitoring.

**REMOTE INSTRUCTION OPTIONS DURING QUARANTINE**  
**LIVE STREAM & GOOGLE CLASSROOM**

**Live Stream Instruction:**

In the event the District must implement live stream instruction, teachers will use either Google Meet or Zoom. Links will be posted in the teacher's Google Classroom which all staff and students will be expected to utilize. Classroom teachers will establish class procedures for student interaction when streaming live. Students will be able to respond in a remote setting in the following ways: Zoom or Google Meet Chat Box, "raising their hand" icon to speak, unmuting the student at designated moments to check-in at home for questions.

**Attendance:**

District attendance policies will continue to be in effect during live stream instruction. Students must participate in online / live stream instruction in order to be counted as present. Families will be notified via the mass communication system if their child is not present just like they do when school is in session. Teachers will record students "remote present/ remote absent." The District will continue to maintain notification letters for 5 days, 10 days, and 15 days absent from school.

Families of elementary aged students who are unable to be present during traditional school hours (a.k.a. - livestream instruction) will be asked to communicate with the Building Principal. Alternative instruction (such as lesson recordings and Google Classroom assignments) will be provided.

**Digital Divide Resources:**

In the event the District transitions to an all remote building or district status, the following will take place:

- o Students will be assigned a Chromebook in grades K - 12.
- o All Chromebooks have already been tagged and inventoried. Students in grades 5 - 12 will have already been assigned a Chromebook as part of the District 1:1 Program.
- o Chromebook pick-up days and times will be established for families of students enrolled in grades K-4.
- o The technology department will establish "held desk" hours for all students and their families to pick-up, return, repair, and assist with technology issues.
- o The technology department will continue working with families to secure a district provided hotspot or assist with affordable internet access plans.

**Distance Learning Schedules:**

In the event the District transitions to an all remote status, the below schedules will be implemented. These schedules include instructional remediation blocks as well as lunch and related arts periods. The District will do its best to mirror a traditional school day schedule with a total of six hours of instruction.

Elementary School Grades K-4: 8:50 beginning of the day- 3:25 conclusion of the day  
Middle School Grades 5 & 6: Homeroom 8:30-3:15 conclusion of the day  
Middle School Grades 7 & 8: Homeroom 7:50 -2:35 conclusion of the day.  
High School Grades 9- 12: Period 1 7:30 a.m. -2:15 conclusion of the day

## ADDITIONAL PLANNING

### Continuity of Instruction/Addressing Academic Needs:

- The District will offer learning acceleration opportunities for students throughout the 2022-23 school year.
  - Small group sessions will be offered for students in classrooms.
  - After school extended learning sessions will be offered for students who demonstrate a need for remediation in 2023 - 2024.
- Staff members will use learning / achievement data to identify key standards and skills that may need to be addressed in subsequent classes. (Data driven instruction may use one or more of the following tools: F and P, DIBELS, IXL, Link It, Edmentum, District Benchmarks and Unit Tests)
- The District will continue to use benchmark and screening assessments to monitor student achievement and to identify students who may need additional support. The District assessment schedule will continue to be adhered to - even during remote instruction.
- BSI & Reading Specialists teacher support for students in need.
- Each building is identified as Title I. All remedial instruction programs will continue. Push-in services will allow for targeted small group instruction and "break-out" rooms can assist with the structure of these services.
- Curriculum development has embraced the accelerated learning structure. Supervisors and coaches are leading this work.

### Credit Recovery:

The District has a variety of resources available to assist students in credit recovery:

- Summer School Credit Completion (Middle and High School)
- Online Recovery Modules (ORMs) developed by LHS teachers
- Partnership with Edmentum
- 9th period instruction for grades 9 - 12

### SEL and Mental Health Needs:

- The District's Social Emotional Learning academic curriculum is Move This World and will be implemented in grades K - 8.
- Restorative Justice, Circles, and Questioning are a significant focus for the 2023 - 2024 school year. Staff will continue on-going trainings this year, and part of the strategic planning goal is to identify training needs (since this is year 3 in our implementation) along with clear expectations for each stakeholder group for the 23 – 24 school year.
- The District has a dedicated SAC for the Middle School and a dedicated Mental Health Clinician for the High School.
- School counselors will work with building staff to identify students in need of support. These students will be supported by District staff, contracted service therapists, or referred for outside services.
- Trauma informed instruction will continue to be supported through the work of Dr. Lori DeSautels out of Butler University. Part of the District's Leadership Academy included a remote training session in July, and

Dr. DeSautels will come to the Lindenwold School District in-person to provide support to District Administration and turn-key staff members on a Trauma-Informed Framework.

- The District's Community and Inclusion Coordinator will review District Data – including community, staff, and student survey data, to address targeted areas in culturally responsive teaching as well as socio-emotional learning.
- The District also hosts multiple teaching academies throughout the school year in which professional development will be offered to staff in all areas including: Trauma Informed Instruction, Culturally Responsive Teaching, Socio-Emotional Learning Supports, etc.
- The District has added several online / anonymous communication tools for students and the community. Feeling safe is a critical foundation piece for healthy mental dispositions. As a result, the district has implemented the following:
  - Lindenwold Lion Satisfaction Survey (evaluating our District's level of customer service) This is posted in every main office, lobby, and online.
  - STOPIT App - for notifying the district of any and all safety concerns

### **Child Study Team/Accommodations:**

Students will continue to receive special education services in remote settings. The District will continue to offer remote and on-site options for our families to attend Child Study Team meetings. The District has experienced a greater level of involvement as a result of offering a virtual option.

- The Child Study Team will continually assess the needs of our students with disabilities. Assessments can be conducted online or in a 1:1 setting on-site if preferred.
- Annual Reviews and IEP meetings will continue to be held in person and online to meet statutory guidelines.
- Compensatory Services can be offered online or in a 1:1 setting on-site if preferred.
- Professional development will be provided for staff to best utilize features and accommodation tools made available through technology-based formats.
- The District will continue to support in-class resource room supports, pull-out resource room services, and self-contained programming.

### **Community Programming:**

The District will continue to run all district programming when possible online. Adult English Courses and Dual Language Courses will continue and Lindenwold Staff will livestream the classes.

### **English as a Second Language:**

Students will continue to receive ESL services. Staff who push-in will also be a part of the live stream instructional process and students can work in break-out groups to target small group instruction. Students in middle and high school also engage in Academic Success classes that are courses specifically designed to support English Language Learners. These classes will continue in remote settings via live stream.

Communication will be accessible to all language learners:

- The District website can be translated into the reader's preferred language.
- The District uses Smore.com to publish newsletters. This tool allows the reader to translate the document into the reader's preferred language.
- The District staff use Dojo and Google Voice to communicate to families. These tools also translate the written text into one's preferred language.
- The District has identified internal Spanish translators for both oral and written communications.
- The District's mass communication system translates every communication in English and Spanish (telephone, email, and text).

The Lindenwold School District added two ESL Instructional Coaches to their coaching team for the first time in the 2022 - 2023 school year. Instructional coaches will still be available for teachers in need of support. Coaches can assist with lesson planning, instructional delivery, problem-solving, and modeling of instruction.

### **Uniforms:**

- The District Uniform Policy has implemented a temporary pause as the District is exploring a new dress code pilot program for the 23 – 24 school year.

### **Large Scale Events:**

- The Board of Education may opt to require a negative COVID-19 test for large scale events such as: Homecoming, Prom, and Senior Trip.
- Testing requirements will be evaluated by the Board of Education on a case-by-case basis
- Large scale events may be offered remotely so as not to commingle cohorts. (Current health statistics for the county and community will be reviewed and taken into consideration when engaging in decision making practices.)
  - Cohorts are defined as one's bubble, circle, team, or group whose members - always the same people - do not always keep 2 meters (6 feet) apart
  - Each building is considered a cohort (PK, School 4, School 5, LMS, LHS)
  - Elementary Classrooms are considered a cohort
  - Athletic teams may be considered a cohort

### **Childcare:**

The District will continue to work with the Before/After School Program, Champions, to run the program on-site and full a full school day if needed during a building closure.

### **Extracurricular Programming:**

In the event the District has an emergency health closure, outdoor extra-curricular programming will continue; however, indoor programming will be accommodated in accordance with the most up-to-date CDC guidance regarding COVID-19.