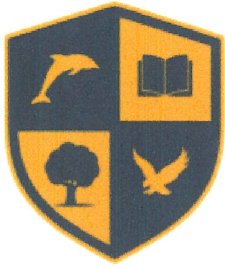


# Linwood Public Schools



## Emergency Virtual & Remote Instruction Plan

2023-2024



# LINWOOD

PUBLIC SCHOOLS

Belhaven Middle School  
Seaview Elementary School

51 Belhaven Avenue  
Linwood, NJ 08221

609.926.6720  
@linwoodschoo

## Linwood Public Schools Emergency Virtual & Remote Instruction Plan

### Virtual & Remote Instruction Plan Overview

In April 2020, Governor Murphy signed A-3904 into law (P.L.2020, c.27, or “Chapter 27”), which in part requires each school district, charter school, renaissance school project, and Approved Private School for Students with Disabilities, hereinafter referred to as Local Educational Agencies (LEA), to annually submit a proposed program for emergency virtual or remote instruction (Plan) to the New Jersey Department of Education (Department). This law provides for the continuity of instruction in the event of a public health-related district closure by permitting LEAs to utilize virtual or remote instruction to satisfy the 180-day requirement pursuant to N.J.S.A. 18A:7F-9. This plan would be implemented during a district closure lasting 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.

#### Contact Information:

609-926-6700

[www.linwoodschoo.org](http://www.linwoodschoo.org)

#### Building Support

Seaview Elementary School: Mrs. Lori Care

[loricare@linwoodschoo.org](mailto:loricare@linwoodschoo.org)

Belhaven Middle School: Dr. Jennifer Luff

[jenniferluff@linwoodschoo.org](mailto:jenniferluff@linwoodschoo.org)

#### District Support

Superintendent of Schools: Mr. Brian Pruitt

Business Administrator: Mrs. Patricia Swanson

Director of Special Education: Ms. Susann Tahsin

Supervisor of Technology: Mr. Frank Pileiro

Supervisor of Facilities and Security: Mr. Patrick Childs

## Communication of Virtual & Remote Instruction

A clearinghouse of information will be available on the school website. All information disseminated by the Superintendent and building Principals will be available on this clearinghouse. The district will also utilize School Messenger to communicate with families regarding the virtual and remote instruction and to provide updates throughout the period of building closure.

## Attendance During Virtual & Remote Instruction

**Seaview Elementary School & Belhaven Middle School-** Students will be required to attend all scheduled Google Meets for live instruction. Students must turn on cameras at the beginning and end of each session and participate throughout. Attendance will be taken in a manner reflective of in-person procedures. District procedures for communication of attendance with families will remain in place. Initial attendance calls will be made by the building secretary. Teachers and building administration will contact families in the event of missing assignments or prolonged absences.

## Meal Distribution Programs & Transportation

The Linwood School District coordinates its meal distribution with Mainland Regional High School. The protocols/procedures will be provided through MRHS. Parents/Guardians will receive a notice from the Linwood Schools (or through Mainland Regional High School) as to the specific details for these services in the event of closure. Mainland Regional High School, in coordination with the food service vendor, will provide an identified time and location for these families to pick-up a bagged breakfast/lunch on days of school closure related to pandemic events. Prepackaged breakfasts and lunches for multiple days may be provided at the same time to minimize travel to and from the school for families. Other options for food service may be needed including delivery to households. Our staff will be notified of these practices, and the District will coordinate with MRHS for any updates/changes.

Transportation services are coordinated with MRHS and notification of updates/changes will occur as they become available.

## Curriculum and Instruction

The virtual curriculum will align with the LPS curriculum for all content areas, and grade level standards will continue to be covered in the virtual learning environments. Communication between the staff will be ongoing while making the most effective use of classroom time.

Teachers will continue with the regular course of instruction, moving to a digital instruction model for the length of the emergency closure. Students will continue to have access to live instruction with time available for additional interventions and assistance as needed. Assignments, assessments, and grading will continue as usual with assignments posted in Google Classrooms and grades reflected in OnCourse.

For students and staff needing social-emotional support during the time of closure, guidance counselors, Child Study Team, and Resiliency Team members will be available virtually through scheduled meetings.

## 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 to make an individualized determination of the need for additional services to address learning loss during the closure as necessary. IEP meetings and evaluations will take place virtually utilizing the same timeline as in-person procedures.

Accommodations will be provided for students virtually 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.

## Supports for English Language Learners

Programming for English Language Services (ELS) will be conducted via Google Meet and Google Classroom to deliver live instruction that mirrors in-person learning to the greatest extent possible. Opportunities for additional assistance with classroom teachers are available daily. Google Translate is offered for all district families, staff and students for document translation as needed. ELS teachers will provide translation for families as necessary and assist staff in differentiation of materials and instruction. All district staff have received training in culturally responsive teaching, resiliency, social-emotional learning, and trauma-informed practices.

## Roles of Students and Families

<p>Student Responsibilities</p>	<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>
<p>Parent/Guardian/ Caregiver Responsibilities</p>	<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>

## Instructional Schedule & Delivery

The minimum hours of instruction for a virtual or remote day is four hours excluding lunch and recess. Therefore, the Virtual & Remote Instruction Plan will follow the structure of the school half-day schedules with time scheduled for interventions, enrichment, and additional assistance after the conclusion of the class periods. Students will login to Google Meets with their teachers during the scheduled class period for live instruction. The schedule is subject to change at the discretion of the Linwood Public School District. Attendance will be recorded, assessments will be administered virtually as needed, and grades will be awarded which will count toward the child's cumulative average. Extra-curricular programming will continue to the extent that it can be delivered virtually.

### Sample Belhaven Schedule for Virtual & Remote Instruction

Live Instruction: 8:15 AM - 12:45 PM

Intervention, Enrichment & Remote Work: 12:45 PM - 2:45 PM

5 <sup>th</sup> Grade	6 <sup>th</sup> Grade	7 <sup>th</sup> Grade	8 <sup>th</sup> Grade
Homeroom 8:20-8:27	Homeroom 8:20-8:27	Homeroom 8:20-8:27	Homeroom 8:20-8:27
8:29 – 8:58 (1)	8:29 – 8:58 (1)	8:29 – 8:58 (1)	8:29 – 9:14 PE/Related Arts
8:58 – 9:28 (2)	8:58 – 9:28 (2)	8:58 – 9:28 (2)	9:16– 9:45 (2)
9:28 – 9:58 (3)	9:28 – 9:58 (3)	9:28 – 10:13 PE/Related Arts	9:45 – 10:14 (3)
9:58 – 10:28 (6)	9:58 – 10:28 (4)	10:13 – 10:43 (4)	10:14 – 10:43 (4)
10:30 – 11:00 Lunch	10:28 – 11:13 PE/Related Arts	10:43 – 11:13 (5)	10:43 – 11:12 (5)
11:00 – 11:30 (7)	11:14 – 11:44 (8)	11:13 – 11:43 (8)	11:14 – 11:44 Lunch
11:30 – 12:00 (8)	11:45 -12:15 Lunch	11:43 – 12:13 (9)	11:46 – 12:15 (8)
12:00– 12:45 PE/Related Arts	12:15 – 12:45 (9)	12:15 – 12:45 Lunch	12:15 – 12:45 (9)
All Grade Levels: 12:45-2:45 Small Group Check-In with teachers as needed and requested Students: time to work on project-based learning activities, assignments, and skills practice			

\*Schedule subject to change.

**Sample Seaview Schedule for Virtual & Remote Instruction**  
**Live Instruction: 8:30 AM - 1:00 PM**  
**Intervention, Enrichment & Remote Work: 1:00 PM - 3:00 PM**

Pre K	K	1st	2nd	3rd	4th	
Choice time & Small Group 8:30-10:30	Morning Meeting 8:30-9:00  ELA 9:00-10:00	Morning Meeting 8:30-9:00	Morning Meeting 8:30-9:00	Math 8:30-9:30	Morning Meeting 8:30-9:00	
		Reading Groups 9:00-9:45	ELA 9:00-9:45		Related Arts 9:00-9:30	
		ELA 9:45-10:30	Reading Groups 9:45-10:30	Related Arts 9:30-10:00	Math 9:30-10:30	
	Related Arts 10:00-10:30		Morning Meeting 10:00-10:30			
Lunch & Recess 10:30-11:15	Lunch & Recess 10:30-11:15	Lunch 10:30-10:50 Recess 10:50-11:15	Recess 10:30-10:55 Lunch 10:55-11:15	ELA 10:30-11:30	ELA 10:30-11:30	
Choice time & Small Group 11:15-1:00	Math 11:15-11:45					
	SS/Sci 11:45-12:15	Math 11:15-12:00	Math 11:15-12:00	Lunch 11:30-11:50 Recess 11:50-12:15	Recess 11:30-11:55 Lunch 11:55-12:15	
	Centers 12:15-1:00	SS/Sci 12:00-12:30	Related Arts 12:00-12:30			
		Related Arts 12:30-1:00	SS/Sci 12:30-1:00		SS/Sci/WIN 12:15-1:00	SS/Sci/WIN 12:15-1:00
Grades PreK-K: 1:00-3:00 Remote exploration and discovery learning		Grades 1-4: 1:00-3:00 Small Group Check-In with teachers as needed and requested Students: time to work on project-based learning activities, assignments, and 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 and during hybrid learning in the 2020-2021 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 has implemented the following plans:

- A one-to-one device program which assigned Chromebooks to all students for use both at home and in school.
- Mobile hotspots 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 takes into account the needs of our population with learning disabilities and language barriers. It also informs 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.

## Facilities & Essential Employees

School buildings will be maintained by the district maintenance and custodial staff in the event of an extended closure. Facilities protocols will remain in place as outlined on the District’s Safe Return Plan.

Essential employees have been identified by the District. A list of identified employees will be provided to the county office in the event of the LEA’s transition to remote or virtual instruction.





## Local Education Agency Guidance for Virtual or Remote Instruction Plan for the 2023-2024 School Year

The New Jersey Department of Education (Department) is providing the following guidance pursuant to *N.J.S.A. 18A:7F-9(c)* and *N.J.A.C. 6A:32-13.1* and *13.2*, to assist LEAs in the development of their annual virtual or remote instruction plans. The Department encourages LEAs to reflect on the previous school year to enhance elements of the prior year’s plan to provide the most substantive education, and including, but not limited to, related services, for all students in the event of an LEA closure.

For each of the areas below, the chief school administrator or lead person will either mark “yes,” confirming that the information is in the Plan and list the corresponding Plan page number, or mark “no” if the information is not contained in the Plan. The chief school administrator or lead person is expected to provide an explanation to the County Office of Education for all areas marked “no.”

By July 31 annually, the chief school administrator or lead person must submit a board-approved LEA Guidance for Virtual or Remote Instruction Plan for the coming school year, along with this form to their County Office of Education. At the time of submission to the county office of education, the plan must be posted on the LEA’s website. Plans will be reviewed in each county office of education on a rolling basis with an electronic response communicated within two business days of receipt.

### LEA Checklist for Virtual or Remote Instruction Programs

LEAs must enter the page number where each checklist item may be found in the virtual or remote instruction program submitted to the [County Office of Education](#).

#### Contact Information

County: Atlantic

Name of District, Charter School, APSSD or Renaissance School Project:

Linwood Public Schools

Chief School Administrator/Charter or Renaissance Leader Name/APSSD Leader:

Brian M. Pruitt

Phone Number of Contact: (609) 926-6703

#### Equitable Access and Opportunity to Instruction

Question	LEA Yes or No
1. Is the LEA ensuring equitable access and opportunity to instruction for all students?	Yes <input type="checkbox"/>



Question	Page Number	LEA Yes or No	County Yes or No
2. Does the program ensure that all students' varied and age-appropriate needs are addressed?	3	Yes <input type="checkbox"/>	
3. Is the program designed to maximize student growth and learning to the greatest extent possible? Synchronous and/or asynchronous virtual or remote learning plans which will maximize student growth and learning.	5 - 6	Yes <input type="checkbox"/>	
4. Does the program describe how the LEA will continuously measure student growth and learning in a virtual or remote instruction environment?	3	Yes <input type="checkbox"/>	
5. Does the program describe how the LEA will measure and address any ongoing digital divide issues, including a lack of internet access, network access and/or sufficient access to devices?	7	Yes <input type="checkbox"/>	

**Notes on Equitable Access to Instruction**



### Addressing Special Education Needs

Question	Page Number	LEA Yes or No	County Yes or No
1. Does the program address the provision of virtual or remote instruction to implement Individual Education Programs (IEPs) for students with disabilities to the greatest extent possible, including accessible materials and platforms?	3	Yes <input type="checkbox"/>	
2. Does the program address methods to document IEP implementation including the tracking of services, student progress, as well as provision of accommodations and modifications?	3	Yes <input type="checkbox"/>	
3. Does the program describe how case managers will follow up with families to ensure services are implemented in accordance with IEPs to the greatest extent possible?	3	Yes <input type="checkbox"/>	
4. Does the program address procedures to conduct IEP meetings, evaluations and other meetings to identify, evaluate and/or reevaluate students with disabilities?	3	Yes <input type="checkbox"/>	

### Notes on Special Education Needs



**Addressing English language learners (ELL) Plan Needs**

Question	Page Number	LEA Yes or No	County Yes or No
1. Does the program include an English as a Second Language and/or bilingual education program aligned with State and Federal requirements to meet the needs of ELLs?	3	Yes <input type="checkbox"/>	
2. Does the program describe how the LEA communicates with families of ELLs including providing translation materials, interpretative services, and literacy level appropriate information?	3	Yes <input type="checkbox"/>	
3. Does the program include the use of alternate methods of instruction (that is, differentiation, sheltered instruction, Universal Design for Learning), access to technology and strategies to ensure ELLs access the same standard of education as non-ELL peers?	3	Yes <input type="checkbox"/>	
4. Does the program include training for teachers, administrators, and counselors to learn strategies related to culturally responsive teaching and learning, socio-emotional learning, and trauma-informed teaching for students affected by forced migration from their home country (e.g. refugee, asylee)?	3	Yes <input type="checkbox"/>	

**Notes on Supporting ELL Educational Needs**

The Linwood school District has less than ten (10) ELL students, and therefore provides English Language Services aligned to State and Federal requirements.



### Attendance Plan

Question	Page Number	LEA Yes or No	County Yes or No
1. Does the program address the LEA's attendance policies, including how the LEA will determine whether a student is present or absent, how a student's attendance will factor into promotion, retention, graduation, discipline, and any other decisions that will reflect the student's performance?	2	Yes <input type="checkbox"/>	
2. Does the program describe how the LEA communicates with the family when a student is not participating in online instruction and/or submitting assignments?	2	Yes <input type="checkbox"/>	

### Notes on Attendance Plan

### Safe Delivery of Meals Plan

Question	Page Number	LEA Yes or No	County Yes or No
1. Does the program contain how the LEA will provide continued safe delivery of meals to eligible students?	2	Yes <input type="checkbox"/>	

### Notes on Safe Delivery of Meals



**Facilities Plan**

Question	Page Number	LEA Yes or No	County Yes or No
1. Does the program contain an outline of how buildings will be maintained throughout an extended period of closure?	7	Yes <input type="checkbox"/>	

**Notes on the Facilities Plan Other**

**Other Considerations**

Does the program contain the following considerations?	Page Number	LEA Yes or No	County Yes or No
a. Accelerated learning opportunities	5	<input type="checkbox"/>	
b. Social and emotional health of staff and students	3	Yes <input type="checkbox"/>	
c. Title I Extended Learning Programs	5	Yes <input type="checkbox"/>	
d. 21 <sup>st</sup> Century Community Learning Center Programs		No <input type="checkbox"/>	
e. Credit recovery		No <input type="checkbox"/>	
f. Other extended student learning opportunities	5	Yes <input type="checkbox"/>	
g. Transportation	2	Yes <input type="checkbox"/>	
h. Extra-curricular programs	5	Yes <input type="checkbox"/>	
i. Childcare		No <input type="checkbox"/>	
j. Community programming		No <input type="checkbox"/>	

**Notes on Other Considerations**

Considerations not included in the District plan are not applicable based on district grade levels or current programming.



**APSSD Applicable Only: Sharing Plans**

Was the program shared with all sending districts? Yes  No

**Notes on APSSD Sharing Plans**

Empty text box for notes on APSSD Sharing Plans.

**Essential Employees**

Question	Page Number	LEA Yes or No	County Yes or No
1. The LEA will ensure essential employees are identified and a list is provided to the county office at the time of the LEA's transition to remote or virtual instruction.	7	Yes <input type="checkbox"/>	

**Notes on Essential Employees**

Empty text box for notes on Essential Employees.

**Board Approval**

Date of board approval (mm/dd/yyyy): 07/26/2023

**Notes on Board Approval**

Empty text box for notes on Board Approval.

**Posted on Website**

1. Is the program posted on the school district/APSSD/Charter/Renaissance School Project Website? Yes  No

2. Link to website: https://linwoodschools.org/