



## **New Jersey Department of Education 2023-24 Virtual or Remote Instructional Plan**

While the Collingswood and Oaklyn School Districts have instituted numerous protocols to avoid school and/or district closures, we acknowledge the State of New Jersey's requirement to submit a Virtual or Remote Instructional Program Plan. In April 2020, Governor Murphy issued an executive order that became P.L.2020, c.27. This law provides for the continuity of instruction in the event of a public-health related district closure so that LEAs can utilize virtual or remote instruction to satisfy the 180-day requirement pursuant to N.J.S.A. 18A:7F-9. In order to provide transparency and ensure that New Jersey students continue to receive high-quality, standards-based instruction, each school district, charter school, renaissance school project and Approved Private School for Students with Disability (APSSDs) must annually submit its proposed program for virtual or remote instruction (plan) to the Commissioner of Education.



## **Instructional Plan**

In the event a district closure occurs, the following protocol will be implemented:

- The day prior to a full-district or state-imposed closure, all students will have an early dismissal. This will allow teachers to plan and gather materials to transition to remote instruction. Families will be offered as much advance notice as possible should this occur.
- On the day following a declaration of a district closure, Collingswood Middle and High School students will follow an abbreviated 8-period day to allow them to meet with each teacher. This day will occur across a single-session schedule but will fall under the protocol of the required four-hour instructional day.
- On the day following a declaration of a district or state closure, students in Preschool - 5th grades will log into Zoom via a link (included in each teacher's Google Classroom) for access. Students will participate in a single session day that will fall under the protocol of the required four-hour instructional day.
- On the second full day following the declaration of a district closure, students will participate in a regular schedule according to the times below:
  - ◆ **Preschool**: Virtual school will begin at 9:15a and conclude at 3:00p. A specific schedule with various breaks, lunch, and independent learning times will be communicated by the Supervisor of Preschool and classroom teachers.
  - ◆ **Kindergarten - 5th Grades**: Virtual school will begin at 8:45a and conclude at 3:00p. A specific schedule that mimics the typical classroom schedule will be communicated through each child's teacher with various breaks, lunch and independent learning times throughout the day.
  - ◆ **Middle School and High School**: Virtual school will begin at 8:00a and conclude at 2:32p. Students will remain with their daily schedule and take a break for lunch according to their typical schedule.



## Meeting Student Needs

### **Varied and Age-Appropriate Needs:**

- When initiating a remote instructional plan option, all students will be provided instruction through available technology resources such as Zoom and Google Meet. During this time, considerations will be made for developmentally appropriate practices to address screen time and attention needs in a remote climate.
- Students' growth will be assessed through our various technology-related platforms and opportunities to promote digital access to platforms will be afforded to students. Teachers will continually interact with students for ongoing formative and summative assessments related to NJ Student Learning Standards. Where applicable, synchronous and asynchronous plans will be incorporated.
- Teachers in grades PS-12 will address the learning acceleration needs of all students. Our Learning Acceleration Specialists will continue to provide small-group instruction and/or targeted support to students at all levels. Integrated courses at each level will provide the support needed to students who struggle as well as students who may need support and/or enrichment at any level. Through coordination with the classroom teacher and support-level teachers, we will continue to maximize the potential for all students' needs to be met.
- Our districts support the SEL health of all students through a comprehensive approach. For Tier I interventions, students have access to a robust SEL curriculum implemented by classroom teachers and support staff. For Tier II interventions, our interns and various counselors can provide small-group instruction and support to the classroom teachers. For Tier III interventions, students can receive 1:1 support through counselors and our extended counseling program connection with Jefferson Health. Our school nurses also work closely with administrators, teachers and counselors to provide a connection to families.



## **Addressing the Digital Divide**

The following is in place protocol for technology-driven instruction in a remote setting:

### **Devices:**

- All students in grades Preschool - 12 have district-provided Chromebook.

### **Internet Access:**

- Tents with tables/benches located near school locations will be available to access the district's wireless network.
- Apartment complexes will be contacted to encourage open access to families.
- Comcast will again be contacted to update free hotspot access to families.

### **Technology Support and Repairs:**

- The districts' Chrome Center will be set up in the Collingswood High School Cafeteria for families to address immediate repair needs.
- A "no contact" locker swap will be set up at the Collingswood Middle and High School Complex for additional access to any additional technology-related resources.

## **Special Education and Related Services**

- In the event of a district closure, special education and related services will be delivered virtually to the greatest extent possible in accordance with students' services as outlined in their IEPs and the schedules above.
- IEP accommodations and modifications that are applicable to the virtual setting will also be implemented. Case managers, special education teachers and/or related service providers will track provision of services and student progress, and will contact parents/guardians to discuss their child's individualized support plan. IEP, evaluation planning, eligibility, and other meetings will be held virtually in the event of a district closure as well.



### **Addressing English Language Learners**

- General Education teachers in grades PS-12 will address the learning acceleration needs of our English Language Learners. Our Learning Acceleration Specialists will continue to provide small-group instruction and/or targeted support to students. ELL teachers will meet with students virtually to provide live instruction and to support the district curriculum plan. The services will continue to be organized by grade level clusters and language acquisition levels. Through coordination with the classroom teacher and support-level teachers, we will continue to maximize the potential for all students' needs to be met.
- Communication with families of ELLs will be provided through translation of documents as well as information through translators. ELL teachers will maintain constant communication with students and their families to monitor attendance, participation and academic performance. ELL teachers will have regular communication with the general education teachers, supervisors and building principals.

### **Attendance Plan**

Collingswood and Oaklyn School Districts' attendance policies are contained on the district website and within student handbooks. Opportunities for credit recovery and or home instruction (where applicable) are also noted. In the event a student is not participating regularly in a remote learning environment, the following procedures will be implemented:

- Classroom/homeroom teachers will notify the family directly and work toward opportunities to make up missed time and missed assignments.
- Classroom/homeroom teachers will inform the guidance department (where applicable) of frequent absences. The guidance department will also notify the building principal and a joint meeting (where appropriate) will be scheduled.
- A formal action plan for attendance will be developed to provide support to the student, family and teacher(s) to ensure the student is successful in school moving forward.



### **Safe Delivery of Meals to Eligible Students**

In the event that the district moves to remote learning due to COVID, we will proceed as we have previously. On a weekly basis, there will be a designated day, time and location for families with students enrolled in either Collingswood and Oaklyn the opportunity to pick up meals. These meals will be for instructional days that transition from in-person to remote learning. In other words, meals will not be provided for days students are not scheduled to attend classes. Breakfast and lunch will be provided following the same guidelines as we currently follow set forth by the USDA. Below are the days, times and location for both Collingswood and Oaklyn. This is where we saw the most participation.

Collingswood - HS Cafeteria

Wednesdays: 1pm - 5pm

Oaklyn - Side entrance outside of gym

Wednesdays: 1pm - 5pm

### **Facilities Plan**

All district HVAC equipment is monitored daily to ensure that all systems are operating as designed and commissioned for building occupancy. We have installed high efficiency filters in our HVAC units and increased our automated temperature control systems to ensure that the maximum amount of clean, fresh outside air will be supplied to all occupied areas. All units will run 24hrs per day during periods of building occupancy. Current recommendations of maintaining indoor humidity levels between 40-60% are met. These actions, as well as increased daily cleaning procedures, face coverings and social distancing to the greatest extent possible have thus far proven sufficient.



### **Approved Private Schools for Students with Disabilities (APSSD)**

The remote learning plan will be shared with all approved private partnership schools that serve students with disabilities.

### **Essential Employees**

A comprehensive category list of essential employees is listed below and a specific list of these employees for the 2022-23 school year will be held in the Collingswood and Oaklyn Board of Education Offices.

- Superintendent of Schools
- Assistant Superintendents (Business and Curriculum & Instruction)
- Child Study Team Members
- Buildings and Grounds
- School Nurses
- School Administrative Assistants
- Business Office Personnel



### Other Considerations

- a. Accelerated Learning Opportunities: (see meeting student needs)
- b. Social and Emotional Health of Staff and Students:
  - i. Our employee assistance partnership with Aetna (Collingswood) and Uprise Health (Oaklyn) provides supportive services to staff in need.
  - ii. Families' needs are addressed through our partnership with Jefferson Health.
- c. Title I Extended Learning Program:
  - i. Collingswood High School and Thomas Sharp Elementary School receive Title I funds.
  - ii. As appropriate, extended learning programs will be offered through before- or after-school programs and summer learning opportunities provided through grant funds.
- d. 21st Century Community Learning Center Programs (N/A)
- e. Credit Recovery
  - i. Credit recovery opportunities are offered through our partnership with Educere which is a leading K-12 virtual education services organization with school customers across 42 US states and 22 countries.
  - ii. Loss of Credit Make-Up (due to absences) can be provided with approval from school or district administration.
  - iii. This option is for a student who earned a passing grade in the course(s) but lost credit due to absences.
- f. Other Extended Student Learning Opportunities (N/A)
- g. Transportation
  - i. Collingswood and Oaklyn Public School Districts are walking school districts. In the event of school closure and the reopening of specialized programs, transportation partnerships will continue following expected protocols and guidance by the NJ DOE and Camden County Health Department.
- h. Extra-Curricular Programs
  - i. In the event of school closure, extra-curricular activities will continue following expected protocols and guidance by the NJ DOE and Camden County Health Department.





- i. Childcare
  - i. Collingswood and Oaklyn School Districts partner with Healthy Kids for a tuition-based before- and after-school program. In the event of school closure, this partnership will continue following expected protocols and guidance by the NJ DOE and Camden County Health Department.
  
- j. Community Programming - N/A