



LENAPE REGIONAL HIGH SCHOOL DISTRICT

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LENAPE HIGH SCHOOL
SHAWNEE HIGH SCHOOL
CHEROKEE HIGH SCHOOL
SENECA HIGH SCHOOL

August 12, 2020

Dear Mr. Minus-Vincent,

As of this moment, according to the guidelines and Governor Murphy, absent a shift in the public health data, as set forth by the New Jersey Department of Education in The Road Back: Restart and Recovery Plan for Education, school buildings will open in some capacity for in-person instruction and operations in the fall.

No matter what the Governor decides, as a school district, our goal is to return students to our school in a safe and positive manner while following local, state, and national guidance, while also planning for the possibility of 100% virtual programming. In short, this plan was developed to be flexible when/if needed.

I respectfully submit our Operation Open LRHSD plan which was developed by taking the recommendations derived from extensive summer committee work by 180 members of the LRHSD community which includes our district physicians and our amazing staff, representing all job titles and representatives from the Lenape District Education Association (LDEA), the Lenape Support Staff Association, (LDSSA), the Lenape Administrators Association (LDAA) and the Lenape Principals and Directors Association (LDPDA).

This plan presents guidelines related to the following four key subject areas, with a number of critical areas addressed under each subject. They are: Part 1, Conditions for Learning, Part 2, Leadership and Planning, Part 3, Policy and Funding and Part 4, Continuity of Learning.

Additional information can be found on our website: www.lrhdsd.org.

Thank you for your support during this unprecedented time in all of our lives.

Sincerely,

Dr. Carol L. Birnbohm
Superintendent of Schools



Lenape Regional High School District Operation Open LRHSD Plan

Date of submission to NJDOE Burlington County Office: August 12, 2020

Date of submission to LRHSD Board of Education:

DRAFT August 10, 2020

Anticipated approval on August 26, 2020

According to the guidelines, absent a shift in the public health data, as set forth by the New Jersey Department of Education in The Road Back: Restart and Recovery Plan for Education, school buildings will open in some capacity for in-person instruction and operations in the fall.

As a school district, our goal is to return students to our school in a safe and positive manner while following local, state, and national guidance, while also planning for the possibility of 100% virtual programming.

A presentation to the Board of Education provided the Board and the public an overview of the planning process, Operation Open LRHSD, and a preview of what must be done to meet the mandate of in-person instruction amidst a global pandemic. (Appendix A)

LRHSD would like to thank the 180 staff members who provided guidance in six critical areas of our planning process. Safety & Physical/Mental Health, Curriculum & Instruction, Personnel, Athletics & Activities, Finance & Operations, Facilities, Transportation and Meals. Most of their recommendations were preliminarily shared with LRHSD community at large (staff, students and parents) on July 28, 2020. (Appendix B). Full recommendations were completed on August 5, 2020, and provide the required minimum standards outlined in this document as well as additional recommendations for all LRHSD schools to implement ensuring that our educational health does not come at the expense of our physical health. (Appendix C)

Operation Open LRHSD Plan for the New Jersey Department of Education presents guidelines related to the following four key subject areas, with a number of critical areas addressed under each subject. They are: Part 1, Conditions for Learning, Part 2, Leadership and Planning, Part 3, Policy and Funding and Part 4, Continuity of Learning.



Part 1: Conditions for Learning:

LRHSD is committed to ensuring the health and safety of our students and staff. This section sets forth the standards and considerations related to establishing safe and healthy conditions for learning in the following critical areas:

a. General Health and Safety Guidelines

The Board will encourage parents to be on the alert for signs of illness in their children and to keep them home when they are sick. Students and staff should self-monitor prior to arrival to a bus, school building or work location for COVID-19 symptoms and a history of exposure and self-quarantine if they have visited states on the quarantine list.

COVID-19 is a mandatory reportable communicable disease. Therefore, caregivers are **REQUIRED** to notify the school nurse if anyone in their household tests positive for COVID-19.

Staff and students will be screened through thermal cameras at entry points of each building upon arrival to a school or work each day. If their temperature is over 100.3 they will have their temperature retaken with a handheld contactless thermometer to verify temperatures. If their temperature is still over 100.3 they will not be permitted to remain at school or work. For re-admittance students and staff must follow the most recent guidelines from the New Jersey Department of Health for COVID-19 Related Exclusions and Readmissions. The District will provide reasonable accommodations for individuals that the Centers for Disease Control identifies as having a higher risk for severe illness from COVID-19 and for students with Individualized Education Plans (IEPs), students with complex disabilities with Individualized Education Plans (IEPs) and students who require accommodations under a Plan in accordance with the Section 504 of the Rehabilitation Act of 1973 (504 Plan). Accommodations will also be made for employees with childcare issues and students who choose not to return to in-person instruction.

Procedures for symptomatic students and staff and responses to students and staff that test positive for COVID-19 include:

If a student or staff member is showing symptoms they are sent home for 10 days, 24 hours fever free without the use of fever reducing medication, and the majority of the symptoms have resolved. They can return to school sooner if they get a negative test or they see their medical doctor and submit a doctor's note stating their symptoms are not COVID-19 related and they had another ailment such as strep or dehydration.

If a student or staff member test positive for COVID-19 they are excluded at least ten days since they received positive test and their symptoms have greatly



improved. Students shall also provide clearance from a physician before he/she will be permitted to return to school.

The LRHSD will immediately notify local health officials, staff, and families in the event that an individual who has spent time in a school district building tests positive for COVID-19.

b. Classrooms, Testing, and Therapy Rooms

Student population will be split into two cohorts by Alpha in order to maintain social distance in all instructional and non-instructional rooms. In addition, all staff and students are required to wear face coverings in and on school property. Staff will also be provided a face shield to put on over their mask whenever they wish.

Disinfecting: LRHSD is implementing a pandemic cleaning and disinfecting protocol. Highlights of our regimen are:

- All flat surfaces are sprayed with 3M Quat Disinfectant Cleaner 5H, a CDC approved product.
- Classrooms will be sprayed after school each day.
- Large group areas, as needed.
- Halo Disinfection System: All large group areas (café, gym, auditorium, etc.) will also be disinfected after school hours using a hydrogen peroxide fogger as needed. Each of our schools is equipped with this fogging system.
- High touch surface areas (faucets, door knobs, etc.) will be disinfected throughout the day.
- Tubs of wipes will be located throughout the building and in every classroom which are safe for handwashing and surface area disinfecting and greater than 60% alcohol. All students will be invited to wipe hands and desks/shared objects upon entry to the classroom and required to wipe hands and desks/shared objects at the end of class.
- Clearly marked hand sanitizer stations will be located throughout all of our facilities.

All desks will be arranged in rows facing the same direction. Outdoor classroom space is available.

Ventilation: All occupied spaces are properly ventilated.

- Our fresh-air exchange system in all occupied spaces is continually monitored as part of our regular facility maintenance program.
- Filter changes occur as required for proper maintenance.
- Outdoor spaces are permitted to be utilized at a staff member's discretion.



- Classrooms without A/C have windows which can be opened if needed.

c. Transportation

Student parking is available, and parking fee will be discounted by 50%. All eligible drivers will be encouraged to drive to school. Parents will be allowed to drop off and pick up their child at designated areas.

Less than half of our parents indicated that they will need the school bus to transport their child. This, combined with our hybrid model should create sufficient room to spread out all students.

The Board will encourage parents to be on the alert for signs of illness in their children and to keep them home when they are sick. Students should self-monitor prior to arrival to a bus for COVID-19 symptoms and a history of exposure and self-quarantine if they have visited states on the [quarantine list](#).

The Board will:

- Provide drivers with masks, gloves and face shields (face shields are optional)
- Schedule will be based on the school schedule established; taking into consideration the limited flexibility of transportation contractors to change the start and end times dramatically due to other contracted runs they have to perform.
- Mandate students wear masks while on bus and social distance on bus to the best of their ability
- Purchase/create signage for each bus to display requiring masks be worn by staff and students while on bus
- Purchase and have available extra masks for students if they do not have them
- Require open windows on bus when possible
- Purchase and supply bus drivers with disinfectant as well as procedures that include bus drivers spraying the inside surfaces of the bus with an appropriate disinfectant after each route has been completed
- Purchase and supply each bus driver with a tub of alcohol based wipes that can be used to clean surfaces and sanitize hands. The wipes would then be made available to students riding the bus should they want to use for wiping surfaces or hands.
- The director of transportation will review all safety activities and protocols with private bus companies and ensure compliance.



d. Student Flow, Entry, Exit and Common Areas

Staff entry times will precede student entry times. Set times staff may enter the building to ensure someone has established that the staff members do not present with a fever are as follows:

- Temperature and Scanner Staff (Security) – 6:30 AM arrival
- AM Duty staff arrival - 6:30AM – 6:45AM
- AM All other staff – not earlier than 6:45 AM

There will be designated area(s) for students and spacing provided for temperature scans. Staggering student entry times can be achieved by adjusting school policy to allow students to skip study hall if it occurs first or last period during the rotating schedule.

Hallways and will be designated a one-way direction flow and stairwells will be designated either up or down.

Student lockers will not be used to minimize non-essential interactions between students throughout the day.

Signage will be posted throughout the building with CDC templates on proper mask wearing, social distancing and handwashing.

e. Screening, PPE, and Response to Students and Staff Presenting Symptoms

Training will be provided for parents, students and staff on all signs and symptoms of COVID-19 and the critical need for everyone to wear a mask/face covering in and on school property. A positive social campaign will supplement this training.

All staff and students are required to wear face coverings in and on school property. Staff will also be provided a face shield to put on over their mask when they want.

The Board will encourage parents to be on the alert for signs of illness in their children and to keep them home when they are sick. Students and staff should self-monitor prior to arrival to a bus, school building or work location for COVID-19 symptoms and a history of exposure and self-quarantine if they have visited states on the [quarantine list](#).

Staff and students will be screened through thermal cameras at entry points of each building upon arrival to a school or work each day. If their temperature is over 100.3 they will have their temperature retaken with a handheld contactless thermometer to verify temperatures. If their temperature is still over 100.3 they will not be permitted to remain at school or work. For re-admittance students and staff must follow the most recent



guidelines from the New Jersey Department of Health for COVID-19 Related Exclusions and Readmissions.

There will be a designated quarantine area staffed by a school nurse ideally separated from the nurses office, optimally in a well ventilated area with external access to the building. There will be disinfection of the quarantine area after each student/staff visitation.

Nurses, under the direction of LRHSD District Physicians, will have the recommended PPE and be trained to safely monitor symptoms and follow all Communicable Disease Service guidance for illness reporting. Other staff (custodians, some special education teachers or paraprofessionals) who may handle waste materials shall also be provided additional PPE.

The LRHSD will follow all NJ DOH guidance on the proper response to a staff or student positive for COVID-19 or who has been exposed to someone positive.

f. Contact Tracing

Contact tracing is a critically important tool in pandemic response. Public health officials have long used this tactic to break the chain of transmission of infectious diseases and limit the spread of infections. The COVID-19 pandemic poses unprecedented challenges and will require new approaches to this long-standing public health strategy. To that end, LRHSD key staff enrolled in Johns Hopkins University's COVID-19 Contact Tracing 6-hour course and received certification. Knowledge gained will be used to turnkey information to other designated staff and help craft policy to assist local health officials with Contact Tracing. The policy will address a district's role and responsibility regarding notification and sharing of student information with local health officials included but not limited to:

Upon notification that a resident has tested positive for COVID-19, the local health department will call the school district to determine close contacts to whom they may have spread the virus, where close contact is defined as being within six feet for a period of at least ten minutes. The Board shall ensure adequate information and training is provided to the staff as necessary to enable staff to carry out responsibilities assigned to them. The Assistant Superintendent shall be designated by the Superintendent or designee as a liaison with the health department and shall be responsible for providing notifications to the health department out in a prompt and responsible manner. The Board shall allow staff, students, and families to self-report symptoms and/or suspected exposure.

g. Facilities Cleaning Practices

The LRHSD follows its global pandemic cleaning and disinfecting procedures with an emphasis placed on increased levels of disinfecting throughout the day and after school hours. LRHSD will continue sanitization practices that have been implemented since the



start of this pandemic for all occupied spaces and all high touch surfaces. See Part 1, b. of this document for details. Training on disinfecting protocols will be provided to each person required to implement the plan and additional PPE will be provided for those individuals who may need it.

LRHSD:

- will not allow the usage of locker rooms or hallway lockers due to sanitizing needs, social distancing concerns and sharing of lockers.
- will not use the weight room due to sanitizing concerns
- limit the number of bathrooms that can be used on a particular day so additional sanitizing and cleaning procedures can be performed.
- procure and install water bottle fillers in place of water fountains for staff and student use.

Use of Facilities Outside of School Hours – LRHSD will not permit outside groups to use the facilities as there is no assurance nor tracking of compliance with district protocols until further notice.

h. Meals

LRHSD will deliver all meals, both breakfast and lunch, to the home on a schedule to be determined by the business office. During the instructional day LRHSD will limit eating and drinking. If there exists a time when it is appropriate to adjust the schedule and meals would be served in school, the schedule should allow for time in between feeding sessions for disinfecting. If there exists a time when it is appropriate to adjust the schedule and meals would be served in school, we shall discontinue family style, self-service, and buffet and use disposable silverware and trays. If there exists a time when it is appropriate to adjust the schedule and meals would be served in school, the district would require the food service contractor to provide employees with masks, a face shield (or permanent barrier) and gloves.

i. Recess/Physical Education

LRHSD does not have recess.

Students will be advised to wear appropriate clothing for physical education class to school as there will be no access to lock rooms during the school day.

Classes will be conducted outside, weather permitting. Many of the recommendations by the NJSIAA during Phase I can be applicable to the way to conduct physical education class.



All shared objects, if used, will be sanitized between usage.

j. Field Trips, Extra-curricular Activities & Use of Facilities Outside of School Hours

Field Trips: Field trips will be virtual.

Use of Facilities Outside of School Hours: LRHSD will not permit outside groups to use the facilities as there is no assurance nor tracking of compliance with district protocols until further notice.

Extra-curricular Activities: All student athletics and activities are essential programs in terms of social and emotional learning and providing equal opportunities for all students.

All Athletics and Activities will continue, regardless of how instruction is being delivered while, adhering to all state and local guidelines. If those guidelines allow for normal or close to normal modifications those programs will follow their normal structure. However, consideration for students unable to attend for circumstances beyond their control is required. Programs that require modification will continue to operate with the same time requirements for coaches and advisors, whether in person or virtually. Modified activities will create environments that focus on student well-being and equal opportunities.

Guidelines:

- All programs will submit a plan to the Director of Athletics and Student Activities on how they will continue activity in the event modifications are necessary.
- These plans must ensure equity for all students regardless of guidelines for in-person instruction.
- The plans must include how they are meeting the social and emotional needs of the students.
- The plan must include the roles of all advisors, assistants, etc.
- These plans must have a component that addresses incoming 9th graders.
- The following are acceptable ways of delivering modified programs:
 1. Face to face (limited number of students per session as per current guidelines)
 2. Online—synchronous (everyone at the same time)
 3. Online—asynchronous (various times)
 4. Hybrid--some days in-person, some days online (synchronous or asynchronous)
 5. Flex--some students will be online, some students will be meet in-person--all at the same time



Recommended School Based Actions:

- The committee recommends the building principals, athletic directors and director of personnel services meet to discuss volunteer and outside coaches/advisors and their role, if any, in these modified plans.
- Create a committee of coaches, trainers, administrators, guidance counselors, CST and SEL room coordinators to establish a menu of means for coaches to modify their programs based on the committee's definitions, structure and guidelines.
- Create a committee of performing arts advisors, nurses, administrators, guidance counselors, CST and SEL room coordinators to establish a menu of means for advisors to modify their programs based on the committee's definitions, structure and guidelines.
- Create a committee of activities advisors, nurses, administrators, guidance counselors, CST and SEL room coordinators to establish a menu of means for advisors to modify their programs based on the committee's definitions, structure and guidelines.
- Create mechanisms for virtual activity fairs, sign-ups etc.
- Create a bank of ideas to share across all four schools.
- Public use of school facilities after school hours and on weekends will be suspended until further notice.



Part 2: Leadership and Planning

Planning Process

LRHSD created many committees to plan for “Operation Open LRHSD.”

Through “Operation Open LRHSD,” LRHSD planned a safe return by tapping into the strength of the school community. LRHSD surveyed students, parents and staff, and had 180 volunteers work on six different committees. They are: Safety & Physical/Mental Health, Curriculum & Instruction, Personnel, Athletics & Activities, Finance & Operations, Facilities, Transportation and Meals.

Committee members worked in all aspects of LRHSD’s large organization and worked together and shared ideas and expertise to navigate the complexities of keeping students and staff safe in schools today. LRHSD also enlisted our district physicians, Drs. Holton and Hickey, to work with the Safety & Physical/Mental Health Committee and school nurses.

Requirements to Reopen, Knowns and Unknowns: All planning conducted by LRHSD was done by considering multiple scenarios given the fact the CDC, NJDOE and Department of Health continually monitor the rate of transmission and provide updated guidance. The LRHSD plans are designed to seamlessly transition between three main models, Hybrid, Fully Remote and “regular school.”

Pandemic Response Team (PRT): A crisis team which already exists in our school buildings may serve as the PRT or schools may create a new team. All schools shall have a PRT consisting of:

- School principal or lead person
- Teachers
- Child Study Team member
- School Counselor or mental health expert
- Subject Area Chairperson/Director
- School Nurse
- School safety personnel
- Members of the school safety team
- Custodian
- Parents



Scheduling:

The Board’s Plan accounts for resuming in-person instruction and has steps to shift back to virtual learning models if circumstances change and in-person instruction guidelines can no longer be followed. The Board’s Plan accommodates opportunities for both synchronous and asynchronous instruction, while ensuring requirements for a 180-day school year are met. There are two new schedules created to accommodate the shifting guidelines: Hybrid Schedule and Fully Virtual Schedule

Hybrid Rotating Schedule:

- a. All four high schools will have a 7:30 AM Arrival and 11:55 AM Dismissal.

Pandemic In-person Hybrid Schedule									
Period		1A	1B	2A	2B	3A	3B	4A	4B
1	7:30-8:15	Class 1	Class 1	Class 2	Class 2	Class 3	Class 3	Class 4	Class 4
2	8:20-8:59	Class 2	Class 2	Class 3	Class 3	Class 4	Class 4	Class 1	Class 1
3	9:04-9:43	Class 3	Class 3	Class 4	Class 4	Class 1	Class 1	Class 2	Class 2
4	9:48-10:27	Class 5	Class 5	Class 6	Class 6	Class 7	Class 7	Class 8	Class 8
5	10:32-11:11	Class 6	Class 6	Class 7	Class 7	Class 8	Class 8	Class 5	Class 5
6	11:16-11:55	Class 7	Class 7	Class 8	Class 8	Class 5	Class 5	Class 6	Class 6

Pandemic In-person Hybrid Schedule GROUP B									
Period		1A	1B	2A	2B	3A	3B	4A	4B
1	7:30-8:15	Class 1	Class 1	Class 2	Class 2	Class 3	Class 3	Class 4	Class 4
2	8:20-8:59	Class 2	Class 2	Class 3	Class 3	Class 4	Class 4	Class 1	Class 1
3	9:04-9:43	Class 3	Class 3	Class 4	Class 4	Class 1	Class 1	Class 2	Class 2
4	9:48-10:27	Class 5	Class 5	Class 6	Class 6	Class 7	Class 7	Class 8	Class 8
5	10:32-11:11	Class 6	Class 6	Class 7	Class 7	Class 8	Class 8	Class 5	Class 5
6	11:16 - 11:55	Class 7	Class 7	Class 8	Class 8	Class 5	Class 5	Class 6	Class 6



b. LRHSD will rotate through the normal 4-Day Rotating bell schedule as defined as the “Single Session Bell Schedule” in the student handbook. Students are already familiar with this rotation and it is best to keep some familiarity to this remarkable start to the school year. Here is a picture of what the first full week of school will be:

SEP 14	1A In-person & 1B Virtual (1, 2, 3, 5, 6, 7) 7:30 AM - 11:55 AM
SEP 15	1B In-person & 1A Virtual (1, 2, 3, 5, 6, 7) 7:30 AM - 11:55 AM
SEP 16	2A In-person & 2B Virtual (2, 3, 4, 6, 7, 8) 7:30 AM - 11:55 AM
SEP 17	2B In-person & 2A Virtual (2, 3, 4, 6, 7, 8) 7:30 AM - 11:55 AM
SEP 18	3A In-person & 3B Virtual (3, 4, 1, 7, 8, 5) 7:30 AM - 11:55 AM

c. Virtual Day student academic and attendance accountability will be defined at a later date. After ensuring all annually collected media consent forms are received, there will be synchronous, asynchronous, flipped lessons, etc. for students when they do not report to school. Staff will be trained on all approaches to ensure academic continuity. These same methods will also be utilized for students who can never report to in-person instruction.

d. Staff will be allotted “Teacher Time” each day after student dismissal. This extra time is needed for staff to collaborate, record lessons, communicate to virtual students, provide clarity for students they saw in-person and attend to personal business, as needed. The Board and Administration is committed to providing as much time and professional and mental health support for our staff, which results in more focused support for our students.

e. Physical Education (PE) classes are a NJDOE and LRHSD requirement and therefore will be conducted, however, students will not have access to the locker rooms throughout the school day. Students must wear comfortable clothes and have sneakers on days when they have PE.

f. During the use of the Hybrid schedule, students may elect the fully remote learning option per Policy 1648.02.



g. The Board recognizes special populations will require unique considerations and will provide reasonable accommodations for students and staff identified as having a higher risk for severe illness from COVID-19, including older adults and individuals with disabilities or serious underlying medical conditions to ensure the continuity of learning as well as the health and safety of students and staff within the least restrictive environment.

Fully Virtual Instruction

The Virtual Instructional School Day schedule will include a later start time, fewer classes per day, and meeting/screen breaks. This schedule will be implemented if some form of in-person education is no longer available; meaning that all of LRHSD is “Fully Virtual” and not just an individual choosing “all remote.” In that case, the individual choosing “all remote” follows the Hybrid Rotating Schedule in the previous section.

	“AM Day”	“PM Day”	“AM Day”	“PM Day”
7:15-8:30	Teacher Prep time			
8:30- 9:20	1	5	1	5
9:30-10:20	2	6	2	6
30 minute break				
10:50- 11:40	3	7	3	7
11:50- 12:40	4	8	4	8
12:50- 2:55	Teacher office hours			

Features:

- simple AM Wheel/PM Wheel rotation all LRHSD students and staff are already familiar
- 50-minute classes with a 10-minute period between the back-to-back classes
- 30-minute break halfway through to give teachers and students a break from the screen; allows teachers with younger children at home some flexibility in the day
- 8:30 start time satisfies feedback from students, teachers, and parents



- teacher 'office hours' until 2:55 allows for individual students, extra help or review sessions, prep and planning time
- Flex days can be scheduled according to opportunities allowed by the school calendar

Staffing

The Board shall comply with all applicable employment laws when making staffing and scheduling requirements, including, but not limited to, the Americans Disabilities Act (ADA), the Health Insurance Portability and Accountability Act (HIPAA), and all applicable State laws.

As the Board adjusts schedules, teaching staff members must maintain quality instruction for students pursuant to the minimum requirements set forth in NJDOE regulation.

The vision of the Personnel Committee in "Operation Open LRHSD" is as follows: Ensure student and staff physical health and safety when looking at personnel concerns. Prioritize health and well-being of staff and students above everything else.

Hybrid or Fully Virtual Learning Environments: Roles and responsibilities for Administration:

Administration shall provide flexibility to all staff by creating a schedule which allows for "Teacher Time," in both the hybrid and fully virtual environments. This is time in addition to Common Planning Time and Prep Time.

Administration shall provide flexibility to all staff by allowing staff who can work remotely to choose to work remotely for the purpose of childcare (in addition to health related reasons).

Administration shall provide professional development for all staff on the following, but not limited to:

- "Dry Run" of the schedule in August with volunteer staff, students, etc.
- Masks:
 - Face Covering vs. Mask vs. Face Shield (Health & Safety PD)
 - What is the procedure if a student is not wearing a mask?
 - Where and when are students allowed to remove their mask?



- Where and when are staff allowed to remove their masks?
- What is mask endurance? What are mask breaks and how should they be used? Where and when can students and staff take mask breaks?
- Technology:
 - Teach staff to use QR codes, turnstile, swipe cards or other ways to check in and out of classrooms and offices to aid with contact tracing. Create so students and staff can access using their personal device (cell phone or Chromebook).
 - Teach staff to utilize some type of virtual hall pass (ie. email or QR Code) instead of paper hall pass. Create so students and staff can access using their personal device (cell phone or Chromebook).
 - Instructional Strategies PD:
 - Develop and share ideas for instructional strategies for remote and hybrid learning
 - Alternatives to live streaming for example, flipped classroom (concerns with live streaming- teacher/student privacy, technology issues)
 - Leverage technology to minimize staff and students in the office area by updating website and show the staff where to find the new resources:
 - Links to online forms and resources
 - List contact email addresses on websites for students & staff to contact via email (for example: contact xxx@lrhdsd.org for working papers)
 - Technology Tutorials
 - Utilize Google Classroom and/or email for school-wide announcements instead of using paper copies.
 - Chromebook PD
 - New District Resources PD: GoFormative, EdPuzzle, & Screencastify
 - Other Technology Resources PD: Google Classroom, Google Meet, Zoom, etc.
 - Handling Controversial Topics in the Classroom- November Election, Black Lives Matter and COVID-19
- New Expectations and Procedures
 - Provide clear expectations for staff and students for cleaning procedures on during school day at the beginning and end of each class.
 - Provide all staff with training for new/different duties: restroom duty, hall duty, cafe class



- Provide all staff with new facility procedures: mailroom, making copies, taking students outside for class, taking attendance, collecting papers, using common equipment in class, etc.
- Encourage community building activities in the classroom during the first week of school, as it is much more challenging to build a classroom community in a virtual setting.
- Provide teachers with procedures to take classes outside- checking medical history, taking epipens/inhalers and letting the main office know the location of class.
- Any other new procedures that must be explained to staff.
- Social and Emotional Learning
 - Strategies to navigate difficult emotions during the pandemic
 - Incorporating social-emotional learning into instruction
 - How to connect with students in remote instruction, for example by using mental health check ins

Hybrid or Fully Virtual Learning Environments: Roles and responsibilities for Staff:

Respond to new routines, forms of communication, classroom management, lesson planning, instruction and assessment as determined by either the Hybrid or Fully Virtual Environments. See (Curriculum, Instruction and Assessment section of this document).

Athletics:

The Board will conduct high school athletics in accordance with protocols issued by the NJSIAA.

- Students that opt for 100% remote learning may participate in their respective activities and sports if they are eligible.
- In-person activities will be conducted upon approval from the district office. Activities must be able to comply with current safety regulations. All activities may conduct virtual exercises and activities.

All Athletics will continue, regardless of how instruction is being delivered while adhering to all state and local guidelines. If those guidelines allow for normal or close to normal modifications those programs will follow their normal structure. However, consideration for students unable to attend for circumstances beyond their control is required. Programs that require modification will continue to operate with the same time requirements for coaches and advisors, whether in person or virtually. Modified activities will create environments that focus on student well-being and equal opportunities.



Guidelines:

- All programs will submit a plan to the Director of Athletics and Student Activities on how they will continue activity in the event modifications are necessary.
- These plans must ensure equity for all students regardless of guidelines for in-person instruction.
- The plans must include how they are meeting the social and emotional needs of the students.
- The plan must include the roles of all staff
- These plans must have a component that addresses incoming 9th graders.
- The following are acceptable ways of delivering modified programs:
 - Face to face (limited number of students per session as per current guidelines)
 - Online—synchronous (everyone at the same time)
 - Online—asynchronous (various times)
 - Hybrid--some days in-person, some days online (synchronous or asynchronous)
 - Flex--some students will be online, some students will be meet in-person--all at the same time

Recommended School Based Actions:

- The committee recommends the building principals, athletic directors and director of personnel services meet to discuss volunteer and outside coaches/advisors and their role, if any, in these modified plans.
- Create a committee of coaches, trainers, administrators, guidance counselors, CST and SEL room coordinators to establish a menu of means for coaches to modify their programs based on the committee's definitions, structure and guidelines.
- Create a committee of performing arts advisors, nurses, administrators, guidance counselors, CST and SEL room coordinators to establish a menu of means for advisors to modify their programs based on the committee's definitions, structure and guidelines.
- Create a committee of activities advisors, nurses, administrators, guidance counselors, CST and SEL room coordinators to establish a menu of means for advisors to modify their programs based on the committee's definitions, structure and guidelines.



Part 3: Policy and Funding

Purchasing

The Board may likely need to purchase items not needed in the past and may experience increased demand for previously purchased goods and services to implement the Plan. The school district shall continue to comply with the provisions of the “Public School Contracts Law”, N.J.S.A. 18A:18A-1 et seq.

Use of Reserve Accounts, Transfers, and Cashflow

The Board shall apply for the approval from the Commissioner of Education, prior to performing certain budget actions, such as withdrawing from the emergency reserve account or making transfers that cumulatively exceed ten percent of the amount originally budgeted.

Costs and Contracting

The school district shall follow all New Jersey State laws and regulations applicable to local school districts for purchasing when procuring devices and connectivity or any technology related item.

CARES Act

The District has been awarded approximately \$151,841 of CARES funding that will be used to secure technology and protective equipment as needed.

FEMA

The District submitted a FEMA application in April 2020 to identify any additional expenses incurred because of the pandemic. The filing of reimbursements will be handled by the business office as needed.

State Aid

The LRHSD lost \$1,155,936 in State Aid for FY21 and will continue to see state aid cut for the next four years, totaling approximately \$7,700,000 over a seven year period. The District continues to cut millions from the budget each year. The business office worked with staff on several committees to identify potential cost savings and all of the non-student program items were addressed. The business office will need to work this year to cut approximately \$1,400,000 for the FY22 budget and it most likely will involve student programs and staffing.



Part 4: Continuity of Learning

LRHSD recognizes all students need access to learning, whether in-person or online and has many layers of support which currently exist to provide equitable access. The Board recognizes that additional supports are required for some individuals during the global pandemic and has placed an emphasis on Social Emotional Learning for the 2020-2021 school year for our students and staff.

Ensuring the Delivery of Special Education and Related Services to Students with Disabilities:

The Board shall continue to meet their obligations to students with disabilities to the greatest extent possible. The Board shall provide educators with professional development to best utilize the accessibility features and accommodations tools made available through technology-based formats in accordance with this Policy. The Board shall continue to ensure students receive individualized supports that meet the requirements of the IEP and 504 Plans.

Students with disabilities, ELL and 504 students are receiving instruction with the same schedules as the general education schedules with the exception of a few select programs serving students with disabilities which may be able to accommodate 100% in-person instruction, during LRHSD's Hybrid schedule.

Teachers are encouraged to reach out to counselors and/or case managers when a student is struggling. Counselors and case managers will be able to share possible obstacles that the student may be facing and provide potential modifications to best support the academic and social-emotional needs of the student.

All modifications are being implemented, to the greatest extent possible, as needed, such as support from paraprofessionals providing supplemental tutoring, additional individual sessions with teachers, extra time for assignments, modification of assignments, and reduction of assignments, as necessary.

Case managers email or call parents at least weekly, to ensure that their concerns are addressed. They also meet with special education, and general education staff to problem solve, and discuss the needs of students.

All LRHSD staff work collaboratively to differentiate and modify resources and assignments for students and communicate with students on a case by case basis. Teachers document attendance and participation, as well as tracking and documenting related services.



Wraparound Supports

In order to meet the social and emotional needs of our students, resources will be available to students during the school day for both in-person and remote instruction. Counselors, case managers, mentors and other student support staff are available for students whether their cohort is in school or not. Students will receive instructions on how to schedule meetings.

Wellness Rooms were created last spring in each of our schools. Students will be able to visit the wellness room as needed throughout the school day. Virtual Wellness programs/resources shall be available to all students.

All staff will be provided with professional development on how to meet the social and emotional needs of our students.

Technology and Connectivity

The Board will provide all students with a Chromebook to use for the entire school year.

The Board will assess students' internet connectivity and provide hotspots to ensure all students are able to access the internet so they may learn remotely.

Curriculum Instruction and Assessment

Together, staff and students are teaching and learning in a different world that continues to change and challenge one another. We understand that life, technology, and the ever-changing landscape and guidelines associated with the COVID-19 pandemic forces us to re-evaluate all that we know. Safety, collaboration and adaptation are integral in the process of being successful in moving forward.

We will build, and continue to nurture, community for both in-person and remote learning environments by emphasizing personal relationship building, and setting clear standards and expectations. We will communicate that what is being done in class is important, that we believe in each student, and that we will not give up on our students' learning and well-being.

We will implement the established curriculum with an emphasis on lessons, timelines, and learning outcomes aligned to enduring understandings and performance tasks. Lesson design that embraces co-planning and shared learning outcomes will be achieved through common planning and ongoing peer collaboration within course assignments. Whether in-person or in a virtual



classroom, we will continue to maintain priorities for health, safety, robust instruction, and the mission of the Lenape Regional High School District.

ROUTINES, COMMUNICATION, and MANAGEMENT

Teachers will update Google Classrooms daily and establish specific guidance and direction for daily student communication, commentary, and learning feedback aligned to the daily schedule.

Teachers will communicate a weekly agenda to the students on a regular basis and in a consistent manner.

Teachers will make students aware through what platforms information and expectations will be delivered and how students can ask questions (i.e. LRHSD email, Google Classroom, Remind, etc.)

PLANNING, INSTRUCTION, and ASSESSMENT:

Teachers will develop lessons using Understanding by Design strategies in order to chunk and pare down learning goals to the essential learning embedded within the curriculum to provide students with what they need as essential skills for moving forward.

Teachers will establish learning goals and design lessons that promote student-engagement and learning outcomes for all students within the schedule.

Teachers will utilize Common Planning Time as available in the teacher schedule to collaborate and design objectives and lessons with shared preps in order to align differentiation of instruction and assessments for shared learners. The need for departmental guidance, communication and planning will occur on a regular basis.

Teachers are encouraged to develop and implement lessons and instruction in order to promote positive classroom culture, active student engagement and a growth mindset during remote learning.

Teachers will prioritize developing student-work submissions/performance expectations/assessments in a digital manner (via Google Classrooms). Timely feedback should be



prioritized, and grades transferred from the electronic platform to Genesis on a weekly basis.

Teachers and students are expected to utilize and refine the available digital resources and online textbook platforms aligned to the district curriculum.

Teachers are encouraged to reach out to counselors and/or case managers when a student is struggling. Counselors and case managers will be able to share possible obstacles that the student may be facing and provide potential modifications to best support the academic and social-emotional needs of the student.

Hybrid Learning:

Teachers will establish Google Classrooms for all course assignments and will add students to their digital platforms from Genesis course rosters prior to September 9, 2020. All Google Classrooms will be shared with content area supervisors as well.

Teachers will post remote learning assignments for the students at home no later than 7:30 am for the day. Remote learning assignments can be posted the day before.

Teachers will adhere to the established district hybrid learning schedule and are expected to facilitate instruction and student-engagement during each scheduled class period.

Teachers will implement the established curriculum while adapting lessons to hybrid learning.

Teachers will develop assessment strategies and course assignments that measure how well students are achieving the established learning goals and objectives within the hybrid learning.



Fully Remote Learning:

Teachers will adhere to the established district virtual learning schedule, host a Google Meet during their scheduled class period and deploy lessons that promote student engagement in real-time.

Teachers will implement the established curriculum while adapting lessons to the virtual classroom.

Teachers will establish Google Classrooms for all course assignments and will add students to their digital platforms from Genesis course rosters prior to September 9, 2020. All Google Classrooms will be shared with content area supervisors as well.

Teachers will update Google Classrooms daily and establish specific guidance and direction for daily student communication, commentary, and learning feedback aligned to the daily schedule.

Teachers will develop lessons using Understanding by Design strategies in order to chunk and pare down learning goals to the essential learning embedded within the curriculum. (Use of Common Planning Time in schedule to co-plan, co-design lessons/objectives with shared preps, align differentiation of instruction/assessments for shared learners)

Teachers will utilize PM office hours for scheduled virtual meetings with students, common planning and prep time.

Teachers will communicate a weekly agenda to students on a regular basis and in a consistent manner

Teachers will be available to respond to students' questions during the scheduled class time or by the following school day.

Teachers will prioritize developing student-work submissions/performance expectations/assessments in a digital manner (via Google Classrooms). Timely feedback should be prioritized, and grades transferred from the electronic platform to Genesis on a weekly basis.

Teachers and students are expected to utilize and refine the available digital resources and online textbook platforms aligned to the district curriculum.



Teachers will develop assessment strategies and course assignments that measure how well students are achieving the established learning goals and objectives within the virtual classroom.

Teachers will adhere to start and end times for their particular class in order to not infringe on another teacher and student's class time.

Professional Learning

The Board recognizes that teaching in a hybrid classroom or fully remote environment is an added process to lesson planning. Therefore the Board delayed the start of the school year for students to September 10th by taking two in-service days which were previously scheduled for October and February and scheduling them for September 8th and September 9th. As a result, all LRHSD staff will have four full in-service days prior to the start of the school year.

In addition to teachers being provided with a free Prep period each day and regularly scheduled Common Planning periods during each week, the Board added "Teacher Time" to both the hybrid schedule and the fully remote schedule. This extra time is needed for staff to collaborate, record lessons, communicate to virtual students, provide clarity for students they saw in-person and attend to personal business, as needed.

The Board and Administration is committed to providing as much time and professional and mental health support for our staff, which results in more focused support for our students.

Committees developed lists of topics needed to ensure continuity of instruction in both the hybrid or fully virtual setting: curriculum chunking, assessment, technological support, social emotional support, COVID-19 training (including hygiene, contact tracing and proper mask wearing), and social justice awareness. Tutorials, videos, resource guides and live demonstrations will be conducted for all staff both prior to and throughout the school year.



Appendix A

July 15, 2020 Presentation to the Board of Education:

Audio and PowerPoint (26 minutes):

<https://youtu.be/YeSn1iJZQGU>

PowerPoint only:

[PowerPoint Presentation](#)



Appendix B

As Operation Open LRHSD committees fine-tuned their recommendations many decisions were preliminarily shared with LRHSD community at large (staff, students and parents) on July 28, 2020.

[July 28, 2020, Letter to LRHSD Community](#)



Appendix C

Operation Open LRHSD Committee Recommendations

Full recommendations were completed on August 5, 2020, and provide the required minimum standards as well as additional recommendations for all LRHSD schools to implement ensuring that our educational health does not come at the expense of our physical health.

[Safety and Physical / Mental Health Committee Recommendations](#)

[Curriculum and Instruction Committee Recommendations](#)

[Personnel Committee Recommendations](#)

[Transportation Facilities and Lunch Committee Recommendations](#)

[Finance Operations and Governance Committee Recommendations](#)

[Athletics and Activities Recommendations](#)