Lakewood School District’s
“2020” Remote Learning Guidelines & Expectations

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LAKEWOOD SCHOOL DISTRICT
MAKING A DIFFERENCE
EVERY DAY!
Demographics of the Lakewood School District

In-District Programs (PK-12)

As of May 14, 2020

<table>
<thead>
<tr>
<th>Ethnicity</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hispanic</td>
<td>86%</td>
</tr>
<tr>
<td>African American</td>
<td>7%</td>
</tr>
<tr>
<td>White</td>
<td>5%</td>
</tr>
<tr>
<td>Other</td>
<td>2%</td>
</tr>
</tbody>
</table>

Source: Realtime

In-District Programs Preschool Program

(General Education & Special Education)

As of May 14, 2020

<table>
<thead>
<tr>
<th>Ethnicity</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hispanic</td>
<td>69%</td>
</tr>
<tr>
<td>African American</td>
<td>3%</td>
</tr>
<tr>
<td>White</td>
<td>26%</td>
</tr>
<tr>
<td>Other</td>
<td>2%</td>
</tr>
</tbody>
</table>

Source: Realtime

English Language Learners (ELLs)

As of May 14, 2020

<table>
<thead>
<tr>
<th>Grade</th>
<th>Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preschool</td>
<td>226 Students</td>
</tr>
<tr>
<td>K-12</td>
<td>1,745 Students</td>
</tr>
<tr>
<td>Total Students</td>
<td>1,971 Students</td>
</tr>
</tbody>
</table>

Source: Realtime
**In-District Special Education Students (K-12)**

As of May 14, 2020

<table>
<thead>
<tr>
<th>ICRS</th>
<th>Self-Contained</th>
<th>Total Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>950 Students</td>
<td>183 Students</td>
<td>1,133 Students</td>
</tr>
</tbody>
</table>

Source: Realtime

**In-District Preschool Special Education Students**

As of May 14, 2020

<table>
<thead>
<tr>
<th>ICRS</th>
<th>Self-Contained</th>
<th>Total Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>98 Students</td>
<td>192 Students</td>
<td>290 Students</td>
</tr>
</tbody>
</table>

Source: Realtime
Remote Learning

Staff Member Availability

8:00 a.m. – 1:00 p.m.

Certificated Staff – 6.75 hours a day

Paraprofessionals – 6.5 hours a day

Secretaries – 8 hours a day

Teaching & Learning

Teaching will focus on the continuation of learning.

Teaching & Learning will be focused and intentional and reflect the highest priorities and essential standards at each grade level during the remote learning period.
**Expectations**

**Students**

Will login to Google Classroom each day.

Will follow expectations and deadlines set by teachers for completing activities and turning in assignments.

Will follow expectation for reviewing online teacher created mini-lessons.

Will participate in online Google Meet Classes/Lessons on a daily basis.

Will respond to teacher(s) posting(s) each day.

Will reach out to teacher(s) with questions or concerns via school email and/or Google Classroom.

Will receive, at a minimum, one grade, across each content area, each week.

Will follow an academic schedule each day.

Will read independently for at least 30 minutes each day, in addition to completing daily assignments.

Will write independently, on a topic of their choice, for at least 30 minutes each day, in addition to completing daily assignments.

Will take their end-of-the year assessment online, and do their best!
**Teachers**

Will login to Google Classroom each day.

Will post each day’s lesson, activities and assignments by 8:00 a.m.

Will post, at a minimum, two teacher-created mini-lessons, by 10:00 a.m. each day.

Will host whole group, small group and individual **daily** Google Meet classroom lessons on a daily basis, as they are teaching new content.

Maintain a list of students in your class who returned a Google Permission slip for Google Meet/Hangouts and a Media Release Form.

Will give meaningful feedback to students on Google Classroom.

Will call parents, at a minimum, once a week.

Will email parents, at a minimum, once a week, using the Lakewood School District email system.

Will enhance and motivate student learning by giving students meaningful, personalized feedback, posting engaging videos, and hands-on educational assignments.

Will refer and address the SEL needs of students.

Will refer any student who may be in danger to DCPP and the LPD immediately.

Will ensure all of their students take the end-of-the-year assessment and do their best!

Will ensure a HIB free learning environment.
Parents

Keep your child on a routine schedule each day, and do not fluctuate schedules from day-to-day.

Check your child’s Google Classroom for assignments and announcements!

Make sure your child completes his/her assignments each day, as he/she is being graded!

Make sure your child participates in **daily** Google Meet lessons.

Read the Google Meet/Google Hangout Permission Slip Form and Return, if applicable.

Read the Google Media Release Form and return, if applicable.

Will encourage their child to take the end-of-the year assessment, and do their best, without assisting them.

During the school day, your child needs to be learning. It is not playtime!

Be prepared to receive a call from your child’s teacher. They may be calling from a blocked number. Please accept the call!

If you have any questions or concerns, please contact your child’s teacher (Refer to the District website for a list of staff members and email addresses. To the right, under announcements!).
Administrators

Will post a daily message to staff.

Will display great work by staff members each day.

Will post announcements each day.

Will share best practices.

Will encourage the usual banter that occurs amongst staff.

Will encourage and promote as much “normalcy” as possible for students and staff.

Will have special days; such as, spirit day, crazy hat day, bring your pet day, etc., in order to excite and promote student engagement!

Will conduct professional development trainings via Zoom or Google Meet.

Will conduct grade-level meetings via Zoom or Google Meet.

Will ensure that staff members address the SEL needs of students.

Will refer any student who may be in danger to DCPP and the LPD immediately.

Will ensure a HIB free learning environment.

Will make sure all teachers post two mini-lessons a day, and conduct daily Google Meet lessons (whole group, small group and individual), as new content is being taught.

Will ensure that all teachers maintain a class list of all students who have Google Media Release forms on file and who have Google Meet/Hangout Permission slips on file.

Will ensure that all students complete their end-of-the year assessments.
**Grades**

Grading during the remote learning period must reflect learning and growth via teacher-generated assessments.

Teachers must assess students, *at least once a week*, across all content areas.

How teachers assess their students will depend on the grade and subject matter.

All grades must be documented, with the date of the assessment, the assessment given, and student grade.

Grades must be maintained in the *Realtime Parent Portal*.

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**Feedback**

Feedback should be used to encourage and motivate learners.

Feedback should be used to engage student in activities such as; discussions, discussion boards, reflections, essays, story writing, etc.

Feedback should be informative and tailored to the assignment given.

Feedback should be personalized and meaningful.

Feedback should be accompanied with an understanding of the goals and objectives.

Feedback should be consistent, and ongoing, and used as a way of keeping students engaged.
Preschool through Grade 12 Teachers

Videotaped Mini Lessons (Preschool – Grade 12)

Preschool and Elementary Teachers must upload, at least, one Math and one ELA videotaped lessons every day (5 days a week) by 10:00 a.m.

Secondary and Special teachers must upload, at least, two videotaped mini-lessons in their content/special area each day (5 days a week) by 10:00 a.m.

Preschool – Ready Rosie – Model Moments
Ready Rosie Model Moments videos demonstrate fun, easy activities that families can do at home and on the go to strengthen bonds and build on classroom learning.

Google Meet Lessons (Preschool through Grade 12 Teachers)

All teachers must conduct daily Google Meet Lessons
Whole Group, Small group, Individual, based on the needs of students

Google Classroom (Preschool through Grade 12 Teachers)

Every Lakewood School District teacher must maintain Google Classroom for each of one his or her classes.

Elementary School teachers should create a different Google classroom for each subject area, in order to make it easier for both the teacher, and students to maintain assignments.

Please number your assignments, as this will help student keep track of their work, without feeling so overwhelmed!
A classroom whether in the traditional form, or the online form, must be a safe place to foster and engage in open discussions without hostile, discriminatory, or inappropriate comments. **Therefore, it is important for all teachers to set ground rules for online discussions.**

**Rules for Online Discussions**

*(Rule of Thumb: If you would not do or say something in real life, do not do it online either)*

Before posting your question, check to see if anyone has asked it already and received a reply. Just as you would not repeat a topic of discussion right after it happened in real life, do not do that in discussion boards either.

Stay on topic. Do not post irrelevant comments links, thoughts or pictures.

Do not post in all CAPS! If you do, it will look like you are screaming.

Do not write anything that sounds angry or sarcastic, even as a joke, because without hearing your tone of voice, your peers might not realize you are joking.

Always remember to say “Please” and “Thank you” when asking help from your classmates.

Respect the opinions of your classmates. If you feel the need to disagree, do so respectfully and acknowledge the valid points in your classmate’s argument. Acknowledge that others are entitled to have their own perspective on the issue.

If you reply to a question from a classmate, make sure your answer is accurate. If you are not 100% sure, when the paper is due, do not guess!

If you ask a question and many people respond, summarize all answers and post that summary to benefit the whole class.

Be brief, if you write a long answer in response to a simple question, it is unlikely that anyone will spend the time to read it all.

Do not bad mouth others. You may disagree with their ideas, but do not mock the person, by calling them names.
If you refer to something one of your classmates said earlier in the discussion, quote just a few lines from their post so that others will not have to go back and figure out which post you are referring to.

Before asking a question, search the internet, to see if the answer is obvious or easy to find.

Check the most recent comments before you reply to an older comment, since the issue might have been already resolved.

Be forgiving if your classmate makes a mistake; do not badger him or her for it. Just let it go – it happens to the best of us.

Run a spelling and grammar check before posting anything to the discussion board. It only takes a minute, and can make a difference!
Teaching Strategies that are Important for the Remote Classroom

1. **Establish your presence and create a sense of community.**

   Welcome your students to their “new” learning community. Remote learning is new to everyone, establish guideline, and set rules.

2. **Be available.**

   Be visible and available to your students online.

   Schedule “open” Google Meet meetings to review content with students. It is easy to come across as being an “absent” educator online, but good communication helps students see that you value them.

3. **Use online resources.**

   There is an abundant amount of material online – use them!

4. **Keep students engaged.**

   Plug in a story, pictures, videos, a little humor, keep students engaged!

5. **Make your assignments clear.**

   Students can find accessing and understanding assignments and notes online confusing, so make it easy for them to know what they have to do each week, when the work is due, and how much it counts toward their final grade.

6. **Provide ongoing feedback.**

   Provide students regular feedback so that they can quickly identify behaviors or skills they need to improve on, it is also another way to establish a personal connection with your students.

7. **Create an Open Forum or Discussion Board**

   Create an open forum or discussion board so that students can support and mentor each other (use the attached rules).
**Interventionists**

Interventionists will use Google Meet to provide at least two (2) individualized (or small group) Tier 3 Intervention sessions for each student per week. Some additional guidelines follow:

Interventionists will use the standard scrolling schedule template to document the session schedules worked out and continue to update this schedule in Google Intervention folder.

Interventionists will continue to use the standard Lesson Plan template to plan for your sessions and document student outcomes.

Interventionists will continue to use the standard Graphing Template to document student progress.

Interventionists will continue to jot notes in Realtime when they communicate with a parent and/or when a session has been conducted with a student.
Special Education Teachers

The focus of instruction should be individualized and based on the students’ IEPs their goals, the modifications, and accommodations within the IEP. To ensure this differentiation occurs, there should be communication between special and general education teachers, case managers, paraprofessionals, and therapists to support students in accessibility and in meeting their IEP benchmarks and goals.

Any changes to programs or goals should be made in conforming to federal and state required procedural safeguards.

Should special education students have social emotional concerns, special educators should collaborate with the students’ therapists, Case Managers and social workers to work on activities that support students with stress/anxiety reduction and other SEL activities.

Everyone is responsible for the efficacy of the IEP.

Scaffolding, communication and breaking up assignments into more manageable parts are extremely important in regard to remote learning.

Special Education teachers, and 1:1 paraprofessionals must meet the needs of individual students, according to their IEP goals and objectives. Lessons should be held in on Google Meet in small groups and individually if needed.

Parent phone conferences **must be held** in order to get parent input on how to meet the needs of the student during remote learning – document all communications on Realtime.

All student data, Google Meet lessons, and parent communications must be **meticulously** documented on Realtime.

Program Paraprofessionals should also participate during Google Meet sessions; they may take student data, and participate and assist students with their work, etc.
1:1 Paraprofessional Support During Remote Learning

1:1 Paraprofessionals were hired by the Lakewood School District to meet the needs of specific students, as per each their IEP.

1:1 Paraprofessionals will plan with Special Education/General Education Teachers, as to what supports are needed specific to IEP Goals and Objectives.

1:1 Paraprofessionals will review strategies specific to IEP Goals and Objectives, as instructed by the Special Education Teacher.

1:1 Paraprofessionals will answer any questions or concerns from the teacher or student regarding assignments or tasks for the day, via school email or Google Meet.

1:1 Paraprofessionals will mirror classroom accommodations when applicable, if possible.

1:1 Paraprofessionals will provide clarification and support during assignments.

1:1 Paraprofessionals will assist the student during Google Meet lessons, as per the student’s IEP.

1:1 Paraprofessionals will provide behavioral supports when needed, as collaborated with the Special Education and/or General Education Teacher.

1:1 Paraprofessionals may assist the General Education and/or Special Education teacher with daily communications with the families of their assigned student via school email. All communications must be documented on Realtime.

1:1 Paraprofessionals may assist the General Education Teacher and Special Education teacher in devising accommodations, modifications, and special strategies for reinforcing material or skills based on an understanding of individual student’s needs.

1:1 Paraprofessionals must meticulously document all communications with the individual student via Google Meet, and email, on Realtime.

1:1 Paraprofessionals must meticulously document all communications with the individual families via school email, on Realtime.

1:1 Paraprofessionals will complete all Safe Schools online training, unless they are working as a bus aide for the school lunch program.

(1:1 Paraprofessionals may be 1:2 or 1:3)
Program Paraprofessionals

Program Paraprofessionals will plan with the Special Education/General Education Teacher, as to what supports are needed specific to IEP Goals and Objectives,

Program Paraprofessionals may answer any questions or concerns from the teacher or students regarding assignments or tasks for the day, via school email or Google Meet.

Program Paraprofessionals will mirror classroom job duties, when applicable, if possible.

Program Paraprofessionals will provide clarification and support during classroom assignments.

Program Paraprofessionals will assist the students and teachers during Google Meet lessons.

Program Paraprofessionals will provide behavioral supports when needed, as collaborated with the Special Education and/or General Education Teacher.

Program Paraprofessionals may assist the General Education and/or Special Education teacher with daily communications, via school email. All communications must be documented on Realtime.

Program Paraprofessionals may assist the General Education Teacher and Special Education teacher in devising accommodations, modifications, and special strategies for reinforcing material or skills based on an understanding of individual student’s needs.

Program Paraprofessionals must meticulously document all communications via Google Meet in a notebook for their records.

Program Paraprofessionals must meticulously document all communications with the individual families via school email, on Realtime.

Program Paraprofessionals will complete all Safe Schools online training, unless they are working as a bus aide for the school lunch program.
Related Services

Related Service professionals play a vital role in the daily instruction of students with IEPs.

It is essential during remote learning that these professionals are a part of the continued learning of our students.

Speech Therapy, Occupational Therapy and Physical Therapy Services are offered via live video conferences, as per IEP mandates of individual students pending parental approval to participate.

All therapists will utilize Google Meet for video conferencing, as the Lakewood School District is part of Google, G Suite, which has a Business Associate Agreement in place, and is HIPAA compliant.

All communications must be documented on Talk Trac, in log notes, as well as, the Google spreadsheet provided to you by the Supervisor of Related Services.

All sessions must be documented in SEMI.

Video therapy conferencing applies to the provision of nonpublic occupational and physical therapy services.

All Therapists must be meticulous in maintaining their documentation on Talk Trac.

Documentation must include; attendance, quantitative and qualitative data and a session note.
**Child Study Team**

The New Jersey Department of Education requires that the Child Study Team include a school psychologist, a learning disabilities teacher-consultant, and a school social worker. These professionals are all certified and employed directly by the Lakewood Board of Education.

Child Study Team meetings also include general and special education teachers, therapists, translators, and administrative staff, when applicable.

The following Child Study Team Meetings are being conducted via **Google Meet**:

- Initial Identification Planning
- Annual Reviews
- Re-evaluation Planning
- Re-evaluation Eligibility

Child Study Team Secretaries call parents to schedule meetings and secure email addresses.

Evaluations are mailed to parents/guardians.

**Child Study Team members also:**

- Hold *Counseling Sessions* via Google Meet.
- Discuss with parents/guardians any concerns that may arise.
- Discuss concerns/issues with teachers and/or building administrators that may arise.
- Talk to individual students, when applicable.

Child Study Team members must be **meticulous** in maintaining documentation on **Realtime**.
The following In-Person Evaluations are taking place:

Psychological Evaluations
Learning Evaluations
Speech Evaluations
Occupational Therapy Evaluations
Physical Therapy Evaluations

Social Evaluations are taking place via Google Meet or via phone if Google Meet is not accessible.

**ELL Evaluations** will start shortly, as will **Home Language Surveys** for all new students.

**In-Person Evaluation Procedures have been created and implemented as such on a voluntary basis:**
In-Person Evaluation Scheduling Procedures

When Scheduling an Evaluation:

Student: ______________________________ ID #: ____________________

School: ____________________________ Date: ____________________

Evaluation: __________________________

1. Is anyone in your household currently sick?

2. Does anyone in your household currently have symptoms consistent with COVID-19:
   a. Cough –
   b. Shortness of breath or difficulty breathing –
   c. Fever –
   d. Chills –
   e. Muscle pain-
   f. Sore throat-
   g. Loss of taste and/or smell –
   h. Nausea –
   i. Vomiting-
   j. Diarrhea-

   Children have similar symptoms to adult and generally have mild illness.

3. If the parent answers “YES” to any of the above, do NOT schedule an evaluation.

4. Ask the parent if anyone in their household has been asked to isolate or quarantine himself or herself as a precautionary measure. If the parent answers YES, do NOT schedule an evaluation.

5. Inform the parent that they may only enter the premises with one (1) parent, and the child being evaluated.

6. Inform the parent that the Lakewood School District’s restroom facilities may only be utilized in the case of extreme emergency, and it should be used prior to attending the scheduled evaluation.

Evaluator: __________________________________________________________

Date: ____________________________________________________________________
In-Person Evaluation “Nurse” Check-In Procedure

Security will escort the Parent and Student to the Nurse’s Office:

Date: ________________

Student’s Name: ______________________________ Temperature: ________________

Parent’s Name: ______________________________ Temperature: ________________

1. Is anyone in your household currently sick?

2. Does anyone in your household currently have symptoms consistent with COVID-19 in the past TWO (2) weeks:
   a. Cough –
   b. Shortness of breath or difficulty breathing –
   c. Fever –
   d. Chills –
   e. Muscle pain-
   f. Sore throat-
   g. Loss of taste and/or smell –
   h. Nausea –
   i. Vomiting-
   j. Diarrhea-
   Children have similar symptoms to adult and generally have mild illness.

If the parent answers “YES” to any of the above, have them escorted to their car immediately by Security.

3. Ask the parent if anyone in their household has been asked to isolate or quarantine himself or herself as a precautionary measure.

If the parent answers YES, have them escorted to their car immediately by Security.

If the parent answers NO, give the parent and child a mask and gloves, and have Security escort them to the Evaluator.

4. Inform the parent that the Lakewood School District’s restroom facilities should only be utilized for student Emergencies.

Nurse: ______________________________ Temperature: ________________ Date: ________________
In-Person Evaluation On-Site Procedures

1. Evaluators will utilize 1 of the 4 new Modular classrooms at Campus 2. The modular will be empty with the exception of a 6-foot round table and 4 chairs.

2. The Parent will arrive at Campus 2, with the student.

3. The assigned Security Specialist will escort the one (1) parent and one (1) child to the Nurse’s Office. The Nurse will follow the “Nurse’s” Check-in procedures, which includes taking the contactless temperature of the student and parent (and recording it), and asking the parent a series of questions. If the child or family members displayed any symptoms of COVID-19 or had to self-quarantine within the past two weeks the parent and child will be immediately escorted to their car, and the evaluation will be canceled.

4. The Nurse will give the one (1) parent and the one (1) child a facemask and gloves, unless the evaluation is canceled (in that case they parent and child are escorted to their car and asked to leave school property until the evaluation is rescheduled).

5. Once the parent and child have their gloves and facemask on, they will be escorted, by the Security Specialist, who is wearing a Facemask, to the assigned modular.

6. The Evaluator will be sitting in a classroom, at a 6-foot round table, with a four foot by three-foot high piece of Plexiglas between them. The Plexiglas has a 20" x 3" opening at the bottom for exchange of books/paper/manipulatives. (Custom made Plexiglas drawing attached.)

7. The Evaluator will be wearing a mask and gloves, and will wash his/her hands with soap and water after each evaluation and change his/her gloves. The Evaluator does NOT need to change his/her facemask.

All gloves will be disposed of in the biohazard garbage can, which will be placed outside of the modular units.

8. The Evaluator will copy all testing materials for the student, and shred it after the test is given. All testing manipulatives will be purchased to emulate the testing materials and will be discarded or given to the student after the test.

9. After the test is given, a custodian will disinfect the desk, chairs, Plexiglas and touch points, prior to the Security Specialist bringing in another student. If the bathroom was utilized, the custodian will disinfect the bathroom.

A custodian is being assigned solely for this function.
10. The parent and child will dispose of their facemask and gloves in the biohazard garbage can that is placed outside of the modular units.

11. If the weather is nice, the door of the modular will remain open (Security Specialists are on site). Chief Meyer has also assigned a Police Officer (SRO) to Campus 2 in support of the District’s need to evaluate students during this time.

12. After testing for the day is complete, the custodial staff will do a "deep" cleaning of the four (4) rooms that were utilized.

13. A paper shredder will be placed in the Modular, inside the Therapy Room, so that the Evaluators can shred the Testing Materials at the end of the day.
Intervention and Referral Services Team (I&RS)

The Intervention and Referral Services teams are building-based, inter-disciplinary teams that meet regularly to develop intervention plans for students experiencing significant academic and/or social/emotional difficulties in the classroom.

I&RS Teams continue to meet daily, Monday, through Friday, via video conferences.

I &RS Team Members must be *meticulous* in maintaining their documentation on Realtime.

Bilingual/English as a Second Language (ESL)/English Language Learners (ELL)

Bilingual classes are taught remotely and teachers/students are following the district's remote learning guidelines. All ELL students are continuing to receive ESL services via daily instructional videos and live Google Meet sessions. Meaningful language and content objectives are used to drive instruction.

The district has/is providing all families with a laptop and internet access. Teachers are utilizing a variety of learning platforms and online tools to scaffold and differentiate instruction. Teachers formatively assess students on a regular basis and provide them with feedback. Teachers continue to engage in relevant professional development. The district is following the guidance and recommendations provided by the NJDOE and NJPSA, including the recommendations made in the April 27th webinars from NJPSA entitled "Best Practices for Serving ELLs and Their Families During the Pandemic".

All documentation continues to be sent home in the parents' native language. Online translation websites, including google translate, are used by monolingual staff to translate lesson assignments/instructions for parents. Bilingual staff members assist with making phone calls in Spanish and all calls are documented in the District’s student database, Realtime.
Guidance Counselors

Guidance counselors work with students and families by providing support.

They are helping students develop self-confidence, and coping skills, so when faced with a problem, they have the ability to adapt to changing situations.

**Responsibilities include, but are not limited to:**

Working with administrators and staff to develop a plan for how staff, students and families can reach them via phone, school email or Google Meet.

Contacting families and students as needed.

Hosting “Open” Google Meet Sessions every week.

Meeting with students individually and in groups via video conferencing (Google Meet), in order to meet the social emotional learning needs of students.

Supporting students and families by providing the necessary academic counseling in order to graduate high school.

Supporting students and families by providing the necessary academic, college and career counseling and advisement.

Support students and families by providing the necessary academic counseling in order to graduate junior high school.

Collaborate with administration and staff to determine the remote learning options available to provide consultation, as well as counseling support services based on grade level bands.

Monitor the social/personal development of their students and their students’ *active participation* in remote learning.
Video Conferencing Guidelines

Remember you are on camera and live.

The advantage of video conferencing is that you can take advantage of facial expressions, inflection, and tone of voice.

Remember to think before you respond to make your thoughts and ideas clear to your students, parents and colleagues.

Adhere to the same standards of behavior during the video conferencing session that you would follow in real life and in your classroom.

This includes appropriate dress, mandated reporter responsibilities, etc.

If at any time, you view or experience something inappropriate or of concern, stop the videoconference and report the incident or concern to your immediate Supervisor.

Contact the student’s parent, if needed.

Be mindful of your tone and expressions during the video conferencing session. This is not an anonymous session.

All who are participating in the session view your voice and video.

Remain professional in your communication with your students, families, teacher teams, etc.

Be aware of your environment and your students’. This includes family members who may accidentally be seen in the background of your video. Let family members know, in advance, that you will be videoconferencing with your students or colleagues.

Respect the context of the video conferencing session. Keep video conferencing sessions within the context of the conversation.

Use the Waiting Room feature, which allows hosts of the meetings to see participants in a virtual staging area so they can be vetted and so they cannot join the meeting until the host gives the green light.

Approve participants one at a time or in very small groups to reduce the chances of an unwanted/uninvited participant.
When a new student is added to the session, look closely at their video feed to ensure that they are properly dressed and the background is appropriate.

When the Google Session is over, have all students leave the meeting. The teacher should leave the meeting last, so that no students can reenter the meeting without the teacher present.
Google Meet/Hangouts Permission Slip Sent via Email

Scroll down to sign the form

During this extended period of digital/remote learning, the Lakewood School District will be utilizing Google Meet and Google Hangouts.

Google Meet/Hangouts is a web-based video conferencing app that will allow teachers to hold “virtual” class sessions with their students to provide instruction on new material, allow classroom discussion and answer questions.

Teachers will be recording their lessons so that students, who are not able to join at the designated time, can watch the lesson later in the day, as the video will be posted on the teacher’s Google Classroom.

Keep in mind, the following, during video conferencing:

- Remember you are on camera and live.
- Adhere to the same standards of behavior during the video conferencing session that you would follow in real life and in your classroom.
- This includes appropriate dress, etc.
- This is not an anonymous session; your voice and video are viewed by all who are participating in the video session.
- If a student does not wish to be “seen”, he/she may turn off his/her video; however, his/her voice may be identifiable by other students in the session or others in their home.
- Be aware of your environment. This includes family members who may accidentally be seen in the background. Pick a spot that has a wall in the background to avoid this from happening.
- Keep video conferencing sessions within the context of the conversation.
- Only Lakewood School District students and parents will be allowed to participate, as this will protect the privacy of all students.
- Video conferencing should be used appropriately to enhance teaching and learning.
- Video conferences are not to be taped, and posted on any media outlets including, but not limited to: Facebook, Instagram, etc., without the written permission of the Superintendent, and all parents in the classroom.

Child’s Name: ______________________________________________
Child’s School: ________________________
Child’s Teacher:____________________________________________
Child’s Grade: _______________________________________________
I acknowledge that I have been informed of the aforementioned regarding Google Meet/Google Hangout.

I understand that I must notify the school office in writing, via email, if I do not want my child to participate in this web-based video conferencing APP that will allow teachers to hold “virtual” class sessions, that are being recorded, with their students to provide instruction on new material, allow classroom discussion and answer questions.

Lwinters@Lakewoodpiners.org

Parent/Guardian Signature: _____________________________________________

Parent/Guardian Name: _________________________________________________

Date: __________________________________________________________________
**Parent Communications**

It is **not** the intention of the Lakewood School District to have parents become the sole provider of educational content; however, the schools do have to rely on their support.

With a strong partnership, we can keep progressing forward during this unprecedented time!

For this reason, all teachers must call parents of every student at least 1-2 times a week.

**All parent communications must be meticulously documented in Realtime.**

All district staff members must follow all Board approved policies.

*All Board of Education Policies are on the Lakewood School District’s website www.lakewoodpiners.org (under Information).*

**Communicating with Students**

**Maintain classroom norms as much as possible**

Remind students how to best communicate with you, the teacher (1:1 para), and when it is appropriate (during the school day) – via school email, via Google Classroom, via Google Meet/Hangout.

Teachers must respond to student emails and Google Classroom with 24 hours.

Teachers must maintain regular communication, each day via Google Classroom, Google Meet and School Email.
Parents Home Language

All communications must go home to parents in English and the Parents Home Language. Please check Realtime – to check the parents’ home language via the Home Language Survey!

*If you are using Google translate, or another translating platform, please note that on the communication.*

Communicating with Families

In order to communicate with families, a list of all multilingual teachers, paraprofessionals and secretaries was emailed to staff members in order to eliminated/reduce language barriers.

The District will provide recommendations on how and where to get medical assistance.

The District will provide information on how and where to get family assistance.

The District will provide information on how and where to get food supplies.

The District will provide recommendations on how to support the whole child.

The District will provide daily updates in English and Spanish.
Board of Education Updates

General Counsel Michael I. Inzelbuch, Esquire provides daily Board of Education updates regarding the Lakewood School District.

All Board of Education updates are live streamed for the Community to View.

All Lakewood School District Staff Members receive a copy of the BOE update each day via email.

All Lakewood School District students receive a copy of the BOE updates via email.

Lakewood School District parents receive a copy of the BOE updates each day via the Piner Connection.

Lakewood Board of Education updates can also be viewed on the Lakewood Scoop.

All Board of Education updates are live streamed in English and Spanish.

Superintendent Updates and Reminders

All staff members receive a morning email from the Superintendent, with daily reminders, updates, and at times contain relevant articles, etc.
Report Cards and Progress Reports

Report Cards are posted on the Parent Portal.

Special Education and Related Services Progress Reports are posted on the Parent Portal.

*If the parent/guardians Home Language is posted on Realtime as Spanish, the Report Cards and Progress Reports are in both English and Spanish.

“2019-2020” End-of-Year Assessments

During the week of June 8, 2020, the Lakewood School District will give all students an end-of-the-year assessment, which has always been done.

K-2 students, as always, will take their end-of-the-year, English Language Arts assessment on Istation.

Grade 3-5 students will take their end-of-the-year, English Language Arts assessment on a google document, which the Literacy Coaches will create.

Grade K-5 students will take their Mathematics end-of-the year assessment on a google document, which the Mathematics Coaches will create.

The Middle and High School Department Coordinators, in coordination with subject specific teachers, will create google forms for content specific end-of-the year assessments.

K-5 Students will take EOY assessments in ELA and Mathematics.

MS & HS Students will take EOY assessments across all content areas.
Google Participation Rate

Preschool and Elementary Google Participation Rates

Participation – Preschool and Elementary Students must watch and Turn-in, 8 out of 10 videos a week.

To clarify, 4 out of 5 videos for ELA, and 4 out of 5 videos for Mathematics.

Middle School and High School Google Participation Rate

Participation – MS and HS students must watch:

To clarify, Middle School Students must watch:

A minimum of 8 ELA videos a week and 8 Mathematics videos a week, as well as 16-20 videos from their 4 additional classes (Science, Social Studies, Electives, Physical Education, etc.)

To clarify, High School Students must watch:

A minimum of 8 ELA videos a week and 8 Mathematics videos a week, as well as 16-20 videos from their 4 additional classes (Science, Social Studies, Electives, Physical Education, etc.)
Addressing the Social-Emotional Learning (SEL) Needs of Students

Support students by:

- Monitoring and support student participation.
- Keeping up with daily rituals.
- Sending your students messages of support.
- Building a supporting environment and keeping traditions like “spirit week.”
- Prompting discussions, collaboration, feedback and assessment.
- Holding Google “Meet” Session
- Refer students to School Based Counseling: MBradleyArkush@Lakewoodpiners.org
- Refer students to the building Guidance Counselor
- Refer students to the “Open” Guidance Counselor Sessions each Week, in every building.
- All Guidance Counselors have individual Google Meet sessions as well.
- Suggestion a remote learning schedule for student learning and engagement.
- Create discussions boards so students can mentor and support each other (use discussion rules attached).
- Students receive all Board of Education Updates via email.
Counseling Services Available for ALL Students

1) **Preferred Behavioral Health**
   Available for all district students & their families.
   School-Base Counseling – 7:00 a.m. -2:00 p.m. every day
   Email Marianne Bradley Arkush at: MbradleyArkush@Lakewoodpiners.org

**School Base Weekly Support Space Groups**
Daily support groups from 1 to 2 PM. Hosted by School Based Counselors.
Monday: Ms. Zsanelle 9th grade,
Tuesday: Ms. Natasha 10th grade,
Wednesday: Ms. Elizabeth 11th grade,
Thursday: Ms. Carla 12th grade
Friday: Ms. Marianne All grades are welcome.

2) **YMCA Counseling & Social Services**
Available for students & their families of:
   - Spruce Street School
   - Oak Street School
   - Piner Elementary School
   - Clifton Avenue Grade School
Teachers may complete a referral form.

3) **Guidance Counselors**
   All district Guidance Counselors are available every day, Monday through Friday.
   All district Guidance Counselors host “Open” Google Meet meetings for students in their assigned buildings.

4) **High School Guidance Counselors**
   High School Guidance Counselors will work with students on meeting all graduation and college entrance requirements, as to ensure that this Health-Related School closure does not derail any Lakewood School District students from attending the College/University of his/her dreams.
Health and Wellness

If a child or staff member gets sick, it must be reported to the school nurse (as well as the Administrator/Secretary) of your assigned building.

Please email or call your school nurse to inform them.

1. Gayda, Christine- Piner- cgayda@lakewoodpiners.org
2. Maley, Eileen- Spruce- emaley@lakewoodpiners.org
3. McClatchey, Mary- Clarke- mmclatchey@lakewoodpiners.org
4. Neppel, Arlene- CAGS- aneppel@lakewoodpiners.org
5. Pomponio, Myra- LMS- mpomponio@lakewoodpiners.org
6. Puglisi, Barbara- LHS- bpuglisi@lakewoodpiners.org
7. Schacht, Corinne- LECC- cschacht@lakewoodpiners.org
8. Williams-Browne, Hyacinth- Oak- hbrowne@lakewoodpiners.org

The School Nurse will assist families with any questions they may have.

Any families needing further assistance will be provided with information for Social Services, Department of Health, Local Food Pantries, or a local Medical Facilities, based on need.

Planning for Possible Illness

Staff Illness

If a staff member becomes ill, a substitute will be called in to cover the teacher’s online class and provide support to students.

Student Illness

If a student becomes ill, he/she will be excused, and marked absent/sick. The student will be given ample time to make-up the missed work.
Attendance

Attendance will be monitored each day, and truancy charges will be filed, if and when applicable.

Attendance Officers will conduct home visits, upon request, wearing protective gear and utilizing “Social Distance,” safety measures, in order to ensure the health and safety of District students.

Attendance includes:
- Completed assignments for the day.
- Google classroom login for the day.
- Completed student poll on Google Classroom, if applicable.
- Viewing of teacher created mini-lessons (videos), and response (s), if applicable.
- Google Meet Lessons.

Immediately contact your assigned Attendance Officer to conduct a wellness check if:
- A student is not completing work, and the parent is not responding to phone calls.

DCPP 1-877-652-2873

Immediately call DCPP, the Lakewood Police Department, and your building Principal, if you call a child’s home and you believe the child is in danger, for any reason.

When you call, ask if the family needs assistance with anything.

Make sure they have food for the kids!

We have been able to get food and needed items for many families!

Unfortunately, there have been numerous cases!

Our students are depending on your phone calls!
**Homeless Students and Families**

McKinney-Vento Homeless Assistance Act ensures that homeless children and students are provided with a thorough and efficient education (Preschool students through Grade 12).

The Lakewood School District contacted the 85 families on the homeless list to ensure:

- The family had copies of instructional packets.
- The family had Computer devices in order to have access to educational materials.
- The family was receiving free breakfast and lunch.
- The information on record was correct.
- To make the family aware of available Community resources.

**Harassment, Intimidation, and Bullying (HIB)**

All students are entitled to an educational environment that is free of Harassment, Intimidation and Bullying.

Any student or parent/guardian that reports a HIB incident during Remote Learning, a HIB Investigation will be conducted, as per Board Policy.

**Professional Development, Grade Level Meetings & PLCs**

Staff Professional Development, Grade Level Meetings & PLCs are conducted each week via Google Meet with building Administrators.

**Substitute Plans - Sick, Personal, or PEAD Days**

All Certified staff must have "Substitute" plans posted on their Google classrooms. Substitute plans must include: Two (2) teacher created mini-lessons and daily assignments across all content areas for the day.
Leadership Meetings with the Superintendent

Leadership meetings are conducted bi-weekly with Principals and Supervisors via Google Meet.

School Nutrition Benefits for Eligible Students

All students in the Lakewood School District are eligible for free lunch and breakfast.

Sodexo Food Service, and Gelbstein’s Bakery, create breakfast and lunch bags for each student, which are delivered to every bus stop each morning, Monday through Friday.

Beginning on May 22, 2020, students will receive Weekend Meal Boxes, which will consist of three (3) breakfasts and lunches, every Friday, which will be provided by Sodexo and Gelbsteins.

Bus Vendors deliver the breakfast and lunches from each school to the bus stops.

Parents/guardians pick-up the breakfast and lunch bags each day, at their child’s regularly scheduled morning bus stop.

Any student who walks to school, can pick-up their breakfast and lunch at the school they attend, between 7:00 a.m. and 11:00 a.m. each morning, Monday through Friday.

All staff members involved in the breakfast/lunch program wear protective gear, which includes: a facemask, coveralls, gloves, & a hairnet

The Lakewood School District is serving, approximately 14,000 meals a day (breakfast and lunch).
Computer Loan Requests

Computer loan requests can be made by completing a “computer loan request form.”

All request forms must be returned to Jim Trischitta, the Director of Technology.

Computer loan request forms can be found on the District website in both English and Spanish.

Loan requests are also made through the classroom teacher and building Principals.

Information regarding Computer Loan Requests have been sent to students and parents, in English and Spanish, via email, text message, podcasts, and posted as announcements on Google Classroom.

Computers were being delivered via the Morning breakfast/lunch program buses; however, due to the number of computers being returned undelivered, computers are now being scheduled for pick-up at the District Office.

Altice and Optimum are providing all Lakewood students with internet access to allow them to complete their Remote Learning at home during the Pandemic.
Social Distancing and Facemasks

The Lakewood School District follows all Social Distancing protocols and advice, such as the utilization of Facemasks, as recommended by the CDC. Therefore, all staff members and or visitors to any Lakewood School District building must be more than 6 feet apart and wear a facemask at all times.

"CDC advises the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure."

District Security will not allow any staff member in any District building without the written permission of the Superintendent.

*All visitors must practice Social Distancing, and wear a facemask at all times.
Warehouse & Mail Plan

The Warehouse Manager will be responsible for collecting the districts mail each day from the Lakewood Post Office by 9:00 am daily.

The Warehouse Manager will contact UPS and Fed-ex and advise them that the District Office will only accept deliveries between 9:30 am and 12 noon Monday through Friday.

The District Office warehouse will be open to accept deliveries or pickup items from 9:30 am to 12:00 pm daily.

The Warehouse Manager will be responsible for delivering district mail to the following individuals at their listed address, as requested.

A. Superintendent Winters

B. Kevin Campbell Assistant Business Administrator

C. Michael Inzelbuch General Council

All Deliveries to non-public schools are suspended until further notice.

Non-public schools will be contacted by phone when their orders have arrived at the warehouse.

Non-public school will be able to pick up items between 9:30 am to 12 pm daily at the District Warehouse.

Non-public school deliveries will resume once the district returns to normal operation.

Mail addressed to individual schools or employees will be held at the district warehouse.

Paychecks will be mailed by the warehouse to employees. No employees may pick-up checks at this time, as it poses a health risk to ALL.
The delivery and pick-up of all items will be conducted in a District owned vehicle.

The Warehouse Manager, will operate the vehicle to and from his home in order to make the pickup and delivery of mail more efficient.
Security

In the absence of students and staff, Lakewood School District Security Specialists will patrol all Lakewood School District buildings to ensure the safety and security of all district property.

District Office Staff

Key business office staff, have the ability to log onto Systems 3000 from home, which allows the District to remain operational while working remotely.

If and when district staff must go to the office, social distancing measures must be utilized, and facemasks must be worn.

Central Administrative staff is working remotely from home.

Board of Education Meetings

Board of Education meetings are “virtual,” live streamed meetings.

The meetings can be viewed by the Public from the Lakewood School District website, and the Lakewood Scoop.

Public comments are received via email at BOEMeeting@Lakewoodpiner.org from 6:30 p.m. to 7:30 p.m. prior to the 7:30 p.m. Board of Education meeting start time.

Board meetings are Video Conferenced on Zoom.
Nonpublic Consultation Meeting

On **Wednesday May 20, 2020 at 10:30AM** the district will hold the annual Nonpublic Consultation Meeting to plan for the 2020-2021 school year. The meeting will be live-streamed through the District Website: 
www.lakewoodpiners.org

Questions can be asked during the meeting by emailing to: consultation@lakewoodpiners.org

The purpose of this meeting is to provide nonpublic school Administrators information regarding services the District provides directly or through third party service providers to students who attend nonpublic schools, located in Lakewood N.J. Information and documentation will be presented including, but not limited to the types of services and funding available:

- Elementary and Secondary Education Act, Every Student Succeeds Act (ESEA, ESSA) Title I Part A, Title II Part A, Title III, Title IV. **Please note, as per NJ State, attending the consultation meeting is required in order to access ESEA funds.**
- IDEA-Part B (Individuals with Disabilities Education Act)
- Chapter 192 (Compensatory Education, ESL, and Home Instruction)
- Chapter 193 (Evaluation and Determination, Speech, and Supplementary Instruction)
- Chapter 226 (Nursing)
- Nonpublic School Security Program
- Nonpublic School Technology Initiative Program
- CARES Act

How, where, and by whom instructional and related services will be funded for parentally-placed nonpublic school children determined eligible for the upcoming 2020-2021 school year will be discussed, including:

- The types of services, including direct services and alternate delivery services mechanisms, such as third party vendors and multi-vendors.
- Funds available (if known) and how special education will be apportioned and if funds are insufficient to serve all parentally--placed private school children.
● How and when those decisions will be made.
● The “individualized” needs of students and student eligibility criteria that lead to the development of a Service Plan and services.
● Develop School Needs Assessment to identify the goals and objectives and determine the desired outcome.
● Program evaluation to analyze and collect data, to determine student growth, and overall success of the program.
Spring Athletic Coaches

Spring Athletic Coaches are to follow the schedule below for online training during closure through 4/20/20.

Athletic Coaches will also focus on giving students’ academic support via Google Classroom and Google Meet, in "Virtual Study Halls."

Athletic Coaches will issue bi-weekly progress reports.

Athletic Coaches will recognize student-athletes each week via "Piner Athletic" shouts-outs, as to encourage student participation and academic success in the classroom.

**Week of 3/30 - 4/5: Wellness and Safety:**

- ACL Injury Prevention
- After-School Security
- Appearance and Performance Enhancing Drugs and Substances
- Bullying, Hazing, and Inappropriate Behaviors
- Student Mental Health and Suicide Prevention
- Sudden Cardiac Arrest

**Week of 4/6 - 4/12: Wellness Cont. and Coaching:**

- Understanding Vaping and E-Cigarettes
- Sports Nutrition
- Captain Course
- Engaging Effectively with Parents
- NCAA Eligibility
- Sportsmanship

**Week of 4/13 - 4/19: Sports Specific:**

- All - Learning Pro: Homework Helper
- All - Coaching Adapted Sports
- All - Coaching Unified Sports
- Track & Field - Coaching Pole Vaulting
- Baseball - Pitching Smart
- Softball - Umpiring Softball
- Volleyball - Officiating Volleyball: Ball Handling
**Maintenance of Buildings & Grounds**

The Lakewood School District’s custodial staff have been working off their *Summer Cleaning Schedule* to prepare the schools as they would during summer break.

Summer project work consists of high dusting, disinfecting/cleaning of all furniture, surface areas and windows in addition to the stripping/waxing of floors and carpet cleaning.

All maintenance issues are reported and work orders are generated to address work such as lighting issues, broken/stained ceiling tiles, broken floor tiles, cove base, furniture repair, etc.

Maintenance workers have been drilling down open work orders, addressing preventative maintenance on equipment and scheduling project work that is difficult to address under normal school operating conditions.

Sodexo has taken this opportunity to catch up on painting projects (inside and out), installation of new drinking fountains, bathroom furnishings/fixtures and LED upgrades in several areas throughout the district. They continually look at areas to improve and update. Our

The grounds crew has taken down and stored spring sports equipment, maintained the fields/grass areas, trimmed shrubbery/tree limbs, maintained fence lines, and prepared parking lots for striping.

From a management standpoint, the District, through Sodexo, has scheduled and coordinated vendors to come in to perform upgrades and annual inspections ahead of schedule.
High School Graduation - June 22, 2020 at 6:00 p.m.

Should the remainder of the academic year continue with remote learning, the District will proceed with the following graduation plans:

1. **A Virtual graduation** will be created for the Senior class, by Mr. Phillip Giannino, the high school, T.V. Production teacher, that will contain the following, and be released to ALL Seniors ON June 22, 2020, the day of Graduation (Based on the premise that nothing changes regarding events/social distancing, etc.)

   a. **Presentations/Speeches made by:**
      (Videotaped and sent to Mr. Giannino or Mr. Giannino can videotape.)
      High School Principal
      High School Assistant Principals
      Director of Guidance
      Valedictorian
      Salutatorian
      Student Council President

   b. **Include:**
      Virtual Graduation, each student's name is to be called, and a picture of the student displayed (Should have a copy of each student’s picture from the Picture Company.).

   c. **Personalize the Video**
      You can start asking students to send in pictures of special memories, events, sayings, etc. to include at the end of the video.
      They can include memories of Remote learning, etc... How life changed, etc.

      **Keep in mind, that this will be a memorable keepsake!**

2. **Summer Graduation** - Once the District receives clearance from the Governor, the high School Principals and Director of Guidance, will plan a Graduation Ceremony, which may have to be in the High School Gymnasium due to the heat.

3. **Summer Prom/Dance** - Once the District receives clearance from the Governor, the high school Principals and Director of Guidance will plan a summer dance/prom, as to give the students of Lakewood High School the experiences missed during the Health-Related School Closure.
<table>
<thead>
<tr>
<th>Activity</th>
<th>Purpose</th>
<th>Descriptions</th>
<th>Date</th>
<th>Support Needed from the District</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cap &amp; Gown Distribution</td>
<td>Provide the Seniors that have qualified for graduation with their graduation attire</td>
<td>Tables will be set up in the LHS parking lot. Staff will be spaces out at four tables wear PPE. Students and their family will be given an appointment to pick up their graduation attire. The appointments will be established in alphabetical order. No one will leave the car. The attire will be placed in the trunk.</td>
<td>May 18th – May 22nd</td>
<td>Permission to Access LHS Parking lot and begin setting up appointments</td>
</tr>
</tbody>
</table>
| Virtual Prom            | To give seniors and juniors an opportunity to experience this momentous occasion | Juniors and seniors will have a virtual prom hosted via Zoom. Theme Ideas: Administration: Masquerade – playing on the whole “mask” idea and turning into a positive Students Choice: Pajama Prom due to limited financial resources and access to formal attire We will have a custom Zoom background designed to commemorate the event We will purchased snapchat filter that | May 28, 2020 Time: 7pm - 8pm | Approval Chaperone Pay at the contractual rate
<table>
<thead>
<tr>
<th>Event</th>
<th>Description</th>
<th>Dates</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>National College Declaration Day</td>
<td>To celebrate and honor all of our students that have committed to Post Secondary Plans The seniors will send videos declaring their college and course of study or military commitment dressed in the aligned apparel. Pictures with college backdrops will be included in the video. Staff will wear attire representing the colleges as well.</td>
<td>June 1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>10 hours for the graphic design of the college backdrops 5 hours for graphic design for athletic spotlight</td>
</tr>
<tr>
<td>Zoom Cap Decorating</td>
<td>Students will log into Zoom and work share stories, memories, and decorating ideas, while creating the master piece Students will be sent a zoom invite for the cap decorating party.</td>
<td>June 2&lt;sup&gt;nd&lt;/sup&gt;</td>
<td>Permission</td>
</tr>
<tr>
<td>Zoom Graduation Walk</td>
<td>Top 100 LHS will wear their cap &amp; gowns and share a message that will be sent to all the other district schools LHS top 100 seniors will promote college and career readiness by creating a Zoom Recorded Video</td>
<td>June 3&lt;sup&gt;rd&lt;/sup&gt;</td>
<td>Permission to send the recorded video to all of the district schools</td>
</tr>
<tr>
<td>Senior Celebration</td>
<td>1) The caravan will stop at homes of all graduating seniors and place a yard sign, shoot a t-shirt to the senior, and give a shout out 2) Administration Caravan- School bus with a class of 2020 banner, Fire Truck, Police officers, Administration in their own vehicles</td>
<td>June 4&lt;sup&gt;th&lt;/sup&gt;</td>
<td>-A district School Bus for 4 to 5 hours</td>
</tr>
</tbody>
</table>

- students can use to post their pictures
- Student contest for filter design
- Permission
Dressed in graduation regalia with masks and gloves will go to students' houses and drop off lawn signs and senior gift bags.

| Senior Scholarship Night | Present Seniors with Scholarships | Custom Zoom Background for event. | June 7, 2020 6:00 p.m. to 8:00 p.m. | Approval |
Middle School Graduation - June 19, 2020 at 5:00 p.m.

Should the remainder of the academic year continue with remote learning, the District will proceed with the following plans:

1. **A Virtual promotion ceremony** will be created for the 8th grade class, by Mr. Phillip Giannino, the high school, T.V. Production teacher, that will contain the following, and be released to **ALL 8th graders ON June 19, 2020**, the day of their Promotion Ceremony (Based on the premise that nothing changes regarding events/social distancing, etc.)

   a. **Presentation/Speeches made by:**
      (Videotaped and sent to Mr. Giannino.)
      Middle School Principal
      Middle School Assistant Principals
      Director of Guidance
      Student National Honor Society President

   b. **Include:**
      Virtual Graduation, each student's name is to be called, and a picture of the student displayed (Should have a copy of each students picture from the Picture Company.).

   c. **Personalize the Video**
      You could start asking students to send in pictures of special memories, events, sayings, etc. to include at the end of the video.
      They can include memories of Remote learning, etc.
      How life changed, and how they learned to appreciate things...

**Keep in mind, that this will be a memorable keepsake!**

2. **Summer Promotion Ceremony** - Once the District receives clearance from the Governor, the Middle School Principal, will plan a Promotion Ceremony, should he deem it necessary.

3. **Summer Dance** - Once the District receives clearance from the Governor, the middle school Principal will plan a summer dance, as to give the 8th grade students of Lakewood Middle School the experiences missed during the Health-Related School Closure.
Community Resources

Community Ambassadors
1563 Old Freehold Road, Toms River
Juan and Mary Guarin at (732) 349-1550, Extension 339
https://www.communityambassadorsnj.org/

Food Pantry Hours:
Saturday: 11 a.m. -12 p.m.
Sunday: 5:00 p.m. – 6:00 p.m.
Wednesday: 6:00 p.m. – 7:00 p.m.
Thursday: 1:00 p.m. – 2:00 p.m.
Additional hours can be made upon request.

Voz Latina
Alejandra Morales
Casa de la Tia
206b Main Street

Calvary Lighthouse Church - House of Blessing
1133 East County Line Road, Lakewood
For more information, call (732) 924-1541
Yvonne Marti De Daniels
Days of operation: Monday, Tuesday and Wednesday from 11:00 a.m. to 1:00 p.m.
COVID-19 Testing

Immigrants without legal status, who do not have a state driver’s license, can visit a Federally Qualified Health Center, which provides health care to people without insurance and immigration status, for a free COVID-19 test.

Call the center ahead of time for availability and instructions on what documents to bring to receive a test!

Ocean County Health Centers:

Chemed 1771 Madison Avenue (Route 9) 732-364-2144

Ocean Health Initiatives Second Street 732-363-6655

COVID-19 Testing is also being conducted at Ocean County College.

Each person seeking a test has to be registered, have a doctor’s prescription, and provide proof of residency.

The Testing site is open from 9:00 a.m. to 3:00 p.m. Monday through Friday.

Ocean County College – 1 College Drive, Toms River

For more information go to: www.ochd.org
Financial Assistance

The United Way located in Wall Twp. can help with rent and utilities through the Community Economic Relief Fund 877-652-1148

Mental Health Support Services for Children up to age 21

PESS - Hospital Emergency Service for Psychiatric Assessment for people experiencing thoughts of harm to self or others. - 732-886-4474

Performcare - For immediate crisis assistance from Mobile Response or for non-crisis mental health support please continue to contact Performcare for assessment and assistance 877-652-7624

Crisis Text Line - Text "NJ" to 741741

Second Floor Youth Helpline - 888-222-2228

Mental Health Support Services for Adults

Family Helpline for Parents and Caregivers experiencing stress 800-843-5437

Domestic Violence Hotline - 800-572-7233

Mental Health Hotline for children and adults for immediate mental health support and referrals - 866-202-4357
Google Form Emailed to all Parents

MEDIA RELEASE FORM

Please Scroll Down to Sign the Form

Child’s Name: ____________________________________________

Child’s School: __________________________________________

Child’s Teacher: __________________________________________

Child’s Grade: ____________________________________________

Students are occasionally photographed and interviewed when participating in school activities.

These photographs and quotes may appear in such publications as the Piner News, the Asbury Park Press, and the Lakewood Scoop, as well as other publications.

In addition, students may be videotaped when participating in school activities. Occasionally these videotapes may be distributed in some manner to members of the general public, such as being shown on cable TV.

I acknowledge that I have been informed of the aforementioned media release.

I understand that I must notify the school office in writing, via email, if I do not want my child photographed or videotaped during school sessions.

Lwinters@Lakewoodpiners.org

Parent Name: ____________________________________________

Parent Signature: _________________________________________

Date: _________________________________

Professional Development

A survey was emailed to all staff regarding the need for Professional Development in regard to Google Classroom.
Staff members were asked if they needed PD in regard to:
Announcements
Attaching Videos, Google Drive Files
Creating Individual Student Assignments
Grading
Notifications
Providing Comments & Student Feedback on Google Documents
Track Student Progress
Uploading / Creating Assessments for Students
I do not require PD on Google Classroom

Best Time of Day To Receive PD:
8 a.m. - 10 a.m.
10 a.m. - Noon
Noon - 2 p.m.
2 p.m. - 4 p.m.

Position *
Teacher
Educational Support Professional
CST
OT/PT/Speech

School *
Clifton Ave Grade School
District
Ella G. Clarke
High School
LECC
Middle School
Oak Street School
Piner Elementary
Spruce Street School

Professional Development will be provided as needed, and as determined by the results.
**Extended School Year (ESY)** 8:00 a.m. to 1:00 p.m.

**Preschool through Grade 12 Teachers**

**Videotaped Mini Lessons (Preschool – Grade 12)**

Preschool and Elementary Teachers must upload, *at least*, one Math and one ELA videotaped lessons every day (5 days a week) by 10:00 a.m.

Secondary and Special teachers must upload, *at least*, two videotaped mini-lessons in their content/special area each day (5 days a week) by 10:00 a.m.

**Preschool – Ready Rosie – *Model Moments***

Ready Rosie Model Moments *videos* demonstrate fun, easy activities that families can do at home and on the go to strengthen bonds and build on classroom learning.

**Google Meet Lessons (Preschool through Grade 12 Teachers)**

All teachers must conduct *daily* Google Meet Lessons
Whole Group, Small group, Individual, based on the needs of students

**Google Classroom (Preschool through Grade 12 Teachers)**

Every Lakewood School District teacher must maintain *Google Classroom* for each of one his or her classes.

Elementary School teachers should create a different Google classroom for each subject area, in order to make it easier for both the teacher, and students to maintain assignments.

Please number your assignments, as this will help student keep track of their work, without feeling so overwhelmed!
**Extended School Year (ESY) (continued)**

**Special Education Teachers**

The focus of instruction should be individualized and based on the students’ IEPs, their goals, the modifications, and accommodations within the IEP. To ensure this differentiation occurs, there should be communication between special and general education teachers, case managers, paraprofessionals, and therapists to support students in accessibility and in meeting their IEP benchmarks and goals.

Any changes to programs or goals should be made in conforming to federal and state required procedural safeguards.

Should special education students have social emotional concerns, special educators should collaborate with the students’ therapists, Case Managers and social workers to work on activities that support students with stress/anxiety reduction and other SEL activities.

Everyone is responsible for the efficacy of the IEP.

Scaffolding, communication and breaking up assignments into more manageable parts are extremely important in regard to remote learning.

**Special Education teachers, and 1:1 paraprofessionals must meet the needs of individual students, according to their IEP goals and objectives. Lessons should be held in on Google Meet in small groups and individually if needed.**

Parent phone conferences **must be held** in order to get parent input on how to meet the needs of the student during remote learning – document all communications on Realtime.

All student data, Google Meet lessons, and parent communications must be **meticulously** documented on Realtime.

**Program Paraprofessionals** should also participate during Google Meet sessions; they may take student data, and participate and assist students with their work, etc.
Extended School Year (ESY) Continued

1:1 Paraprofessional Support During Remote Learning

1:1 Paraprofessionals were hired by the Lakewood School District to meet the needs of specific students, as per each their IEP.

1:1 Paraprofessionals will plan with Special Education/General Education Teachers, as to what supports are needed specific to IEP Goals and Objectives.

1:1 Paraprofessionals will review strategies specific to IEP Goals and Objectives, as instructed by the Special Education Teacher.

1:1 Paraprofessionals will answer any questions or concerns from the teacher or student regarding assignments or tasks for the day, via school email or Google Meet.

1:1 Paraprofessionals will mirror classroom accommodations when applicable, if possible.

1:1 Paraprofessionals will provide clarification and support during assignments.

1:1 Paraprofessionals will assist the student during Google Meet lessons, as per the student’s IEP.

1:1 Paraprofessionals will provide behavioral supports when needed, as collaborated with the Special Education and/or General Education Teacher.

1:1 Paraprofessionals may assist the General Education and/or Special Education teacher with daily communications with the families of their assigned student via school email. All communications must be documented on Realtime.

1:1 Paraprofessionals may assist the General Education Teacher and Special Education teacher in devising accommodations, modifications, and special strategies for reinforcing material or skills based on an understanding of individual student’s needs.

1:1 Paraprofessionals must meticulously document all communications with the individual student via Google Meet, and email, on Realtime.

1:1 Paraprofessionals must meticulously document all communications with the individual families via school email, on Realtime.
1:1 Paraprofessionals will complete all **Safe Schools** online training, unless they are working as a bus aide for the school lunch program.  
*(1:1 Paraprofessionals may be 1:2 or 1:3)*

**Program Paraprofessionals**

Program Paraprofessionals will plan with the Special Education/General Education Teacher, as to what supports are needed specific to IEP Goals and Objectives,

Program Paraprofessionals may answer any questions or concerns from the teacher or students regarding assignments or tasks for the day, via school email or Google Meet.

Program Paraprofessionals will mirror classroom job duties, when applicable, if possible.

Program Paraprofessionals will provide clarification and support during classroom assignments.

Program Paraprofessionals will assist the students and teachers during Google Meet lessons.

Program Paraprofessionals will provide behavioral supports when needed, as collaborated with the Special Education and/or General Education Teacher.

Program Paraprofessionals may assist the General Education and/or Special Education teacher with daily communications, via school email. All communications must be documented on Realtime.

Program Paraprofessionals may assist the General Education Teacher and Special Education teacher in devising accommodations, modifications, and special strategies for reinforcing material or skills based on an understanding of individual student’s needs.

Program Paraprofessionals must meticulously document all communications via Google Meet in a notebook for their records.

Program Paraprofessionals must meticulously document all communications with the **individual families** via school email, on Realtime.
Extended School Year (continued)

Program Paraprofessionals will complete all Safe Schools online training, unless they are working as a bus aide for the school lunch program.

Related Services

Related Service professionals play a vital role in the daily instruction of students with IEPs.

It is essential during remote learning that these professionals are a part of the continued learning of our students.

Speech Therapy, Occupational Therapy and Physical Therapy Services are offered via live video conferences, as per IEP mandates of individual students pending parental approval to participate.

All therapists will utilize Google Meet for video conferencing, as the Lakewood School District is part of Google, G Suite, which has a Business Associate Agreement in place, and is HIPAA compliant.

All communications must be documented on Talk Trac, in log notes, as well as, the Google spreadsheet provided to you by the Supervisor of Related Services.

All sessions must be documented in SEMI.

Video therapy conferencing applies to the provision of nonpublic occupational and physical therapy services.

All Therapists must be meticulous in maintaining their documentation on Talk Trac.

Documentation must include; attendance, quantitative and qualitative data and a session note.
Extended School Year (Continued)

Child Study Team

The New Jersey Department of Education requires that the Child Study Team include a school psychologist, a learning disabilities teacher-consultant, and a school social worker. These professionals are all certified and employed directly by the Lakewood Board of Education.

Child Study Team meetings also include general and special education teachers, therapists, translators, and administrative staff, when applicable.

The following Child Study Team Meetings are being conducted via Google Meet:

- Initial Identification Planning
- Annual Reviews
- Re-evaluation Planning
- Re-evaluation Eligibility

Child Study Team Secretaries call parents to schedule meetings and secure email addresses.

Evaluations are mailed to parents/guardians.

Child Study Team members also:

- Hold *Counseling Sessions* via Google Meet.
- Discuss with parents/guardians any concerns that may arise.
- Discuss concerns/issues with teachers and/or building administrators that may arise.
- Talk to individual students, when applicable.

Child Study Team members must be *meticulous* in maintaining documentation on *Realtime.*
The following In-Person Evaluations are taking place:

Psychological Evaluations
Learning Evaluations
Speech Evaluations
Occupational Therapy Evaluations
Physical Therapy Evaluations

**ELL Evaluations** will start shortly, as will **Home Language Surveys** for new students.

**In-Person Evaluation Procedures have been created and implemented as such:**
In-Person Evaluation Scheduling Procedures

When Scheduling an Evaluation:

Student: ______________________________    ID #: ______________________

School: ______________________________    Date: ______________________

Evaluation: __________________________

7. Is anyone in your household currently sick?

8. Does anyone in your household currently have symptoms consistent with COVID-19:
   a. Cough –
   b. Shortness of breath or difficulty breathing –
   c. Fever –
   d. Chills –
   e. Muscle pain-
   f. Sore throat-
   g. Loss of taste and/or smell –
   h. Nausea –
   i. Vomiting-
   j. Diarrhea-
      Children have similar symptoms to adult and generally have mild illness.

9. If the parent answers “YES” to any of the above, do NOT schedule an evaluation.

10. Ask the parent if anyone in their household has been asked to isolate or quarantine
      himself or herself as a precautionary measure. If the parent answers YES, do NOT
      schedule an evaluation.

11. Inform the parent that they may only enter the premises with one (1) parent, and the child
    being evaluated.

12. Inform the parent that the Lakewood School District’s restroom facilities may only be
    utilized in the case of extreme emergency, and it should be used prior to attending the
    scheduled evaluation.

Evaluator: __________________________________________________________

Date: __________________________________________________________________
In-Person Evaluation “Nurse” Check-In Procedure

Security will escort the Parent and Student to the Nurse’s Office:

Date: ________________

Student’s Name: ___________________________________ Temperature: ______________

Parent’s Name: ____________________________________ Temperature: ______________

5. Is anyone in your household currently sick?

6. Does anyone in your household currently have symptoms consistent with COVID-19 in the past TWO (2) weeks:

   a. Cough –
   b. Shortness of breath or difficulty breathing –
   c. Fever –
   d. Chills –
   e. Muscle pain-
   f. Sore throat-
   g. Loss of taste and/or smell –
   h. Nausea –
   i. Vomiting-
   j. Diarrhea-

   Children have similar symptoms to adult and generally have mild illness.

   If the parent answers “YES” to any of the above, have them escorted to their car immediately by Security.

7. Ask the parent if anyone in their household has been asked to isolate or quarantine himself or herself as a precautionary measure.

   If the parent answers YES, have them escorted to their car immediately by Security.

   If the parent answers NO, give the parent and child a mask and gloves, and have Security escort them to the Evaluator.

8. Inform the parent that the Lakewood School District’s restroom facilities should only be utilized for student Emergencies.

   Nurse: ___________________________________________ Date: ________________

______________________________
In-Person Evaluation On-Site Procedures

14. Evaluators will utilize 1 of the 4 new Modular classrooms at Campus 2. The modular will be empty with the exception of a 6-foot round table and 4 chairs.

15. The Parent will arrive at Campus 2, with the student.

16. The assigned Security Specialist will escort the one (1) parent and one (1) child to the Nurse’s Office. The Nurse will follow the “Nurse’s” Check-in procedures, which includes taking the contactless temperature of the student and parent (and recording it), and asking the parent a series of questions. If the child or family members displayed any symptoms of COVID-19 or had to self-quarantine within the past two weeks the parent and child will be immediately escorted to their car, and the evaluation will be canceled.

17. The Nurse will give the one (1) parent and the one (1) child a facemask and gloves, unless the evaluation is canceled (in that case they parent and child are escorted to their car and asked to leave school property until the evaluation is rescheduled).

18. Once the parent and child have their gloves and facemask on, they will be escorted, by the Security Specialist, who is wearing a Facemask, to the assigned modular.

19. The Evaluator will be sitting in a classroom, at a 6-foot round table, with a four foot by three-foot high piece of Plexiglas between them. The Plexiglas has a 20” x 3” opening at the bottom for exchange of books/paper/manipulatives. (Custom made Plexiglas drawing attached.)

20. The Evaluator will be wearing a mask and gloves, and will wash his/her hands with soap and water after each evaluation and change his/her gloves. The Evaluator does NOT need to change his/her facemask. All gloves will be disposed of in the biohazard garbage can, which will be placed outside of the modular units.

21. The Evaluator will copy all testing materials for the student, and shred it after the test is given. All testing manipulatives will be purchased to emulate the testing materials and will be discarded or given to the student after the test.

22. After the test is given, a custodian will disinfect the desk, chairs, Plexiglas and touch points, prior to the Security Specialist bringing in another student. If the bathroom was utilized, the custodian will disinfect the bathroom.

A custodian is being assigned solely for this function.
23. The parent and child will dispose of their facemask and gloves in the biohazard garbage can that is placed outside of the modular units.

24. If the weather is nice, the door of the modular will remain open (Security Specialists are on site). Chief Meyer has also assigned a Police Officer (SRO) to Campus 2 in support of the District’s need to evaluate students during this time.

25. After testing for the day is complete, the custodial staff will do a "deep" cleaning of the four (4) rooms that were utilized.

26. A paper shredder will be placed in the Modular, inside the Therapy Room, so that the Evaluators can shred the Testing Materials at the end of the day.
Summer Programs

1. Extended School Year (ESY) Grades Preschool -12
2. Title 1 – Elementary (ELA and Mathematics) Grades K-2
3. Title 1 – Elementary (ELA and Mathematics) Grades 3-5
4. Title 1 – Middle School (ELA and Mathematics) Grades 6-8
5. Title 1 – High School (ELA and Mathematics) Grades 9-11
6. Credit Recovery – High School – Grades 9-12
7. ESL – English as a Second Language – Grades K-12
8. Intervention – Grades K-2

See Description of Programs Below.
Title 1 – Extended Summer School Programs

**Elementary School Students (grades 3-5)**

**Dates:** July 1, 2020 – August 12, 2020

**Students:** Students in Grades 3-5

**Subject areas:** English Language Arts (ELA) and Mathematics

**Delivery of Instruction:**

- **English Language Arts:**
  
  - Remote Learning interactive video conferencing utilizing Google Meet, Monday through Friday
  
  - Teachers will provide daily ELA instruction per the Pacing Guide that will be created by the ELA Department.
  
  - Teachers will conduct two (2) ELA lessons to include a Teacher Model and Guided Practice. Lesson duration will be 30 minutes.

- **Mathematics:**
  
  - Remote Learning Interactive video conferencing utilizing Google Meet, Monday through Friday
  
  - Teachers will provide daily math instruction per the Pacing Guide that will be created by the Math Department.
  
  - Teachers will conduct two (2) Math lessons to include a Teacher Model and Guided Practice. Lesson duration will be 30 minutes.

- All students in your class must be assigned to an ELA and a Math group each day.

- A skill/strategy must be taught following the BOE Lakewood School District 2020 Summer Pacing Guide.
● “Google Meet” lessons must be recorded and posted on the teacher’s Google Classroom for those students unable to attend the “live” lesson, in order to view later.

● A corresponding independent assignment must be posted on Google Classroom for the students to complete after the Google Meet lesson, in both ELA and Mathematics.

● The teacher will use the independent assignment as a measure of whether the student learned the skill or strategy taught during the lesson to drive his/her instruction.

● All students will have access to Istation (Engaging, computer-adaptive, online reading instruction program).

● All students will have access to i-Ready (Engaging, personalized, online mathematics program).

● Students will receive Incentives, created by the Building Principal, for using Istation and i-Ready; such as, Free Homework passes, Piner Gear, etc… for summer work completed on Istation and i-Ready.

***The Literacy, Mathematics Coaches, Department Coordinators, & Content Area Supervisors will be creating the 2020 Remote Summer Pacing Guide.
Title 1 – Extended Summer School Programs

Middle School Students

Dates: July 1, 2020 – August 12, 2020

(5 days a week)

Students: Students in Grades 6 through 8

Subject areas: English Language Arts (ELA) and Mathematics

Delivery of Instruction:

- English Language Arts:
  
  o Remote Learning interactive video conferencing utilizing Google Meet, Monday through Friday
  
  o Teachers will provide daily ELA instruction per the Pacing Guide that will be created by the ELA Department.
  
  o Teachers will conduct between two (2) and four (4) ELA lessons to include a Teacher Model and Guided Practice. Lesson duration will be 30 minutes. Approximately ten (10) students per group.

- Mathematics:
  
  o Remote Learning interactive video conferencing utilizing Google Meet, Monday through Friday
  
  o Teachers will provide daily math instruction per the Pacing Guide that will be created by the Math Department.
  
  o Teachers will conduct two (2) and four (4) Math lessons to include a Teacher Model and Guided Practice. Lesson duration will be 30 minutes. Approximately ten (10) students per group.

- Teachers must be appropriately certified.
● An **ELA** and **Mathematics** teacher must pair up in order to coordinate their schedules.

● All students in your class must be assigned to an ELA and Math group each day.

● A skill/strategy must be taught following the BOE Lakewood School District 2020 Summer Pacing Guide.

● “Google Meet” lessons **must** be **recorded** and posted on the teacher’s Google Classroom, for those students unable to attend the “live” lesson, in order to view later.

● A corresponding independent assignment **must** be posted on Google Classroom for the students to complete after the Google Meet lesson, in both **ELA** and **Mathematics**.

● The teacher will use the independent assignment as a measure of whether the student learned the skill or strategy taught during the lesson to drive his/her instruction.

● All students will have access to **Istation** (Engaging, computer-adaptive, online reading instruction program).

● All students will have access to **i-Ready** (Engaging, personalized, online mathematics program).

● **Students will receive Incentives, created by the Building Principal, for using Istation and i-Ready**; such as, Free Homework passes, Piner Gear, etc… for summer work completed on **Istation** and **i-Ready**.

***The Literacy, Mathematics Coaches, Department Coordinators, & Content Area Supervisors will be creating the 2020 Remote Summer Pacing Guide.***
Title 1 – Extended Summer School Programs

High School Students

Dates: July 1, 2020 – August 12, 2020

(5 days a week)

Students: Students in Grades 9 through 12

Subject areas: English Language Arts (ELA) and Mathematics

Delivery of Instruction:

● English Language Arts:
  
  o **Remote Learning** interactive **video conferencing** utilizing Google Meet, Monday through Friday
  
  o Teachers will provide daily ELA instruction per the Pacing Guide that will be created by the ELA Department.
  
  o Teachers will conduct between two (2) and four (4) ELA lessons to include a Teacher Model and Guided Practice. Lesson duration will be 30 minutes. Approximately ten (10) students per group.

● Mathematics:
  
  o **Remote Learning** interactive **video conferencing** utilizing Google Meet, Monday through Friday
  
  o Teachers will provide daily math instruction per the Pacing Guide that will be created by the Math Department.
  
  o Teachers will conduct two (2) and four (4) Math lessons to include a Teacher Model and Guided Practice. Lesson duration will be 30 minutes. Approximately ten (10) students per group.

● Teachers must be appropriately certified.
● An **ELA** and **Mathematics** teacher must pair up in order to coordinate their schedules.

● All students in your class must be assigned to an ELA and Math group each day.

● A skill/strategy must be taught following the BOE Lakewood School District 2020 Summer Pacing Guide.

● “Google Meet” lessons **must** be **recorded** and posted on the teacher’s Google Classroom, for those students unable to attend the “live” lesson, in order to view later.

● A corresponding independent assignment **must** be posted on Google Classroom for the students to complete after the Google Meet lesson, in both **ELA** and **Mathematics**.

● The teacher will use the independent assignment as a measure of whether the student learned the skill or strategy taught during the lesson to drive his/her instruction.

● **Students will receive Incentives, created by the Building Principal, for using Istation and i-Ready**: such as, Free Homework passes, Piner Gear, etc… for summer work completed on **Istation** and **i-Ready**.

***The Literacy, Mathematics Coaches, Department Coordinators, & Content Area Supervisors will be creating the 2020 Remote Summer Pacing Guide.***
Title 1 – Extended Summer School Programs:  **K-12 ESL**

*(5 days a week)*

**Dates:**  July 1, 2020 – August 12, 2020

**Students:**  English Language Learners in grades K-12

**Subject area:**  ESL

**Delivery of Instruction:**

ESL:

- **Remote Learning** interactive **video conferencing** utilizing Google Meet, Monday through Friday

- Teachers will provide daily ESL instruction per the Pacing Guide that will be created by the Bilingual/ESL Department.

- Teachers will conduct two (2) ESL lessons to include a Teacher Model and Guided Practice. Lesson duration will be 30 minutes.

- A skill/strategy must be taught following the BOE Lakewood School District 2020 Summer Pacing Guide.

- “Google Meet” lessons **must be recorded** and posted on the teacher’s Google Classroom for those students unable to attend the “live” lesson, in order to view later.

- A corresponding independent assignment must be posted on Google Classroom for the students to complete after the Google Meet lesson.

- The teacher will use the independent assignment as a measure of whether the student learned the skill or strategy taught during the lesson to drive his/her instruction.
Title 1 – Extended Summer School Programs

Tier 3 Intervention for ELA (Kindergarten-Grade 2)

Pay – Contractual Rate $40.00 approximately 3.5 hours a day depending on caseload size (which will be based on student enrollment) (5 days a week)

Dates: July 1, 2020 – August 12, 2020

Students: Students currently receiving Tier 3 Intervention services

Subject areas: English Language Arts (ELA) Foundational Skills

Teacher Criteria for Eligibility: Applicants must be current K-2 ELA Interventionists

Delivery of Instruction:

- Remote Learning via Interactive Video conferencing utilizing Google Meet, Monday through Friday.

- K-2 Interventionists will conduct either:
  - Four thirty-minute Google Meet Intervention sessions daily
  - OR
  - Six twenty-minute Google Meet Intervention sessions daily

- Teacher will create targeted Intervention sessions which work towards meeting each child’s individualized Tier 3 Plan.

- Teachers will service students either individually or in small groups (maximum size of three students).

- Interventionists will coordinate each student’s session times will both the parent and the classroom teacher to ensure that students can participate in the teacher’s remote instruction and the Intervention session.
• A Corresponding Independent assignment must be posted on Google Classroom for the students to complete after the Google Meet small group lesson.

• The teacher will use the independent assignment as a measure of whether the student learned the skill or strategy taught during small group instruction, and to drive his/her instruction.

• “Google Meet” lessons must be recorded and posted on the teacher’s Google Classroom, for those students unable to attend the “live” lesson, in order to view later.

• Interventionists will continue to plan their sessions and record outcomes via the District’s Interventionist Lesson Plan template and ensure that this information is posted to each child’s appropriate district folder on the Intervention Google Drive.

• Interventionists will continue to graph student progress via the District’s Interventionist Graphing template and ensure that this information is posted to each child’s appropriate district folder on the Intervention Google Drive.

• At the end of the ESY Title 1 Program the Interventionists will complete a parent report using the current Bi-Weekly District Template and post this document to each child’s appropriate district folder on the Intervention Google Drive.

• All students will have access to Istation (Engaging, computer-adaptive, online reading instruction program).

• Students will receive Incentives, created by the Building Principal, for using Istation and i-Ready; such as, Free Homework passes, Piner Gear, etc… for summer work completed on Istation and i-Ready.
**Lakewood High School -Summer School - Credit Recovery**

**Dates:** July 1, 2020 – August 12, 2020

(5 days a week)

**Students:** High School Students in Grades 9-12, in danger of failing.

**Delivery of Instruction:**

Edmentum, Credit Recovery Program

**Staff Needed:**

- Mathematics
- ELA
- Science
- Social Studies
- ELL
- Bilingual Paraprofessionals
- IEP Paraprofessionals to assist students with IEPs
- 1 Guidance Counselor to Oversee the Edmentum Program

Staff members will receive Professional Development prior to the start of Summer School, in order to maximize the benefits of the Edmentum Credit Recovery Program.

***The number of staff members hired will be dependent on the number of students registered for Summer School.***
Preschool and Kindergarten Registration

Parents will be given two options in which to register their Preschool and/or their Kindergarten child.

1. Parents can register and upload their Preschool/Kindergarten child’s registration documents online.

2. Parents can pick up a Preschool and/or Kindergarten Registration packet at the Lakewood School District Office at 200 Ramsey Avenue, complete the application, attach the needed documents and drop it off in the Lockbox placed at the District Office during Business hours.
Scheduling Teachers to Pack-Up Their Rooms for Summer Closeout

When scheduling teachers to pack-up their rooms for the summer, there must never be more than nine (9) staff members in the building at any given time.

This includes Administration, Security Specialists and Sodexo (Custodial and Food Service) staff.

Schedules must be sent to the Superintendent for approval, and must be listed by day, time, teacher and room number, so that it is clear who is in the building and on what day, and time.

The teachers that are scheduled to pack-up their rooms must not be in the same hallway, as to eliminate the temptation of gathering, and any violations of Social Distancing as per Executive Order 107.

The District purchased hand sanitizers, in January, which are secured to hallways throughout the buildings. Staff should utilize hand sanitizers, but not in lieu of washing your hands.

As per the recommendation of the CDC, hand washing during key times during the day can keep germs off your hand and keep you from getting sick. (There are signs all around the buildings to serve as reminders.)

Masks must be worn on School Property at all times. (The Security Specialist assigned to your building will have masks).

Staff members may not gather, or they will be asked to leave the premises.

Sodexo, as always, does a "Deep Cleaning" of all buildings any time staff members or people enter the buildings.

Restrooms may only be utilized in cases of EMERGENCY.

Staff members must use their ID Badges to enter the building, as this is the method of "signing in." It is a contactless method of entry.

Paraprofessionals are NOT required to pack-up ANY classroom with teachers. Should they "Volunteer" their time to do so, they must put it in writing to the Principal, wear a mask, and utilize Social Distancing in the Classroom (Stay 6 or more feet apart).
Staff members who were sick the past two weeks or who have immediate family members who have been sick the past two weeks with signs of COVID-19, should not schedule a date to pack-up their rooms for at least 3 weeks, or until cleared by their doctor if they tested positive for COVID-19.

Please speak to your building **Administrator** if you or an immediate member of your household had any of the following symptoms the past two weeks, or have had to self-quarantine the past two weeks to schedule another date:

a. Cough  
b. Shortness of breath or difficulty breathing  
c. Fever  
d. Chills  
e. Muscle pain  
f. Sore throat  
g. Loss of taste and/or smell  
h. Nausea  
i. Vomiting  
j. Diarrhea

**The goal is to ensure the health and safety of all staff members and their families.**

Any Staff member, who is immunocompromised, should speak privately to their building Administrators to make alternate plans.

As always, Security Specialists are assigned to every building all day, every day.