



Cherry Hill Public School Continuity of Learning Guide

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Introduction

Cherry Hill Public Schools (CHPS) is committed to providing a high-quality education for our students, in person or online, whether schools are open or closed. With guidance from the New Jersey Department of Education (NJDOE), our District has developed its Continuity of Learning Plan to ensure that learning and engagement opportunities for students continue.

This outline of the CHPS Continuity of Learning Plan is a living document and may be adapted as circumstances impacting school closure, as well as federal and state guidance, evolve. We strive to be as transparent as possible regarding the District's plan for maintaining continuity of education during these unprecedented times. For more information, including our full Continuity of Learning Plan, please see our website at <https://www.chclc.org/Page/1720>.

We appreciate your understanding, patience, flexibility, and partnership in this process, and we encourage you to stay in touch with your child's teacher and building principal if you have questions, comments, or concerns.

Online Learning Phases, All Grade Levels

Preparation for Online Learning: March 10-13

Elementary School (ES), Middle School (MS), High School (HS)

Teachers prepared to provide online learning and ensured they and our students have the skills to post and access material in Google Classroom. Each school developed its own plan to enable staff, while school was in session March 10 - 13, to conduct a dry run of the process of providing online learning. Each teacher rehearsed the steps with their students in order to mimic, in abbreviated fashion, the online learning process. The teacher pushed out material and did a quick "to do" activity to the Google classroom for the class. The students accessed it, reviewed the material, completed the "to do" as if they were at home, and submitted the assignment.



Online Learning Phase 1: March 16-March 27

ES, MS, HS

Teachers posted learning material every day (15-20 minutes of learning) and minimally one exercise or “to do” activity every 2 days. Emphasis was on enrichment and reinforcement more than on introducing new concepts. Students’ grades should not have been negatively affected by online learning. Students submitted the work via Google Classroom. A consistent daily time for online group instruction was not maintained. Reading, as the most fundamental component of learning, was emphasized.

Online Learning Phase 2: March 30 - April 17

ES, MS, HS

CHPS online learning allows flexibility for families. Students are encouraged but not required to participate in real-time instruction. As students benefit from connection with their teacher and peers, real-time instruction may be scheduled on a teacher by teacher basis for a class and/or small groups. Teachers may invite students to join small-group conferences and instructional activities like morning meetings.

ES

Each teacher conducts a daily check in with all students. Each teacher provides times and the platform for how this daily check in will take place. New instruction in at least one core content area is delivered each day. The teacher shares their weekly schedule with parents by Monday, March 30. Review and reinforcement activities continue to be posted. Teachers monitor Google Classrooms, provide support for students as needed throughout the day, and respond to parent communication within 24 hours. Encore teachers continue to post at least one activity per 5 day cycle. Students are expected to be logging in daily to Google classroom, participating in the remote learning activities, and submitting their work in a timely manner. Parents seeking assistance should contact their child’s teacher, school guidance counselor, or principal.

MS

Every teacher posts daily in Google classroom. Using an A/B rotation, Math, Science, and



PE/Exploratory post new instruction on Monday and Wednesday, and English Language Arts, Humanities, and World Language post new instruction on Tuesday and Thursday. Fridays are used for making up missed assignments, reinforcement/enrichment, and remediation. Teachers are available throughout the course of the week to answer questions or address concerns. On Fridays specifically, teachers are available from 9-11 am and 1-3 pm to answer student questions, clarify information, and generally provide support to students.

The new instruction takes place on a variety of forms: “live” via Google Meet, Zoom, or another platform, Screencasts, YouTube videos, Google Classroom posts, and more. Parents and students seeking information for any of their classes should reach out to their teacher.

HS

Google Classroom continues as the primary platform for all assignments and it will link to other resources used by teachers. Teachers primarily utilize Google Meet to conduct virtual meetings. Moving forward with new instruction starting March 30, each teacher posts two assignments per course per week to Google Classroom by Monday at 7:30 am of that week. Assignment #1 is due by 11:59 PM on Wednesday and Assignment #2 is due by 11:59 PM on Friday of that week. Students are assigned 2 hours of student work per course per week including the assignments and participation in learning activities. Advanced Placement (AP) courses may require students to work in excess of the 2-hour allotment of time due to the need to prepare for AP testing.

Each teacher has Office Hours per the schedule below to conduct meetings with a class, answer specific questions, provide instructional guidance, and more. Student participation in Office Hours is voluntary. Teachers continue to be available via email to answer questions throughout each week.

		Tuesday/Thursday	Wednesday/Friday
Instructional Period 1	10:00 - 11:00 (60)	Period A	Period C
Instructional Period 2	11:05 - 12:05 (60)	Period B	Period D
Instructional Period 3	12:10 - 1:10 (60)	Period E	Period G
Instructional Period 4	1:15 - 2:15 (60)	Period F	Period H

Regarding grading, students receive either full credit “completed” or no credit “not completed” for any assignments provided during Online Learning. This is the only decision that has been



made about MP4 grading. All NJ districts are closed through at least May 15 under a directive from Governor Murphy. The date of any possible reopening of schools will factor in the decision-making regarding MP4 grading. Effective March 30, all assignments completed will be counted within Marking Period 4. Make-up work for Marking Period 3 may be submitted through April 3. The weeks ahead are an opportunity for our students to focus on their learning and on communicating with and getting feedback from teachers on their work.

Online Learning Phase 3: April 20 onward

ES, MS, HS

CHPS online learning allows flexibility for families. Students are encouraged but not required to participate in real-time instruction. As students benefit from connection with their teacher and peers, real-time instruction may be scheduled on a teacher by teacher basis for a class and/or small groups. Teachers may invite students to join small-group conferences and instructional activities like morning meetings. Due to recent school closures and the changes to our planned instruction, we will not be administering unit assessments as originally scheduled. All district unit assessments for all content areas and levels have been postponed at this time.

ES

Each teacher conducts a daily check in with all students. Each teacher provides times and the platform for how this daily check in will take place. New instruction in at least one core content area is delivered each day. The teacher shares their weekly schedule with parents by Monday, March 30. Review and reinforcement activities continue to be posted. Teachers monitor Google Classrooms, provide support for students as needed throughout the day, and respond to parent communication within 24 hours. Encore teachers continue to post at least one activity per 5 day cycle. Students are expected to be logging in daily to Google classroom, participating in the remote learning activities, and submitting their work in a timely manner. Parents seeking assistance should contact their child's teacher, school guidance counselor, or principal.

MS

Every teacher posts daily in Google classroom. Using an A/B rotation, Math, Science, and PE/Exploratory post new instruction on Monday and Wednesday, and English Language Arts,



Humanities, and World Language post new instruction on Tuesday and Thursday. Fridays are used for making up missed assignments, reinforcement/enrichment, and remediation. Teachers are available throughout the course of the week to answer questions or address concerns. On Fridays specifically, teachers are available from 9-11 am and 1-3 pm to answer student questions, clarify information, and generally provide support to students. The new instruction takes place on a variety of forms: “live” via Google Meet, Zoom, or another platform, Screencasts, YouTube videos, Google Classroom posts, and more. Parents and students seeking information for any of their classes should reach out to their teacher.

Starting the week of April 20th, the Continuity of Learning Plan workload expectations for students (80 minutes of work per content area per week) will include 2 assignments per subject per week for a total of 16 assignments from April 20-June 10. No assignments will be given after June 10th. Each assignment the student submits will be marked “Complete” or “In Progress.” Feedback will be given to students who accurately complete all tasks within an assignment. Their work will be marked as “Complete.” Specific feedback will be given to students who have not completed the task according to the set criteria. Their work will be marked as “In Progress,” and they will have an opportunity to re-submit their work to meet the criteria for being “Complete.” Assignments will only be marked “Missing” if they are not turned in at all. Students have the opportunity to apply teacher feedback to improve any assignment marked “in process” up through May 29th for any assigned prior to May 29th and up through June 10th for any assigned on or after May 29th. This plan is for the 4th marking period, including if schools remain closed for the remainder of the school year, and applies to all middle school courses except the courses of Algebra, Geometry, and Introduction To Functions, which will follow the high school plan. Teachers of those courses will communicate with students and parents about that plan.

HS

The Grading Plan below is for the 4th marking period if schools remain closed. If schools return before the end of the year, then the plan makes up a percentage of the marking period based on the number of days under this learning plan divided by the total days in the marking period.

This plan incorporates feedback we have received from students, parents, teachers and administrators and seeks to provide a framework for continued on-line learning until we are



back in school. We feel this plan best focuses our collective energies on the essential learning by providing students with on-going teacher feedback and the opportunity to apply that feedback to improve their work and performance outcomes.

Google Classroom continues as the primary platform for all assignments and it will link to other resources used by teachers. Teachers primarily utilize Google Meet to conduct virtual meetings. Each teacher posts two assignments per course per week to the Google Classroom by Monday at 7:30 am of that week. Assignment #1 is due by 11:59 PM on Wednesday and Assignment #2 is due by 11:59 PM on Friday of that week. Students are assigned 2 hours of student work per course per week including the assignments and participation in learning activities. Advanced Placement (AP) courses may require students to work in excess of the 2-hour allotment of time due to the need to prepare for AP testing.

Each teacher has Office Hours per the schedule below to conduct virtual and/or passive meetings with a class, answer specific questions, provide instructional guidance, and more. Student participation in Office Hours is voluntary. Teachers continue to be available via email to answer questions throughout each week. Based on feedback that we have received, the teacher office hour schedule has been slightly altered to include a break in the middle of the schedule.

		Tuesday/Thursday	Wednesday/Friday
Instructional Period 1	10:00 - 11:00 (60)	Period A	Period C
Instructional Period 2	11:05 - 12:05 (60)	Period B	Period D
Break	12:05 - 12:35 (30)		
Instructional Period 3	12:40 - 1:40 (60)	Period E	Period G
Instructional Period 4	1:45 - 2:45 (60)	Period F	Period H

Regarding grading, beginning on April 20, 2020 the following will be in place:

- Students will continue to receive a maximum of 2 assignments per week; no more than 2 hours of activity per course.
 - These assignments will be graded for accuracy in the following manner:
 - Assignments meeting 86 - 100 percent accuracy will earn = 100 points
 - Assignments meeting 71 - 85 percent accuracy will earn = 85 points



- Assignments meeting 51 - 70 percent accuracy will earn = 70 points
- Incomplete assignments or assignment earning less than 50 percent accuracy will earn = 50 points
- All assignments will be weighted equally and be recorded in the Minor Assessments category section.
 - Missing assignments will be recorded as missing/incomplete
 - All 4th marking period missing assignments can be made up for credit **prior** to the May 29th deadline above.
 - Any assignment not completed by May 29th will default to a zero
 - All 4th marking period missing assignments assigned **after** May 29th can be made up for credit prior to June 10th
- Students have the opportunity to apply teacher feedback to improve assignments and earn up to full credit for each assignment according to the timeframes outlined above.

Grading for March 30th to April 20th

- There is a maximum of 4 assignments to be included in the 4th Marking Period grade from this time period.
- Completed Assignments will be counted as 100%.
 - Students have until May 29th to complete the assignment for full credit.

Additional Information

- **No final exams regardless of return date.**

Student Supports during Online Learning

Availability of Professionals

All professionals are available to support students, staff, and families, although the delivery of support may be different from what happens when our schools are open. This support network includes, but is not limited to, teachers, school counselors, nurses, social workers, librarians, and mental health professionals. Communication may take place via phone, videoconference,



and email. Non-emergency communication beyond the workday or on the weekends should expect return communication the following work day.

Access to Supports

Support teachers (e.g. Special Education, Math Support, Reading Support, English Language) are creating learning activities and/or are providing support through differentiated instruction and/or support plans. These supports are communicated directly from the Support teacher to the classroom teacher or *in special circumstances to the family*. Students who were receiving services from support teachers will have opportunities for real-time sessions based on their needs.

Incorporation of IEP/504 Accommodations

CHPS remains committed to providing meaningful access for all students including our students with disabilities. This includes providing a free and appropriate public education while recognizing the need to protect the health and safety of students with disabilities and those individuals providing education, specialized instruction, and related services to these students. Students eligible for special education and related services or those with 504 plans receive needed supports and services outlined in these plans, to the extent possible. Special education staff work with general education teachers on accommodations and modifications to assignments to ensure access to the general education curriculum. As appropriate, special education staff provide instruction in areas identified within the student's IEP. Related Services such as Speech and Language Therapy, Occupational Therapy, and Physical Therapy are provided remotely through virtual learning platforms in addition to consultation. Special education teachers and related service providers are contacting families to check in on materials provided to students. Annual IEP and 504 meetings will be held virtually. Case managers will contact families to schedule times for the meetings.

Meals Access

CHPS meals distribution takes place on Mondays and Wednesdays, 10 am to 12 pm, at these locations: Cherry Hill High School East, Cherry Hill High School West, and Clara Barton Elementary School. On Mondays, qualifying students receive 2 breakfasts and 2 lunches per student. On Wednesdays, qualifying students receive 3 breakfasts and 3 lunches per student.



School Calendar

The 2019-2020 school calendar is still in effect, and thus weekends, holidays, and Spring Break (April 6-10) will occur as scheduled. Monday, April 13 was made an instructional day, not a day of Spring Break. Given the uncertainty around the timing of return, decisions have not yet been made regarding end-of-the-year activities.

School and End-of-Year Activities

During the closure, all field trips, school activities, and athletic and extracurricular activities are canceled. We understand the value of end-of-year activities for students. CHPS is exploring alternatives following the guidance of health professionals and government officials. The high schools will distribute yearbooks. If our return to school does not allow for our commencement ceremonies to occur as scheduled, the District will explore alternatives to honor this accomplishment. Students who fulfill their graduation requirements for the year will still graduate on June 16, regardless of the date of the commencement ceremony.

Standardized Testing

The State of New Jersey has cancelled all statewide student assessments for the Spring 2020 testing window, including the springtime administration of the New Jersey Student Learning Assessments (NJSLA), ACCESS for ELLs, and the Dynamic Learning Maps (DLM) assessment. In-person AP Exams have been cancelled by The College Board. AP Exams are being rescheduled in an abridged online format. Information about SAT exams and AP exams is available at <https://www.collegeboard.org/>.

Attendance

At this time, student attendance is accounted for via student engagement in instructional activities and/or through completion of daily assignments or tasks. The NJDOE is providing additional guidance on attendance, and attendance protocols are subject to change.



Communication

Google Classroom is the best way for families to keep up to date on their children’s learning material, assignments, and schedule. Teachers are available for regular office hours at MS and HS as described in the sections Online Learning Phase 2 and Online Learning Phase 3 above. This time can be used for parent and student questions. Teachers communicate via email, phone, and/or videoconferencing, depending on circumstances. Email is the best way to communicate with teachers. Families are encouraged to check their email regularly for communication from their school and the district.

Technology Support

Students and families can request technical assistance by submitting an email to studentsupport@chclc.org. When emailing for technical support, please provide the following information: Your first and last name, phone number, child’s first and last name, child’s ID number, and a detailed description of the problem.

Teachers and staff can request technical support by completing a Request for Service (RFS) in the CHPS Staff Center. Please complete the RFS form in its entirety and provide a detailed description of the problem.

Video Conference Guidance

Guidance for Parents

- Real-time video-conference sessions (Google Meet, etc.) are optional.
- Remember direct instruction lessons may involve two-way camera and audio usage. (This means that the instructor will likely see and hear what is occurring in the home, including what is said, and worn.)
- Do not audio/video record lessons.
- Please maintain the confidentiality of other students if your child participates in a group lesson.
- If you have questions or concerns, please email your child’s teacher **after** the lesson is complete. Doing so enables the teacher to focus on the instructional activity.
- Video-conferencing is a special time for the teacher to connect with the students. We appreciate you being quiet observers. If there are technical difficulties, please help out. If you have questions or concerns, please reach out to your teacher via email.

Guidance for Children

- Sit in a quiet spot in your house with limited distractions and background noises.
- Make sure to stay in one spot and sit still during the virtual meeting.
- Don't interrupt when someone is talking.
- Don't eat or drink during our virtual meeting. Help everyone hear each other and focus.
- Keep yourself on MUTE until it is your turn to speak.
- Be on time. Our meetings are timed.
- Make sure family members / pets know not to interrupt you during this time.
- Make sure you dress appropriately!

Thank you for your continued support and collaboration throughout Online Learning. We know we will continue to meet these challenges together!