

**WEST DEPTFORD SCHOOL DISTRICT
2023-2024
EMERGENCY VIRTUAL/REMOTE
LEARNING PLAN**



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Executive Summary

This plan is provided to the West Deptford School District (WDSD) in compliance with P.L. 2020, Chapter 27, which requires all districts to have in place a plan to move to virtual or remote learning, if needed, to comply with the 180-day requirement for student learning. This plan would be implemented in the event of a closure lasting three consecutive school days or more due to a declared state of emergency, declared public health emergency, or a directive from the appropriate health agency or officer to institute a public health related closure. This plan may be implemented for all schools simultaneously or independently depending on the nature of the circumstances.

This plan will be enacted and if practicable, the Superintendent of Schools will consult with the Board of Education; if not practicable, the Superintendent will have the authority to enact the plan. A day of instruction if implemented under this plan, as approved by the WDSD Board of Education and the New Jersey Commissioner of Education, will be considered a full day of school attendance for the purpose of meeting State and WDSD graduation requirements, awarding of course credits and such other matters as determined by the Commissioner of Education.

The plan will include all areas required by the New Jersey Department of Education. It is the intention of the WDSD of Education to provide instruction including related services to the extent possible during these times of emergency closure.

This plan will annually be approved by the WDSD Board of Education, submitted to the New Jersey Department of Education, and posted on the District website.

Required Information

Internet Access and Device Availability for Students

The Board will provide all students with an internet-capable personal computing device, such as a Chromebook, laptop, or iPad, to use for the entire school year. The Board will assess students' internet connectivity while at home and provide cellular hotspots where needed. This will ensure that all students are able to access content and learn remotely.

School Meal Programs

School Nutrition – SFA name: West Deptford BOE, SFA # 01505620

The District participates in the National School Breakfast and Lunch Programs. In the event that virtual/remote instruction is implemented, the District will continue to provide meals to students. Families will be surveyed to ascertain their interest in obtaining meals. The food service provider will provide a week's worth of sustainable meals (breakfast and lunch for 5 days) in a package for one time weekly pickup. Meals will be made available either by pickup or delivery depending on the nature of the emergency.

Length of Virtual/Remote Instructional Day

The District will ensure that the length of the virtual/remote teacher lead instructional day will mirror to the extent possible the length of a day of in-person instruction and be no less than four hours. Flexibility will be provided to the Superintendent to move in-service day(s) scheduled later in the school calendar to the first day(s) of school closure to allow for coordination among staff to ensure continuity if needed. The Superintendent will seek the appropriate update to the school calendar if this plan is enacted at the next possible Board of Education meeting.

During the emergency, the District will enact either the full day schedule, early dismissal schedule, or delayed opening schedule for students as determined by the administration, while days for staff will remain full days. These schedules will be communicated to families. It is anticipated that classes and related services will be provided during this time to the extent possible.

Sample schedules for Full Day, Delayed Opening, and Single Session/Early Dismissal are listed in each school's Student/Parent Handbook.

Additional Information

Attendance

All remote students are expected to attend school. Student participation in assigned virtual homerooms/classes will count as their attendance to school. Students are required to log on to each of their classes every day and check in, complete a “do now” or complete whatever staff member assignment assigns. If a student is going to be absent for the day, the parent is to call the student out if it is their independent day, or complete the survey if it is a day the student is present.

As per the District Attendance Policy, students at each level will still be required to meet the Attendance Policy requirements. If a student misses 5,10,15 or more days, schools will make daily contact with the families ensuring school attendance. Attendance letters and emails will be provided monthly, daily phone calls will be made by schools, and law enforcement officers will continue with well checks if needed.

If students do not complete their appropriate level of seat time in a classroom, this could result in possible disciplinary action, retention, and/or revocation of graduation participation privileges.

Credit Recovery - If a student misses a set amount of days, as presented in the student code of conduct, the district will provide an opportunity for students to make up this time.

Communication with Families

The District remains committed to timely and informative communication. This plan will be posted on the District website. In addition to the posting of this plan, WDSD will provide communication to families to indicate the need to enact the plan and additional information as needed for the smooth implementation of this plan and the move to virtual/remote learning via email, text, or the student data management system.

Communication to families when students are not participating - through the use of ZOOM and parent phone calls, the schools will contact parents immediately if students are not attending sessions online and/or handing in assignments. The district will provide hard copies of work (if requested or needed) if students are having difficulty with this version of learning. Throughout remote instruction, the district will frequently assess students' progress and attempt to provide every means necessary to ensure student success.

Instructional Delivery

The District is committed to providing quality instruction during the times of virtual/remote learning. To facilitate this, all classes/courses will have a Google Classroom created and maintained by the teacher(s) of record. These will include a Google Meet link to be used by

students to connect for lessons. Teachers will adhere to the established district virtual learning schedule, host a Google Meet during their scheduled class period, and deploy lessons that promote student engagement in real-time. All Google Classrooms will be shared with content area supervisors as well.

Program Design - Teachers will implement the established curriculum while adapting lessons to the virtual classroom. Google Classrooms will be updated daily and establish specific guidance and direction for daily student communication, commentary, and learning feedback aligned to the daily schedule. Teachers and students are expected to utilize and refine the available digital resources and online textbook platforms aligned to the district curriculum.

Measurement - Teachers will develop assessment strategies and course assignments that measure how well students are achieving the established learning goals and objectives within the virtual classroom. Teachers will communicate a weekly agenda to students on a regular basis and in a consistent manner. Timely feedback should be prioritized, and grades transferred from the electronic platform to the student data management gradebook system on a weekly basis.

Accelerated Learning Opportunities - for students who are thriving in this setting, the district will maintain the same level of academic rigor and progressive ideas to fully support the high achieving student.

Title I Extended Learning Programs - these programs will exist through remote learning. These services will be provided all throughout remote learning.

Related Services, Including ELL and 504 Students

The District intends to offer related services as per students' IEPs (Individualized Education Plan) via either Google Meet or Zoom, if NJDOE regulations permits this form of instruction. If NJDOE regulations are not permitting telepractice, families will be provided with resources and directions for activities that can be completed independently.

The Board shall continue to meet their obligations to students with disabilities to the greatest extent possible through virtual/remote means. Students with disabilities, ELL, and 504 students are receiving instruction with the same schedules as the general education schedules. The Board shall continue to ensure students receive individualized supports that meet the requirements of the IEP and 504 Plans. The Board provided educators with professional development to best utilize the accessibility features and accommodations tools made available through technology-based formats. If interpreters are needed, the district will provide a means to appropriately communicate with the families.

Modifications - will be implemented, to the greatest extent possible, as needed, such as support from paraprofessionals providing supplemental tutoring, additional individual sessions with teachers, extra time for assignments, modification of assignments, and reduction of

assignments, as necessary. For ELL students, accommodations based on translations and level of difficulty will be assessed per student.

Case managers - will email or call parents frequently, to ensure any possible concerns are addressed. They will also meet with special education and general education staff to problem solve, and discuss the needs of students, as needed. Teachers are encouraged to reach out to counselors and/or case managers when a student is struggling. Counselors and case managers will be able to share possible obstacles that the student may be facing and provide potential modifications to best support the academic and social-emotional needs of the student. For ELL students, our district liaison will closely monitor the classroom teacher methods needed to support students and families during this time.

Meetings - Annual Reviews and IEP meetings will continue to be held in person and online to meet statutory guidelines. West Deptford purchased an on-line DOCUSIGN for legal documents. For ELL families, interpreters will be invited to sessions with families in assisting with the proper means of communication for the students.

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

Support Services

The District will actively work to provide support services to students and staff. In order to meet the social and emotional needs of our students, resources will be available to students during the virtual/remote school day. Counselors, case managers, mentors and other student support staff are available for students during the virtual/remote day. Students will also receive instructions on how to schedule meetings.

All staff was provided with professional development on how to meet the social and emotional needs of our students. Administration will continue to monitor staff support and emotional health and provide needed support at a school level. For ELL students who have been effective through tragic circumstances, the district will assist in helping the students cope and learn at the same time. The trauma-informed learning approach is an indicator being presented and will continue to be worked on through professional development.

Extra and Co-Curricular

The District will determine the continuity of athletics, extracurricular activities and co-curricular activities to the extent possible based on the emergency causing the need for the virtual/remote option. Those activities which are not recommended to meet in-person shall continue via Google Meet. WDSD recognizes the evolving and ever-changing guidelines of governing bodies such as the NJSIAA, US Bands, Tournament of Bands, Robotics, DECA, etc.

WDSB will follow the governing body guidelines when they meet State, County, and local guidelines.

Recognizing academics is the priority, participation in these activities must occur outside of the instructional class time.

Cleaning and Facilities Plan

During the time of closure, the district will have its maintenance staff scatter their shifts throughout the closure to ensure they are not working together in a close proximity. After an initial deep clean is completed, staff will clean, sanitize, and disinfect all areas that are being used on a daily basis.

Facilities staff will assist in delivery of food, as well as the maintenance of the grounds and schools in a safe manner, as a means to provide order within each school. School personnel and vendors charged with cleaning schools and buses will be required to utilize approved materials and processes designated by the DOH and the Director of Facilities. A daily schedule of cleaning, methodologies, cleaning checklists, product lists, and related documentation will be maintained by the Director of Facilities and by each building's main office/head custodian.

Helpdesk

The District will provide an online public form, monitored by District Technology Staff, where students and families may obtain assistance with District owned technology devices, password resets, hardware replacement, loaner devices, and general troubleshooting. The District will also provide Frequently Asked Questions and answers to common technology problems on our website as a reference for students and parents. A contactless system for device repair, replacement chargers, and loaner devices will be in place via our Middle School tech lockers. These lockers can be accessed outside of our normal operating hours.

Community Outreach

Throughout the remote learning period, the district will support the community in remote learning ideas, programs, zooms, and supports that are available. The district will send out information from the Department of Health and other local agencies to share services and resources that may assist students outside of school.