

**WILLINGBORO PUBLIC
SCHOOLS
EMERGENCY**



**VIRTUAL AND REMOTE
LEARNING PLAN
2022-2023**

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BACKGROUND

The district convened a Reopening Committee in June 2020 with the goal of developing a reopening plan while keeping the safety of staff, students, parents/guardians, and visitors at the forefront of all planning efforts. Safety has always been the top priority of the Willingboro Public Schools. The committee was cognizant of the requirement to utilize the guidance provided by the NJDOE to ensure that reasonable safety measures are in place for students, staff, and essential visitors when schools reopen.

The committee held its first meeting on June 10, 2020. During the meeting, the committee began to brainstorm areas that would need to be addressed to ensure the safety of students, staff, and community members who enter the district's facilities. The committee focused on areas such as buildings and grounds, transportation, instruction, arrival/dismissal, protection devices, breakfast/lunch procedures, recess, physical education classes, and social distancing.

In addition, the committee developed a plan for the partial opening of the district on July 1, 2020 for 12-months staff. The plan consisted of 12-month staff working two days per week. However, in light of the COVID-19 pandemic, all district business continues to be conducted virtually; this includes registration for the 2020-2021 school year. On a case by case basis, appointments are made for individuals who require services that cannot be addressed through virtual communication. On the day of any in-person activity, prior to entering a district building, parents/guardians and students will be asked to confirm that they are not currently experiencing any symptoms of covid 19. In addition, a temperature check will be conducted and if the reading is 100.4°F or above, entry would not be permitted. Staff, students, parents/guardians, and visitors are required to wear face masks/coverings that cover the nose and mouth, except for children under two years old. Hand sanitizer stations will be available and everyone will use them upon entry. In addition to daily health screenings of each person who enters our facilities and required adherence to social distancing measures, the district has instituted health and safety protocols in accordance with the guidelines and standards issued by the New Jersey Department of Education, New Jersey Department of Health, and Centers for Disease Control. The District has implemented cleaning and sanitation protocols, including sanitizing commonly used surfaces, including door handles, light switches, surfaces, bathroom sinks, toilets, stalls, etc.

The New Jersey Department of Education released the "The Road Back: Restart and Recovery" on June 26, 2020, which provided school districts with guidelines for reopening schools. The second Reopening Committee meeting was held on July 1, 2020. During this meeting, the committee discussed the guidelines from the NDJOE. Planning efforts were led by seven subcommittees, which together explored a range of areas that are vital for a safe and successful school year during these challenging times.

This plan is provided to the Willingboro Township School District in compliance with P.L. 2020, Chapter 27, which requires the District 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 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 Willingboro Township 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 Willingboro Township 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 Willingboro Township Board 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 Willingboro Township Board of Education, submitted to the New Jersey Department of Education and posted on the District website.

EQUITABLE ACCESS AND OPPORTUNITY TO INSTRUCTION

Continuity of learning is essential for training Willingboro students to be thinkers and learners of the 21st century. It is also essential to guarantee that the district fulfills the unique requirements of each student. The Road Back: Restart and Recovery suggests that districts prioritize the delivery of special education and related services to students with disabilities; technology and connection; curriculum, instruction, and assessments; professional learning; and career and technical education (CTE).

INSTRUCTIONAL DELIVERY

As per the Road Back: Restart and Recovery (NJDOE, June 2020), in planning curriculum, instruction, and assessment for reopening, districts must focus on building staff capacity to deliver highly effective instruction in hybrid environments as well as preparing them to address any learning gaps that might prevent students from meeting grade-level New Jersey Student Learning Standards (NJSLS).

As a district, we know that the shift to virtual teaching and learning in the spring due to school building closures was challenging for many of our students, teachers, families, and leaders. The Willingboro School District will ensure that the length of the day for students is a minimum of four hours. The district will shift the calendar in order to accommodate the coordination of the move from brick and mortar classrooms to virtual learning.

The virtual instructional program for the 2022- 2023 school year will maximize flexibility in planning and instruction for students and teachers. Teachers will provide grade-level rigorous and relevant instruction with the appropriate support to produce successful outcomes.

The instructional model will:

1. Ensure that major standards are taught through the implementation of revised curriculum pacing guides;
2. Ensure that the curriculum guides include outcomes, tasks, and strategies to meet the needs of all learners;
3. Ensure that face to face instructional time with teachers is maximized to the fullest extent possible;
4. Ensure that virtual learning environments are maximized to include contact time with teachers;
5. Ensure that progress monitoring (formative assessment) occurs frequently to assess the progress of students;
6. Ensure that data is analyzed regularly to determine if modifications are needed to curriculum

- pacing guides, instruction, and/or assessments;
7. Include the implementation of a new lesson plan template that contains the essential elements of the lesson design process;
 8. Provide differentiated materials, accommodations, and modifications where appropriate to support the needs of all learners;
 9. Ensure that lessons are relevant, rigorous, and grade-level appropriate;
 10. Ensure that data is used to inform small group instruction (grouping of students, academic support, and assessment criteria).

The district will make every effort to ensure that when students are learning virtually, they are provided with engaging and authentic experiences.

MEASURING STUDENT LEARNING

To develop activities for our students, we must design multiple-measure examinations for them. Our success depends on speaking the same language. The district's Instructional Manual will feature a Taxonomy of Learning to help staff speak about formative assessments, direct instruction, constructed response, etc.

The Universal Grading Policy(UGP) will outline how students should be assessed across subjects and grade levels. The UGP will ensure consistency of grading practices across the district and will include a provision for reassessment. When examining the need to prepare our students for college and career readiness, we must remember that, as adults, we are often provided with multiple opportunities to take performance and summative assessments. One well-known example is the multiple measures that are used to determine who receives driving privileges in our country. Every individual desirous of obtaining a driver's license must sit for a summative examination (a written test) that assesses a person's basic knowledge of the rules of the road. If successfully passed, individuals are able to schedule a performance assessment (a road test) that measures how well they can apply the information previously learned.

INTERNET ACCESS AND DEVICE AVAILABILITY FOR STUDENTS

As per the Road Back: Restart and Recovery (NJDOE, June 2020), each school district should strive to ensure that every student has access to a device and internet connectivity. Districts should prioritize the provision of technology, or, alternatively, in-person instruction, to students that are otherwise without access and should include in their reopening plan the steps taken to address the technology need and how it will be resolved as soon as possible.

A survey sent to parents/guardians on July 16, 2020, included a question related to internet connectivity. One thousand two hundred and seventy-one (1,271) parents/guardians responded, and 12 indicated that they do not have internet access. The district will assist parents/guardians who do not have internet access by providing "hot spots."

The July 16, 2020 parent survey indicated that 259 out of the 1,271 respondents required technology training (as of July 23, 2020). The district created training videos for parents/guardians and students and posted them on the district's website.

The Willingboro Public School District intends to give each student their own personal electronic device. At the beginning of the new school year, each student in grades kindergarten through twelve will be given a computer. Under this contingency plan for virtual and remote education, all students will be given the means

to complete their schoolwork from the comfort of their own homes, should that become necessary for any number of reasons.

SUPPLEMENTAL EDUCATIONAL SUPPORTS

While students are participating in remote learning, the District will continue its after-school virtual tutoring program to the greatest extent possible given the circumstances. Possible aids for students include longer learning time under Title I, credit recovery for those who need it in high school, and accelerated learning for those who meet a specific criteria.

SPECIAL EDUCATION NEEDS

As per the Road Back: Restart and Recovery (NJDOE, June 2020), districts must continue to meet their obligations to students with disabilities to the greatest extent possible. Specific strategies and considerations for students with disabilities must be critical points of discussion for every return-to school scenario.

The district will arrange for special education students in grades PreK-12 to participate in online classes every day in an effort to accommodate their individual needs. If students with IEPs attend school on a regular basis (i.e., five days per week), they will have access to the related services specified in those plans.

- General education/special education teachers and related service providers will work with families to address students' individual needs.
- IEP teams will utilize consistent data collection along with other information to determine if compensatory services are required.
- The district will continue to identify, locate, and evaluate students suspected of having disabilities and needing special education services.
- The Office of Special Education will conduct evaluations for students eligible for special education and related services.
- IEP team members will contact parents and monitor special education services to determine progress toward students' IEP goals.
- Family outreach and education will be provided to support families' understanding of students returning to full in-person instruction in September 2021.
- Equity in the provision of technology devices and internet access for exceptional learners will be ensured.

CST and IEP

The District conducts Individualized Education Plan (IEP) meetings with families virtually during in person instruction and will continue to do so during remote learning. Child Study Team (CST) members will continue outreach to families via Google Meet and email to ensure continued support for special education students.

RELATED SERVICES

The District intends to offer related services as per students' IEPs (Individualized Education Plan) via Google Meet.

SUPPORT SERVICES

The district will actively work to provide support services to students. Counselors will conduct social and emotional learning. These sessions will be conducted via Google Meet. In addition, students will be able to have counseling services in breakout rooms in Google Meet as needed.

ENGLISH LANGUAGE LEARNERS

The Willingboro Public Schools will utilize Google Translate and Remind as needed to translate any communications, materials, and directions for our ELL students. Several how-to videos have been created/recorded/shared with ELL students and their families. These videos will focus on educational technology tools to assist with distance learning. Instructional materials used (National Geographic Cengage series, IXL, ReadTheory, readWorks, Learning A-Z) all have built-in resources such as leveled text sets, embedded audio, and translations that assist with the differentiation for our ELL students.

The district is committed to serving our English Language Learners. Staff will continue to implement instructional strategies to address the academic and language needs of ELL students. In addition, district leaders and school support staff will continue to partner with families to provide resources and tools to ensure the academic success of ELL students.

- Bilingual and ESL services will be offered to all eligible students.
- Bilingual and ESL teachers will collaborate and plan tailored lessons to meet the needs of English Language Learners.
- Lessons will focus on helping students develop their skills in the areas of listening, speaking, reading and writing with specific focus placed on developing speaking skills.
- The district's website will continue to offer parents information on parent/community events, as well as tools to further support students. Information on the webpage is made available in multiple languages. Instructional videos posted on the district's website will be provided in multiple languages.
- Adult English as a Second Language (ESL) classes will be provided to assist parents in learning English.
- After-school English language development programs will continue to be offered to further advance students' acquisition of English.
- Equity in the provision of technology devices and internet access for ELLs will be ensured.

ATTENDANCE

The district expects all students to join Google Classroom remotely and participate in classroom instruction. Teachers will record attendance during the first 15 minutes of class. Students/Parents must log into Genesis to record attendance as tardy if students miss the first 15 minutes of class. The attached link provides instructions for logging into Genesis to record attendance ([Video Link](#)).

The steps to recording attendance are as follows:

1. Students must log into their homeroom (through Google Meets) between 8:15 a.m. and 8:30 a.m. The homeroom teacher will record attendance. Students who do not log into the homeroom, will be marked absent.
2. Students or parents/guardians must log into Genesis to record attendance after 8:30 a.m. and before 3:00 p.m. and click "Tardy"
3. All teachers will be required to maintain an attendance record book for each class.
4. A student whose attendance is marked "Tardy" for the day is subject to having his/her attendance confirmed through a review of the attendance record books of all teachers assigned to the student.

Daily attendance will be reviewed by school attendance clerks, who will make verification phone calls to parents/guardians of students who were marked absent on the previous day. The names of students whom attendance clerks are unable to contact will be provided to the district's attendance officers to initiate a chronic absenteeism investigation. Parents/Guardians and students are encouraged to contact the school if they are experiencing problems with recording attendance.

SCHOOL LUNCH MEALS

The district participates in the National School Breakfast and Lunch Programs. In the event that this plan is implemented, the district will provide meals to families. This process will include sending families a reminder notification for weekly requests for meals. Once ordered, meals will be available once a week with a school week's worth of meals per enrolled student. These meals will conform to the requirements of national school meal programs, including availability of milk. Meals will only be available by pickup.

FACILITIES PLAN

Depending on the nature of the emergency situation that necessitates remote learning, the District will maintain the facilities during the term of remote learning. The cleaning staff will continue to disinfect and clean surfaces. This approach will guarantee that our building is always ready for students..

ESSENTIAL EMPLOYEES

According to the U.S. Department of Homeland Security, essential employees are individuals who provide a variety of tasks and services vital to the organization's continued functioning. The district has assessed which personnel are important throughout the transition from traditional to online education. It is envisaged that all administrative, facilities, and nursing personnel will be deemed indispensable.

ADDITIONAL INFORMATION

COMMUNICATION WITH FAMILIES

The District remains committed to communication and transparency. This plan will be posted on the [district's website](#). In addition to the posting of this plan, the district will provide communication via a letter, phone call, and email 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.

The school district will make use of every method that is currently in operation and available in order to communicate with our families about the necessity of moving to remote learning, the reasons for doing so, the anticipated duration, if known, the expectations for learning and support of students, and any other information that is relevant. This will take place during the transition from traditional classroom settings to online learning.

SOCIAL AND EMOTIONAL HEALTH OF STAFF AND STUDENTS

The district will focus on the health and wellness of both students and staff through Trauma Infused Learning, restorative practices, counseling, and support programs.

Teachers were provided with training on Trauma Infused Learning in the 2019-2020 school year. The district will continue to implement the strategies taught during the training sessions. Teachers have been exposed to restorative practices in the 2020-2021 school year. The International Institute for Restorative Practices (IIRP) defines restorative practices as a social science that studies how to build social capital and achieve social discipline through participatory learning and decision making. The use of restorative practices helps to:

- Reduce bullying
- Improve human behavior
- Strengthen civil society
- Provide effective leadership
- Restore relationships
- Repair harm (Source: International Institute for Restorative Practices-website).

EXTRACURRICULAR ACTIVITIES AND USE OF FACILITIES OUTSIDE OF SCHOOL HOURS

As per the Road Back: Restart and Recovery (NJDOE, June 2020), all extracurricular activities must comply with applicable social distancing requirements and hygiene protocol. External community organizations that use school facilities must follow district guidance on health and safety protocols.

Sports and extracurricular activities are an important part of our students' physical, social, and emotional well-being. The benefits of these activities are numerous. However, the safety challenges of COVID-19 will still exist during the transition to online learning. With this in mind, the district's first priority is the safety of students and staff. In an effort to protect students and staff, the district will

not permit in person extracurricular activities and middle school sports until further notice. This matter will be revisited after school observation data indicates that face to face interaction adheres consistently to social distancing guidelines. During this time period, some extracurricular activities will continue to be conducted via Google Meet.

FAMILY HELPDESK AND SUPPORT

The current COVID-19 pandemic has affected the families of Willingboro in many ways. In regards to education, families must have real-time access to health/safety and instruction/assessment information. The district will provide parents/guardians with timely updates regarding the reopening plan and student wellness. In addition, administrators and a district help desk will be available for parents and students to assist with educational and technological questions.

The Supervisor of Guidance/Family Liaison will schedule monthly virtual training sessions for parents/guardians that cover topics ranging from health and wellness to curriculum, instruction, and assessment. The district will work toward implementing virtual family support groups to discuss school-related topics.

COMMUNITY PROGRAMS

The school district is going to develop a collaboration with the local health department in order to help provide information to our parents about the factors that contributed to the school system's shift to remote learning. The district will provide assistance to employees in their search for childcare resource options. This will help the district maintain the consistency of its educational programming.

TRANSPORTATION

As per the Road Back: Restart and Recovery (NJDOE, June 2020), school districts should maintain social distancing practices on buses to the maximum extent practicable and adopt best practices for cleaning and disinfecting all vehicles used for transporting students. If maintaining social distance is not possible, all students who are able must wear face coverings while on buses.

The district will ensure that safety protocols and procedures are followed by students and drivers while on district buses. The district will strive to maintain a bus occupancy of no more than 30 students whenever possible.

If the move to online education is successful, there will no longer be a demand for children to receive transportation to and from school.

RESOURCES

- Burlington Township Schools Emergency Virtual Remote Learning
- Willingboro Public Schools Reopening Plan 2020-2021
- Philadelphia Public Schools