



Willingboro Public Schools

Where Excellence is the Expectation

ALICIA D. BIDDLE
PRINCIPAL

ALTERNATIVE EDUCATION PROGRAM
56 BROOKLAWN DRIVE
(609) 835-8950

August 2020

Dear Alternative School Family:

The 2020 school year is quickly approaching. As we plan for a safe and successful 2020-2021 we are approaching this year with an enormous sense of responsibility for the health and well-being of our students, families, and staff. **The official first day of school is Tuesday, September 8th.** To start the school year, all Willingboro schools will utilize a distance learning model, which means instruction will occur in an all-virtual learning environment. Distance learning is scheduled to occur for the first marking period- **September 8, 2020, through November 18, 2020.** The school day will begin at 8:30 a.m. and conclude at 1:30 p.m. **At the Alternative School there is a Mandatory homeroom check in at 8:15am with Ms. Coleman and Mr. Cagle. They will send an invite to their Google Homeroom for check in.**

Annually, lunch applications are critical to our district funding and this year is no different. Parents, we need your help with this very important matter. All families are asked to complete a lunch application, whether or not you believe your child will take advantage of school-sponsored lunch programs. These forms can be found in the Genesis system and can be provided for manual completion upon request.

Below is information that will support our mission to have a successful and safe school year. Please read each section carefully.

Student Supply Lists: Teachers will send a supply list for the upcoming school year with their welcome letters. The items were recommended to aid students in organizing their instructional materials and completing tasks at home.

Student Chromebook Distribution: Student Chromebooks will be distributed beginning the week of August 24th. You will be contacted by the district's technology department with information pertaining to picking up and/or replacing Chromebooks. All students will be required to use a district-issued Chromebook. Our goal is to ensure that every student has a Chromebook prior to the start of the school year on September 8th. Additionally, all student passwords will be reset prior to the start of the year. Parents will receive a temporary password for their child's account during the week of August 31st.

Virtual Learning:



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- Students should check-in with Ms. Coleman and Mr. Cagle between 8:15 a.m. -8:25a.m. During that time Mr. Cagle will record daily attendance and they will conduct a Morning Meeting. This attendance is MANDATORY.
- Instruction will be delivered via a mixture of asynchronous (screencasts, documents, self-pacing learning, etc.) and synchronous (live virtual) sessions.
- Screen Break (10 min.) times will be built into the instructional schedule.
- Students (and/or parents/guardians depending on the grade level) should contact the teacher via email or Google Meet/Hangout with questions or concerns regarding assignments.
- **When engaging in virtual learning, it is important to remember that the same rules apply to a virtual classroom as to the physical classroom. Your camera must be on at all times and you must be dressed appropriately.**
- If a student is participating in a "live" lesson, once class begins, the microphone must be muted. When the student wants to speak, he/she must un-mute the microphone.

Student Attendance: The 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 who 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.

Breakfast/Lunch:

- There will be 2 serving sites beginning Tuesday, 9/8/20. These sites will be Memorial Middle School and Levitt Intermediate.
 - Schools are assigned as follows:
 - Memorial Middle (Memorial, Hawthorne, Garfield East, Alternate)
 - Levitt Intermediate (Levitt, WR James, High School, Twin Hills, Stuart and Baneker Schools)
- Meal service times will be 8:00 am-2:00 pm.
- Available meals will be Breakfast, Lunch, and Afterschool Snack.
- Students (and parents/guardians) in specific schools will only be allowed to pick up meals at their assigned pick up location.

Technology Issues/Repairs: All students who have a broken or otherwise non-working device will fill out the WPS Chromebook Repair Form. A member of the Technology Department will contact the student or parent/guardian to arrange a time to drop off the broken device and pick up a new one.



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Non-essential Visitors and Volunteers: Non-essential visitors and/or volunteers will not be permitted to enter the school until further notice.

Social Distancing: 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 requires 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.

School Visits: Parents and guardians will be asked to schedule appointments to visit with the school. *Please call 609-835-8950 ext. 4000. Or you can email Ms. Daniels, School Secretary at ddaniels@wboe.net.* 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 listed on the following chart (Covid-19 Symptoms Chart). In addition, a temperature check will be conducted and if the reading is 100.4°F or above, the entry would not be permitted.

Immunizations: There will be no grace period for immunizations. Students who do not have the required immunizations will be excluded from school.

Virtual Back-to-School Night: Virtual Back-to-School Night will be held on Tuesday, October 6th, 2020. (More information to come)

We look forward to having another successful school. Please feel free to contact me at 609-835-8950 ext. 4002, if you have any questions or concerns.

Educationally Yours,

Alicia D. Biddle
Principal
Willingboro Alternative School