



WESTAMPTON TOWNSHIP  
PUBLIC SCHOOLS  
**REMOTE LEARNING PLAN**

Updated

March 21, 2020

**The Westampton Township Board of Education recognizes that events could occur that would require the closing of the physical school building or buildings. This plan is designed to meet the needs of all students through remote learning using various hard and digital resources, as well as varied options for communication between staff and students/parents.**

### Overview of Plan Functionality

In the event of an extended closure and the implementation of the Remote Learning Plan, global parent communications would go out informing parents that the plan is in effect. Parents will have the following information available to them:

- 1 – Directions for accessing daily, grade level specific lesson plans that include all NJSLs subject areas through the district website.
- 2 – Directions for accessing weekly enrichment activities for students that have additional support programs or accelerated programs.
- 3 – Directions for accessing supportive materials provided by our Guidance Counselors, CST, nurses, etc. to help parents address any social or emotional challenges encountered during the closure.
- 4 – Various contact options for parents and students to communicate with teachers and administrators including, but not limited to, Remind communication app, Google Classroom, and teacher email.

By accessing the district website, students and parents would use links to see the daily lesson plans and assignments. Teachers have populated these plans with a combination of several resources, including:

- Directions to the Teacher's Google Classroom for specific assignments
- Links to subscription resources that the students have used in school, with directions for specific tasks selected by the teacher
- Links to other web resources for reading articles, viewing videos, etc.
- Directions referencing hard resources that have been distributed to students prior to closure. For example, the 7<sup>th</sup> grade novel or the math text book.
- Links to digital resources such as documents or forms that the teacher has created and uploaded to be available.

Parents and students will simply navigate to the website, select their grade level and teacher from a list and see the daily plan. Everything will be accessible there via hyperlinks.

Teachers will be responsible for regular communication with their students to encourage completion of assignments, provide feedback, and answer questions. A HelpDesk will be available for any technology issues, available by email.

### Plans to ensure Equitable Access and Continuation of Program

#### **Equitable Access**

Computer Devices – Westampton Township Schools has a 1-1 student to computer ratio. While the devices do not normally leave the school, there is a process in place for parents to borrow a Chromebook as they would a library book. There is no charge to the parent, no cost of insurance, and no sign-off required that makes them financially responsible for any damage, unless the device is maliciously and intentionally damaged. We have already identified parents that would benefit from this program and the internal protocols are in place to get them devices in the event of a closure.

WiFi Accessibility - Westampton Township Public Schools has a contract with a company called Kajeet. Kajeet is a package device/data plan that would be provided to parents that did not have access to WiFi. The Kajeet HotSpot is the device that would provide internet access to households of Westampton students through a data plan with Verizon Wireless. The devices are owned by the district and the district pays the monthly data plan, so there is no financial commitment from the families. We have already identified parents that would benefit from this program and the internal protocols are in place to get them devices in the event of a closure.

#### **Continuation of Program**

Special Education Classrooms – Our special education teachers have had input in all lesson planning for remote learning to ensure that individual students have the proper supports and modifications that they need and/or are required in their IEP for classroom instruction. Our self-contained special education classrooms have designed remote learning plans separate from their grade level peers to ensure that appropriate and supportive daily activities are available for this population.

Special Education Related Services – Any service for our special education population that cannot be delivered remotely due to its purpose and activity (i.e. physical therapy, occupational therapy, etc.) and was scheduled but not performed during the closure would be documented and made up upon return, similarly to a snow day or a student absence. Protocols are in place to accurately document any missed services.

Free and Reduced Lunch Students – Recognizing that school is often the best chance some of our students have for a nutritious lunch and breakfast, Westampton Township Public Schools has a plan in place to ensure that both Lunch and Breakfast are available during a remote learning event. ALL

parents have been afforded the opportunity to have lunch and breakfast available off site. This is done to provide a service for the entire community but particularly to avoid overtly identifying our free and reduced lunch population. Protocols are in place to identify any family that would like to take part in the program, offering either lunch, breakfast, or both with two options for lunch. In the event of a closure with remote learning taking place, our school cafeteria would make the proper quantity and type of bag lunches (grab and go style) that also included the next morning's breakfast. Parents that are participating are grouped by bus route and the meals would be delivered to the students' regular bus stop at a time that has been communicated. The staff on the bus would note, per National School Lunch Program guidelines, who has been provided a meal. Upon the re-opening of school, the business office would arrange for the charging of meals to those parents that participated but are not eligible for free meals, so that no cash was involved on the bus routes.

### **Essential Personnel**

In consultation with the Office of Emergency Management for Westampton Township and the Westampton Township Police Department, the following personnel are deemed essential to the continued operation of the school district and potentially still need to have a physical presence at district locations:

Administrative staff including Superintendent, Building and Special Service administrators, and Business Office may need occasional access to the sites to ensure equitable access to the curriculum during remote learning and the continuation of business aspects of the district.

Cafeteria staff will need weekly access to the cafeteria only to ensure breakfast and lunch are ready for deliveries as noted above

Minimal Support staff will need weekly access to the exterior of the cafeteria to assist in loading buses with food deliveries and making the deliveries.

Custodial staff will need daily access on a reduced, rotating schedule to ensure that the cafeteria facilities are cleaned after weekly preparations, that the building is secure, and that classrooms and other areas of the building are responding well to the climate and would be healthy for students and staff to return. This would include walkthroughs to identify water intrusion, climate checks to ensure humidity is in check, the checking of proper airflow in classrooms, an extensive cleaning of 1 to 2 classrooms a day, etc.