

## West Deptford School District - Working DRAFT Distance Learning Day Plan

**Pandemic Managers - Greg Cappello and Myron Hall**

**Education Continuity Managers - Shawnequa Carvalho and Kim Seifring**

**Nutrition Program Managers - Alicia Keen and Myron Hall**

**Communications/Technology Managers - Tom Tucci and Carolyn Jefferson**

**Notification Team - Central Administration and Principals**

**Police/Public Safety Liaison - Chris Trampe and Bill Thompson**

### District Demographics:

	Number	Percentage
<b>Students Total</b>	<b>2,995</b>	
<b>PreSchool</b>	<b>177</b>	<b>6%</b>
<b>K-4</b>	<b>1053</b>	<b>35%</b>
<b>5-8</b>	<b>868</b>	<b>29%</b>
<b>9-12</b>	<b>840</b>	<b>28%</b>
<b>Out of District</b>	<b>57</b>	<b>2%</b>
<b>Homeless</b>	<b>24</b>	<b>0.8%</b>
<b>Low Socioeconomic</b>	<b>659 Free 158 Reduced 817 Total</b>	<b>21.84% 5.24% 27.08%</b>
<b>Students with Disabilities</b>	<b>567</b>	<b>18.8%</b>
<b>English Language Learners</b>	<b>19</b>	<b>0.6%</b>
<b>Students Connected</b>	<b>2660</b>	<b>89%</b>
<b>Students not Connected</b>	<b>335</b>	<b>11%</b>

PowerSchool connection results collected during the 19-20 Re-enrollment process and updated following voice survey performed on March 14, 2020.

## 1. Equitable Access

- Grades PreK-4 - no devices needed - teacher-created work packets will be pdf's, links will be available on website for download, paper packets will be available for pickup in grade level-specific plastic bins at Central Office Monday 3/16/20 and upon request thereafter. Delivery could also be an option upon request.
- A technology survey was completed on March 13, 2020 to any family whose connection status at home was still unknown.
- Grades 5-12 - 1:1 devices (already issued); no hotspots distributed unless requested by parent (10 Verizon hotspots available for distribution if requested, but at this point we have not heard of any students currently having issues connecting at home to do homework).
- Infosnap survey results pertaining to student Internet access from home is now available to teachers in PowerTeacher.
- Distance Learning Day page on all school websites with links to school work, FAQ's, contact information for all departments, lunch information, etc.
- District website for home Internet accessibility  
<https://wdeptford.k12.nj.us/cms/One.aspx?portalId=3543&pageId=41369984>
- Technology support request form for students\parents needing help from home  
[https://docs.google.com/forms/d/1s54H0sPSty\\_c3CRus4eZfSiWADniP5z4I9roiDSXazQ/edit](https://docs.google.com/forms/d/1s54H0sPSty_c3CRus4eZfSiWADniP5z4I9roiDSXazQ/edit)

## 2. Learning Platform

- Google Hangouts will be enabled for all students Grades 5-12 to enable students and teachers to communicate.
- All teachers have District websites and the ability to post links online.
- For Grades 1-12, these sites may be utilized: Pearson Realize, Google Classroom, Google Docs, Google Hangouts, LinkIt Test Taker, Teacher Approved YouTube excerpts, Envisions, Khan Academy, YouTube, Moodle, Screenify, Go Guardian.
- Learning packets for PreK-4 available at Central Office.
- Website Link for instruction Materials PK-4  
<https://www.wdeptford.k12.nj.us/cms/One.aspx?portalId=3543&pageId=41290743>

## 3. Curriculum

- Inservice for all staff on Friday 3/13/20 dedicated to address teacher planning and preparation.
- Sent document to all staff with recommendations for how to plan.

- Inservice time dedicated to let staff prepare and get help from Admins as needed.
- See attached PDF (West Deptford Elementary School Distance Learning Plan 2020 Reference).
- Sent a letter to parents that explained guidelines and expectations for WDHS distance learning plans.  
[http://wdeptfordhs.ss9.sharpschool.com/UserFiles/Servers/Server\\_3602/File/SUmmmer%20Mailing%2019-20NewFolder/Brian%20Remote.pdf](http://wdeptfordhs.ss9.sharpschool.com/UserFiles/Servers/Server_3602/File/SUmmmer%20Mailing%2019-20NewFolder/Brian%20Remote.pdf) Administration and Counselors will be reaching out to homes of students who are not participating on our programs and to provide additional supports.
- Home instruction will be suspended - homebound students will be required to complete the same work as all other students if we are shut down (online/packets).

#### 4. Special Needs

- Students in ICR classes and RC should be able to complete lessons in the same format. Special Needs teachers offer video clips on how to access different extensions or features on Chromebooks (ex: Google Read-to-Me).
- We have Learning Ally which provides audiobooks. This can be used in grades 3-HS. This could help any 504 or IEP student with a weakness in reading.
- MD (grades 5-8) - seek teacher input; teachers will determine what types of assignments the students can handle via Chromebooks.
- CBI (grades 9-12) - Fast forward is a web-based system for literacy; students should have access to this from home; a combination of Chromebooks and perhaps some work packets.
- Makeup all services upon return including OT and Speech Services.
- Out of District Placements - if they are open, we will be bussing students. Contact information is shared with transportation and the Special Education Department.
- IEP meetings are permitted to be held via conference call/Google Hangout. Meetings currently scheduled for the next two weeks will be rescheduled. If school closure continues the week of March 30th on, parents will be given the option to reschedule their meeting or participate in a Google Meet type meeting. All teachers would still need to be present in the Google Meet. If a parent would like a draft copy of the IEP, case managers can forward a PDF of the draft via email prior to the meeting.
- Social workers will be permitted to continue with their evaluation schedule but will complete the parent interviews via phone calls. All other evaluations will be completed once schools re-open. CST personnel are taking home all scored protocols to complete report writing during closure.
- CST Members, Special Education Teachers, and Administrators will contact parents via email and telephone on a minimum of a weekly basis to discuss support at home. A list of suggested questions will be provided to the teachers. Furthermore, teachers will be provided with information on how to use Google

Voice in case they do not want families having their private phone number. This must be logged.

- Primary contact with the Out-of-District setting occurs with the case manager assigned to that location. All correspondence from settings will be forwarded to Director of Special Education and Transportation Coordinator.
- The District does not currently have any students in Out-of-District settings with a Native Language other than English.
- The District has one student that is considered medically fragile. This student is in a residential setting. We have a few students that have nurses during the school day, but those families also have nursing services for non-school hours.
- Nurses will check in with parents of medically fragile students daily and advise with needs. The Director of Special Education will be advised of any issues.
- If Out-of-District settings remain open while West Deptford School District is closed, West Deptford School District will continue to transport to Out-of-District settings. Currently, a shared document is being utilized with Central Administration, Transportation, and Child Study Team members to ensure all key stakeholders have access to the same up-to-date information.
- Aforementioned shared document will be utilized to inform vendors when Out-of-District settings are no longer open.

#### **5. Nutrition - Free/Reduced Lunch**

- **SFA Name:** West Deptford School District
- **Agreement #:** 01505620
- **Date Meal Distribution will begin:** Monday, March 16, 2020
- **Date Meal Distribution will end:** Meal distribution will continue M-F for as long as our schools are closed (tentatively through March 30, 2020)
- **Schools/Sites where distribution of meals will take place:** Middle School, Green-Fields Elementary, Oakview Elementary, Red Bank Elementary – students may go to the location closest to their home to pick-up meals – schedule for meal pick up times is posted on our website and has been communicated with parents through email as well.
- **Meals to be claimed for reimbursement per day:** Two meals per day (breakfast and lunch)

**Outline of the SFA's method(s) for meal distribution, including meal content and meal counting and claiming procedure. If the SFA plans to provide meals for multiple days, please outline the plan below. Include how all food safety requirements will be met.**

#### **Meal Content:**

Breakfast – Cereal/Pop Tart/graham crackers, juice, milk

Lunch – Nut-free peanut butter & jelly sandwich, fruit, juice, milk

**Meal counting** – rosters will be used at each location – meals claimed will be marked off for each student at each pickup

**Claiming procedure** – at the end of each day, information from rosters will be collected and entered into our PaySchools system for meal counting and claiming

Upon guidance from County, we will only provide one breakfast and one lunch to each student once per day (multiple days will not be provided)

**Food safety requirements** - These will be met by washing hands frequently, wearing gloves, hairnets and any other recommended protective equipment while handling and preparing food; most food is pre-packaged.

**Procedure:**

- Send SchoolMessenger (text, audio, email, and social media post) to all Free/Reduced families specifying multiple locations around town (WDMS, GFES, OVES, RBES) and multiple times where breakfast and lunches can be picked up.
- District-wide Master Eligibility Lists will be available at all 4 pick-up locations. Students receiving lunches will be manually marked on these sheets and then entered into PaySchools at the end of each day.
- Delivery will be an option for anyone that needs it via a cafeteria hotline - parents may call 856-384-2607 for questions or to arrange delivery service if they are unable to come in to pick up food.
- Cafeteria staff will come in and prep bagged lunches.
- Breakfast & lunch will be picked up at the same time.
- Meals must be prepared and offered on a daily basis - multiple day pick-ups are not permitted.
- We have 2 school delivery vans that will be used to distribute and deliver food.
- Nutrition Information Website  
<https://www.wdeptford.k12.nj.us/cms/One.aspx?portalId=3543&pageId=41290613>

Pickups in the Building Parking Lots. Parents/students may pick up at any location (closest to their home). Staff will have lists of students on Free/Reduced lunch.

- Middle School 9:00am - 9:45am
- Oakview 9:00am - 9:45am
- Green-Fields 10:00am - 10:45am
- Red Bank 10:00am - 10:45am

## 6. Personnel

- All contracted employees will receive their normal pay whether or not they are in the building. Hourly employees will be paid as they are working (submit time-cards) - still waiting on DOE/DOL guidance.
- Central Office Administration/Administrative Assistants and Building Administrators/Administrative Assistants will not report to work each day unless there is a major need - length of workday to be determined as we see what is needed.
- Technology Department reports to work each day remotely; able to work on site as needed.
- Teachers will work remotely planning, grading, and being available via Google Hangouts to answer student questions.
- Guidance Counselors available via distance learning to support students.
- CST/Related Services work remotely.
- Nurses are on-call as needed, working remotely - completing PD Videos
- Aides work remotely - completing PD videos.
- Transportation Department
  - On call. Working remotely on training.
  - Deliver meals to F/R students as needed.
  - Transport students to OOD schools that are still open if needed.
- Young Eagles Program workers will be performing PD remotely
- Long-Term Replacement Teachers - distance learning - paid for days they work
- Day-to-day Substitutes - *Unpaid* - canceled all jobs in Frontline - do not need

Essential staff that will be present each day - Facilities and Food Service:

- Maintenance/Facilities will report to work each day.
  - Deep clean each building
  - Help deliver meals to F/R students if needed
- Cafeteria Workers will report to WDMS daily to prepare meals.

## 7. Technology Department

- Will set up hotline to remotely address tech problems on student/teacher devices: [https://docs.google.com/forms/d/1s54H0sPSty\\_c3CRus4eZfSiWADniP5z4I9roiDSXazQ/edit](https://docs.google.com/forms/d/1s54H0sPSty_c3CRus4eZfSiWADniP5z4I9roiDSXazQ/edit)
- Will host websites for help with issues.
- Will report to work and help with hotline calls and tech support.