

Pitman Public School District

Virtual/Remote Instruction Plan for the 2024/2025 School Year

This plan will be implemented in the event of a district closure lasting more than three consecutive school days due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure. The superintendent will consult with the board of education, if practicable, prior to implementing the school district's plan of virtual or remote instruction.

A day of virtual or remote instruction, if instituted under this plan approved by the Commissioner of Education, is considered the equivalent of a full day of school attendance for the purposes of meeting State and local graduation requirements, awarding of course credit, and such other matters as determined by the Commissioner of Education.

Equitable Access and Opportunity to Instruction

Should the need to close the district arise, all students will use their district-issued Chromebooks to attend virtual learning provided by their classroom teachers. Throughout school closures, Pitman school teachers will continue to provide students with instruction, within 24 hours of school and or district closing, that is designed to build upon the learning trajectory already established in the classroom. Teachers will be required to create virtual classrooms utilizing the Google Meet platform and schedule sessions within the allotted time based on their school schedules. **The District will work with students who do not have internet access in their home to identify and provide alternative accessibility measures as available.**

The teaching and learning plan for each day will typically mirror the student's in-person schedule and there will be time between these sessions for children to apply their learning to independent work. Students requiring additional support will be provided with this remotely by their class teacher or other staff members using 1:1 video sessions, phone calls or the chat function on our learning platforms.

Technology Assistance via Remote Learning:

For technology needs during remote learning, parents/guardians/students are to contact the Pitman Schools Technology Helpdesk at pitmanpublicschools.freshservice.com. District personnel will monitor this information Monday through Friday, from 8am - 3pm and will respond to tickets exclusively through email. In the event a Chromebook or other device needs to be repaired, the Office of Technology will coordinate a date and time to pick up technology from the student's respective school.

Addressing Special Education Needs

The Pitman School District will continue to provide instruction for students receiving special education and related services. Services may differ for individual students; however, the list below outlines the methods in which student shall be provided Special Education and Related Services:

- **Instruction should be tailored to the student's individual needs in a most appropriate method for remote learning. Appropriate accommodations and modifications will be made for students based on their IEP and individual needs in all classes.**
- **IEP implementation and progress reporting will continue to be monitored and tracked through the district's online IEP program.**
- **CST & Related Service Providers will be available each instructional day based on their assigned school hours. CST and Related Service Providers will check in with the teachers on their caseload, at minimum, once a week. They will also check in with families and students on their caseload frequently to ensure services are implemented in accordance with the IEPs to the greatest extent possible.**
- **Related Services will be provided through Google Meet as appropriate and as required by the student's IEP, and to the greatest extent possible. Services will be provided individually or in a small group for designated services. Related Service Providers will document services offered, services provided, and student progress towards their Individual Education Plan Goals and Objectives.**
- **Evaluations and other meetings to identify, evaluate and/or re-evaluate students with disabilities will be conducted virtually.**

Addressing English Language Learners (ELL) Plan Needs

- **The ELL program for the Pitman School District will be aligned with State and Federal requirements to meet the needs of English Language Learners.**
- **The district will ensure that all English Language Learners have internet access at home and an available chromebook.**
- **The district ESL Teacher will hold live, virtual classes each day using Google Meet for all students during the designated time period. Differentiated instruction will be utilized for all ELL learners to ensure equitable access to technology and the district's curriculum.**
- **The ELL teacher will communicate with families of ELL students including providing translation materials, interpretative services, and literacy level appropriate information.**
- **English Language Learners will be provided with after school translation support in their language through a district teacher.**
- **The ESL Teacher will monitor on a weekly basis all students who do not turn in work or have not been responsive. The ESL teacher will follow up with the appropriate teachers to modify assignment expectations and break down tasks for students, as needed.**
- **The ESL Teacher will meet weekly to discuss student progress. This time is also used as collaboration time to share insights, apps, lesson ideas, etc.**
- **Training and/or resources for staff on socio-emotional learning, culturally responsive teaching and learning, and trauma-informed teaching for students affected by forced migration from their home country will be made available to staff.**

- The ESL Teacher will provide the appropriate teachers with technology workshops and to assist them with remote learning and offer ideas to enhance learning.

Attendance Plan

- **To ensure that students get credit for “attendance”, as students log in and/or communicate with their teacher via Google Meet during their regularly scheduled class period, the teacher will mark that student “present” in PowerSchool.**
- Teachers will be available to communicate with students/parents throughout the day via video conference as well as email during times when they would normally have class.
- All lessons will be aligned with district-approved curriculum and New Jersey Student Learning Standards. All lessons will have a student learning objective as per district instructional guidelines. All lessons will have means to check for student understanding of that objective and offer specific student feedback.
- **If students are not participating in online instruction and/or submitting assignments the teacher will reach out to the parents and inform the guidance counselor, case manager (if applicable), assistant principal, and/or principal who also follow up via email, phone call, and home visit if needed. Intervention & Referral Services will be initiated as needed.**

Safe Delivery of Meals Plan

In order to continue meal service while moving to fully remote instruction, the following plan has been developed in association with the district’s Food Service Management Company, NutriServe:

Meal Distribution

Meals will be available for all students as identified through the District’s participation in the SSO program.

- **All meals will be prepared and available daily at Pitman High School for students to pick up a grab and-go lunch**
- Distribution will begin on the second day of school closure
- Distribution will end on the last day of school closure 3
- Distribution times will be between 10 am and 12 pm, Monday through Friday except for school holidays and closures

Kitchen Safety/ Food Safety

Kitchen cleanliness and sanitizing will take place daily. The NutriServe staff will complete a review course on the proper food handling techniques and avoiding the spread of illness. The training is in line with the ServSafe standards.

Facilities Plan

Under the direction of the Director of Facilities, custodians would be on site at all district buildings every day performing maintenance and cleaning tasks, as required. **While buildings would remain closed to all students and staff, essential personnel will be on duty each day to help facilitate tech computer replacement/issues or special situations requiring limited building access.**

Essential Employees

In the event of a school closure, the following non-teaching personnel are deemed essential and required to perform specific duties. In developing and updating our emergency preparedness plan, the District considered their own unique and particular circumstances to determine which personnel would be considered essential and need to perform some duties during a closure.

The **superintendent of schools**, to oversee and coordinate operations; the **school business administrator**, to maintain business office operations; staff needed in the preparation or delivery of food; and **custodial and maintenance staff** including the Director of Buildings and **Grounds**, to provide access to district facilities, and to clean and sanitize buildings as needed.

Teachers will begin the virtual school day with an announcement, they will communicate with staff, parents and students and emphasize the importance of teaching and learning expectations to the faculty/staff and students. **Principals** may also add Principal's messages to these routine announcements.

The **Director for Curriculum** and Instruction will monitor lessons, offer "on the spot" professional development and order equipment and resources as needed.

The **Director of Special Services** will facilitate virtual CST meetings, communicate with Special Education and Related Services Staff and ensure that the needs of our Special Education students are fully addressed.

The **Technology team** will be on-site to monitor the Tech Support link for Faculty and Staff and the Parent Tech Help Desk and to troubleshoot any technology issues.

Administrative Assistants will support Administration remotely or on-site as determined by need and circumstance.

Other Considerations

- A. Accelerated learning opportunities
 - Students will be offered extended school day support through tutoring groups and NJSLs will be targeted accordingly to allow for essential standard to be taught.
- B. Social and emotional health of staff and students
 - Guidance counselors will be available to meet with individual students in order to address student's social and emotional health.
 - Teachers will be provided necessary training in order to be able to properly identify students who are experiencing difficulty in dealing with remote learning.

- C. Title I Extended Learning Programs
 - The director of curriculum will ensure that Title I teachers continue to provide Title I services to identified students.
 - Title I teachers will meet regularly with identified students to provide instructional support in areas of need.
- D. 21st Century Community Learning Center Programs
- E. Credit Recovery
 - The high school administration will continue to monitor student attendance and will identify any students who are in danger of exceeding the unexcused absence limitations.
 - Students who are in danger of failing due to absences will be provided the opportunity to make up time and any required course work.
- F. Other Extended Student Learning Opportunities
 - Students will receive support services as needed and based on teacher recommendations and school counselor recommendations.
 - Extended student learning opportunities such as extended day tutoring or extended year tutoring or programming will be provided to students based on student needs and data.
- G. Transportation - NA
- H. Extra-curricular programs
 - The district will follow the protocols established by the NJSIAA with regard to athletic competition for any in season sports.
 - The board of education will consider and make all decisions regarding other extra-curricular activities which will be made available to participating students.
- I. Childcare
 - Before and after school childcare services will be discontinued during periods when schools are closed.
- J. Community programming
 - The board of education will be responsible for determining if community events/activities will be held in the school buildings.
 - If it is decided that the school buildings can be used, all groups will be required to follow appropriate Covid protocols as determined by the New Jersey Department of Health.