



PENNSAUKEN PUBLIC SCHOOLS

ADMINISTRATION OFFICES

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Pennsauken Public Schools Emergency Virtual or Remote Instruction Plan 2024-2025

DISTRICT NAME: Pennsauken Public Schools

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Technology and Connectivity

Technology and Connectivity:

Pennsauken Public Schools provides a Chromebook to every student in grades K through 12. PreK students will receive a tablet. Students in grades 3 - 5 have two chromebooks (one to leave at home and one in the school building). Through the district cellular provider, hotspots can be provided for families in need. All district devices are tracked by the district's SIS system.

Full replacement inventory and technology help are available for students through the Technology Help Center. The Technology Help Center is located at Pennsauken High School, 800 Hylton Road, Pennsauken, NJ, 08110. The Center is open during normal school hours and by appointment. There is a helpdesk email that is monitored constantly throughout the day.

Low cost internet information is provided on the district's website through our Director of Technology.

Delivery of virtual and remote instruction:

- K will receive 3 hours of synchronous instruction through live streaming and with an additional hour for enrichment and intervention to be scheduled as needed with students.
- Remote learners in grades K-5 will receive 4 hours of synchronous instruction through live-streaming with an additional hour for tutoring, enrichment, and intervention to be scheduled as needed.
- Remote learners in grades 6 – 12 will live stream their classes following their course schedule. The

- bell schedule will be adjusted to allow for four hours of synchronous live-streamed instruction.
- Remote schedules for all grades will be available on the district website if needed.
 - The District Media Specialist and Instructional Coaches are available to support district staff with remote learning.
 - Teachers will work in their school buildings pending the nature of the need to transition to full remote learning.
 - Google Classroom will be used from K-12 as the district's Learning Management System. All live-streaming and synchronous instruction will be conducted through Google Meet. Various online platforms will be utilized to support instruction for remote learning days. Various online resources are available including: Reading AtoZ, iXL, Lexia, BrainPop, BrainPop ELL, Gimkit, Screencastify, Kami, EdPuzzle, PearDeck, Gizmos in addition to content based online resources.
 - Communication and collaboration will be available and maintained utilizing district email for staff and students, as well as the online communication tools located in the Google Classroom classroom applications.
 - Parents/Guardians may communicate with all staff, including teachers, utilizing the staff member's district email address.
 - Administrative, Supervisory, and Support staff (Guidance, CST, etc.) communication will be available and maintained utilizing district email and Google Meet.
 - Student progress will be monitored through daily/weekly formative assessment as well as district benchmark and summative assessments. The district will continue to use iXL, Lexia, iReady, and Formative platforms to monitor student growth and progress.
 - Students not meeting with success and/or not handing in assignments will be monitored by the classroom teacher and building administration. Remote learning schedules include teacher office hours and TIE period at all levels (tutoring, intervention, and enrichment). Teachers will make initial parent contact and work with students during their office hours and TIE period. Additional steps taken include the use of school guidance counselors as well as child study team case managers and school administration when appropriate.
 - The district is committed to ensuring that it considers all vulnerable populations within the district who may require special considerations to address issues of equity and access.
 - Attendance will be taken each day during the remote learning period through the district's SIS platform. Buildings using period-based attendance will continue to take attendance by period. Buildings using daily attendance will continue to take daily attendance as they would during a regular school day. Students will be considered present by logging into the online live Google Meet each day through their district email credentials and attending 100% of the live stream instruction.
 - Participation and attendance in all learning platforms is expected. All district attendance policies will remain in place and be followed in regards to promotion, retention, graduation, discipline and other decisions reflecting student performance during the remote learning period.
 - During distance learning, teachers and principals will carefully communicate with students. Students who are not present in any of the remote learning sessions will be contacted by the

teacher. Additional steps taken include the use of school guidance counselors as well as child study team case managers and school nurses, when appropriate.

- Fundamental Guidelines for Curriculum and Instruction have been developed and provided for teachers outlining remote learning expectations.
- Accelerated Learning Opportunities , Extended Day Programs, Extracurricular programs and Credit Recovery programs will run remotely to the extent possible given the nature of the school closure.

Students with Disabilities:

The Pennsauken Public School District will adhere to all the federal Individual with Disabilities Education Act (IDEA) requirements and the New Jersey state special education regulations for all students with disabilities. The special education personnel, principals, school counselors, and the special education department will be clearly communicating with all parents to ensure they are aware of the proper procedures for student referrals and evaluations to determine eligibility for special education and related services or a 504 Plan as required by federal and state law.

- The district will require special education teachers to differentiate instruction to meet the requirements of students' IEPs.
- The district will review all IEP's to maximize the ability to meet the student's needs.
- The district will hold IEP meetings remotely, whenever possible (and as needed) depending on parents' ability to participate.
- The district will review all incoming notifications from the New Jersey Early Intervention System. CST members will evaluate these on a case by case basis and respond accordingly.
- Evaluations that can be completed remotely shall be completed within statutory guidelines.
- IEP/504 accommodations will be provided and identified in the provided online content.
- Communication and collaboration will be available and maintained utilizing district email for staff and students, as well as the online communication tools located in the Google Classroom classroom applications.
- Parents/Guardians may communicate with all staff, including teachers, utilizing the staff member's district email address.
- The district will continue to document IEP implementation. This includes , but is not limited to progress monitoring, tracking of services, and fulfillment of accommodations designated in the IEPs. As necessary and appropriate, documentation will be shared among case managers, special education teachers, therapists, and administrators using district email and shared Google suite programs.
- Administrative, Supervisory, and Support staff (Guidance, CST, etc.) communication will be available and maintained utilizing district email and Google Meet.

The Role of the Child Study Team Case Managers

Case managers will work collaboratively with all families regularly, solicit parent input on and continue to monitor the IEP of their assigned students. Case managers will continue to fulfill their roles under NJAC. 6A:14.

Role of the Special Education Teacher

Special Education Teachers will create modified assignments based on the IEP requirements for students in in-class resource programs for remote instruction. Special Education Teachers who are assigned to pull out resource or self-contained settings will create lessons commensurate with the needs of students in their classroom. Lesson Plans are developed to meet the needs of student IEPs.

Preschool Program

The Pennsauken Public Schools Preschool Program adheres to the required IDEA program standards and guidelines for preschool students with disabilities including related services. Opportunities for inclusion with typically developing peers is provided.

Special Education Out of District School Placements

District child study team case managers will be communicating with parents of students in out of district placements as well as those schools for educational programming purposes and reviewing any needs that exist. Child study case managers will be working with all vendors to coordinate services and consultative services for parents. Compensatory services for any direct related services like speech, occupational and physical therapies, counseling and any others as listed in student IEPs will be reviewed and carefully monitored.

English Language Learners:

- ESL teachers will continue to deliver instructions and services to ML students. ESL teachers will meet with students to provide direct, live instruction and support the district's ESL curriculum as well as content area instruction for general education courses and classes. These services are organized by grade level.

The district communicates with ML families and provides translated materials and directions as follows:

- Translated materials and translators for school meetings and/or instructional matters. • ESL teachers maintain ongoing communication with families to support them through district approved methods.

The district addresses methods of instruction, differentiation, access to technology and strategies to troubleshoot challenges as follows:

- All ML students are provided Chromebooks by the district to access and participate in remote learning platforms if needed.
- ESL teachers maintain constant communication with students and their families to monitor attendance/participation and academic performance.
- ESL teachers are in regular communication with their building principal and department supervisor. • School administrators follow up with families to provide additional opportunities for access.
- The district will require all teachers to differentiate instruction to meet the requirements of ML learners.

Google translate feature will be utilized during Google Meets.

- ESL teachers will continue to work with general education teachers both as push-in in-class support (where available) and to provide appropriate modification for ML students.
- The district will continue to follow the New Jersey Entrance and Exit procedures for MLs to the extent possible given the nature of the school closure.

Safe delivery of meals:

As a part of a county-wide agreement, the district affirms that no matter where the students attend school, **students who live in the district community will be fed in-district**. This includes students in out of district placements, attend districts via school choice, attend private schools or attend another school due to a send/receive relationship.

- Meals will be distributed at Pennsauken High School for all district students while remote learning is in session. Food Service Director, Keith Meloni, Director of Facilities, Dave Wagner, and Superintendent of Schools, Caroline Steer, along with other district staff, will be present at Pennsauken High School every Monday and Thursday to provide meals to anyone who needs them from 6:00 pm- 8:00 pm. On Mondays, parents will pick up meals for Monday, Tuesday and Wednesday. On Thursdays, parents will pick up meals for Thursday and Friday.
- All staff wear masks and gloves. Appropriate markers and ropes will be used to ensure social distancing guidelines are followed. Families receiving meals are expected to wear masks and follow the most recent CDC and NJDOH guidelines.

Department of Agriculture Information

SFA Name: Pennsauken School District

Agreement #: 00704060 (for NSLP, SBP), 07200190 (for Summer Feeding)

Schools/Site where distribution of meals will take place: Pennsauken High School, 800 Hylton Road, Pennsauken, NJ 08110, 6:00 pm - 8:00 pm.

Meals to be claimed for reimbursement per day: Two meals per child per day (breakfast and lunch)

Please outline the SFA's method(s) for meal distribution, including meal content and meal counting and claiming procedure.

- Menu will be driven by the weekly menu of the current cycle and availability.
- CDC regulations and recommendations will be in place to ensure safety of food service workers.
- Guidelines for safety will be followed as stated in the district's Emergency Meal Readiness Plan.
- The Food Service Director will be on site to keep records of meals distributed.
- The Food Service Director will oversee the Food Service Operations and safety standards.
- Students will be provided meals (breakfast and lunch) for all days even days when they are not in school.

Communication Plan to inform community of school shutdown

In the event of a closure, the district will immediately communicate with parents and the community. The district will utilize:

- Phone blast
- Letter
- Announcement on Website
- Communication to parents with updates and reminders of the school status.

Counseling/Social Emotional Considerations

- The district's counselors, child study team members, and nurses will be available on remote learning days. If there are concerns about students' social-emotional needs, parents and students can reach out to them through email.
- All staff will be supported throughout the school year by administration so they can best support students.
- Upon reopening, the district will make considerations to provide support around any possible family related incidents/deaths that students may have experienced during closure.

Athletics

- The district will adhere to the most up to date information NJSIAA guidelines.

Facilities:

All district buildings are maintained daily.

- During a period of extended closure all buildings in the district will have daily physical in-person visits.
- Additionally, building operations will be frequently monitored remotely through the district's BAS (Building Automation System).
- All district buildings have cameras and alarm systems that can and will be monitored remotely. ● If buildings are closed, all buildings will be cleaned and shut. Only identified essential personnel will be granted access. Indoor and outdoor areas will continue to be cleaned and disinfected routinely. ● Occupied areas used by essential personnel during an extended period of school closure will be cleaned and disinfected daily. Frequently touched surfaces are disinfected daily.
- Facilities staff will maintain safe practices in accordance with CDC guidelines.

Transportation:

- To the extent possible, pending the nature of the school closure, district transportation will be provided.
- All current CDC guidelines at the time of closure will be implemented on district transportation.

Essential Employees (list all):

- Caroline Steer - Acting Superintendent of Schools
- John Ogunkanmi - Business Administrator
- Dave Wagner - Director of Facilities
- Maintenance Staff
- Keith Meloni - Food Service Director
- Food Service Staff
- Caroline Steer - Director of Elementary Education
- Angel Cook - Director of Secondary Education
- Michael McGovern - Director of Student Services
- Eric Mossop - Director of Technology
- William Snyder - Athletic Director
- Jonathan Nguyn- Curriculum Supervisor, Grades PreK-5
- Jonathan Nguyen - Curriculum Supervisor, Grades 6-12
- Tamara Schmitt - CST Supervisor, Grades PreK-5
- Amy Collins - CST Supervisor, Grades 6-12, 18-21 Program
- All building principals and assistant principals
- Other staff to be determined if the move to full remote learning is necessary.

