



Willingboro Public Schools

Where Excellence is the Expectation

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August 2020

Dear Memorial Family:

I hope this letter finds you and your family in good health and spirits. The start of this school year is far different from any other. In addition to ensuring provisions have been made for an effective instructional year, we are also tasked with the heightened responsibility for the health and well-being of our students, families, and staff. **The official first day of school is Tuesday, September 8th**, which is quickly approaching. 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 has been amended to support virtual instruction, beginning at 8:15 a.m. and concluding at 1:30 p.m. (Mon.-Fri.). **Parents are invited to attend a virtual workshop designed to aid their understanding of virtual learning platforms. The workshop will be offered on Tuesday, September 1, 2020.** Registration information is available on the district website.

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

Schedule: *Schedules will be released by the district some time next week. Log-into your Genesis account to find your class schedule.*

Lunch Applications: Lunch applications are critical to our annual 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 are available in hard copy form.

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. **Also, 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.**

General Virtual Learning Expectations:

- **Parents are asked to view the virtual expectations** for parents that will be posted on the district website.
- **Students are expected to check-in with their teacher between 8:15 a.m. -8:30 a.m.** During that time the teacher will record daily attendance.
- Instruction will be delivered via a mixture of asynchronous (screencasts, documents, self-pacing learning, etc.) and synchronous (live virtual) sessions.
- Transition times between classes (5 min.) and lunch 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 regarding visually appropriate dress and conduct apply to a virtual classroom as to the physical classroom.
- **If a student is participating in a "live" lesson, once class begins, the microphone must be muted.** Students are asked to raise their hands to gain the teacher's attention. If this is not possible, the student must un-mute the microphone on the screen.
- Only students are permitted to appear and engage in the virtual classroom during instructional lessons.

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 Banneker 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.

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 609-835-8700. Or you can email Ms. Matthews, School Secretary at smatthews@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.

PTA: PTA is busy trying to find different ways to host fundraising events virtually. With your support, the PTA will be able to assist our students this school year. In order for the Memorial PTA to be successful, we need your support! We are asking all our parents and guardians to join us and become members of the school's PTA.

Our number one goal is to be to provide our students with the highest quality of education possible, regardless of our circumstance. This goal can only be accomplished if we all work together and support each other! We look forward to having another successful school. Please feel free to contact me at 609-835-8700, if you have any questions or concerns.

Sincerely,

Ellis Brown
Principal