Local Education Agency Guidance for Virtual or Remote Instruction Plan for the 2023-2024 School Year

The New Jersey Department of Education (Department) is providing the following guidance pursuant to *N.J.S.A.* 18A:7F-9(c) and *N.J.A.C.* 6A:32-13.1 and 13.2, to assist LEAs in the development of their annual virtual or remote instruction plans. The Department encourages LEAs to reflect on the previous school year to enhance elements of the prior year's plan to provide the most substantive education, and including, but not limited to, related services, for all students in the event of an LEA closure.

For each of the areas below, the chief school administrator or lead person will either mark "yes," confirming that the information is in the Plan and list the corresponding Plan page number, or mark "no" if the information is not contained in the Plan. The chief school administrator or lead person is expected to provide an explanation to the County Office of Education for all areas marked "no."

By July 31 annually, the chief school administrator or lead person must submit a board-approved LEA Guidance for Virtual or Remote Instruction Plan for the coming school year, along with this form to their County Office of Education. At the time of submission to the county office of education, the plan must be posted on the LEA's website. Plans will be reviewed in each county office of education on a rolling basis with an electronic response communicated within two business days of receipt.

LEA Checklist for Virtual or Remote Instruction Programs

LEAs must enter the page number where each checklist item may be found in the virtual or remote instruction program submitted to the County Office of Education.

Contact Information

County: Cumberland

Name of District, Charter School, APSSD or Renaissance School Project:

Downe Township School District

Chief School Administrator/Charter or Renaissance Leader Name/APSSD Leader:

Sherri Miller

Phone Number of Contact: (856) 447-4673

Equitable Access and Opportunity to Instruction

Question	LEA Yes or No
1. Is the LEA ensuring equitable access and opportunity to instruction for all students?	Yes ▾

Question	Page Number	LEA Yes or No	County Yes or No
2. Does the program ensure that all students' varied and age-appropriate needs are addressed?	2	Yes ▾	
3. Is the program designed to maximize student growth and learning to the greatest extent possible? Synchronous and/or asynchronous virtual or remote learning plans which will maximize student growth and learning.	1 - 2	Yes ▾	
4. Does the program describe how the LEA will continuously measure student growth and learning in a virtual or remote instruction environment?	1	Yes ▾	
5. Does the program describe how the LEA will measure and address any ongoing digital divide issues, including a lack of internet access, network access and/or sufficient access to devices?	1	Yes ▾	

Notes on Equitable Access to Instruction

Addressing Special Education Needs

Question	Page Number	LEA Yes or No	County Yes or No
1. Does the program address the provision of virtual or remote instruction to implement Individual Education Programs (IEPs) for students with disabilities to the greatest extent possible, including accessible materials and platforms?	2	Yes	
2. Does the program address methods to document IEP implementation including the tracking of services, student progress, as well as provision of accommodations and modifications?	2	Yes	
3. Does the program describe how case managers will follow up with families to ensure services are implemented in accordance with IEPs to the greatest extent possible?	2	Yes	
4. Does the program address procedures to conduct IEP meetings, evaluations and other meetings to identify, evaluate and/or reevaluate students with disabilities?	2	Yes	

Notes on Special Education Needs

Addressing English language learners (ELL) Plan Needs

Question	Page Number	LEA Yes or No	County Yes or No
1. Does the program include an English as a Second Language and/or bilingual education program aligned with State and Federal requirements to meet the needs of ELLs?	2	Yes ▾	
2. Does the program describe how the LEA communicates with families of ELLs including providing translation materials, interpretative services, and literacy level appropriate information?	2	Yes ▾	
3. Does the program include the use of alternate methods of instruction (that is, differentiation, sheltered instruction, Universal Design for Learning), access to technology and strategies to ensure ELLs access the same standard of education as non-ELL peers?	2 - 3	Yes ▾	
4. Does the program include training for teachers, administrators, and counselors to learn strategies related to culturally responsive teaching and learning, socio-emotional learning, and trauma-informed teaching for students affected by forced migration from their home country (e.g. refugee, asylee)?	3	Yes ▾	

Notes on Supporting ELL Educational Needs

Attendance Plan

Question	Page Number	LEA Yes or No	County Yes or No
1.Does the program address the LEA's attendance policies, including how the LEA will determine whether a student is present or absent, how a student's attendance will factor into promotion, retention, graduation, discipline, and any other decisions that will reflect the student's performance?	3	Yes ▼	
2. Does the program describe how the LEA communicates with the family when a student is not participating in online instruction and/or submitting assignments?	3	Yes ▼	

Notes on Attendance Plan

Safe Delivery of Meals Plan

Question	Page Number	LEA Yes or No	County Yes or No
1. Does the program contain how the LEA will provide continued safe delivery of meals to eligible students?	4	Yes ▼	

Notes on Safe Delivery of Meals

Facilities Plan

Question	Page Number	LEA Yes or No	County Yes or No
1. Does the program contain an outline of how buildings will be maintained throughout an extended period of closure?	4	Yes ▾	

Notes on the Facilities Plan Other

Other Considerations

Does the program contain the following considerations?	Page Number	LEA Yes or No	County Yes or No
a. Accelerated learning opportunities	3	Yes ▾	
b. Social and emotional health of staff and students	3	Yes ▾	
c. Title I Extended Learning Programs	4	Yes ▾	
d. 21st Century Community Learning Center Programs	3	Yes ▾	
e. Credit recovery	3	Yes ▾	
f. Other extended student learning opportunities	4	Yes ▾	
g. Transportation	3	Yes ▾	
h. Extra-curricular programs	3	Yes ▾	
i. Childcare	4	Yes ▾	
j. Community programming	4	Yes ▾	

Notes on Other Considerations

APSSD Applicable Only: Sharing Plans

Was the program shared with all sending districts?   Yes ✔   No ☐

Notes on APSSD Sharing Plans

Essential Employees

Question	Page Number	LEA Yes or No	County Yes or No
1. The LEA will ensure essential employees are identified and a list is provided to the county office at the time of the LEA's transition to remote or virtual instruction.	4	Yes ▾	

Notes on Essential Employees

Board Approval

Date of board approval (mm/dd/yyyy): 08/15/2023

Notes on Board Approval

Posted on Website

1. Is the program posted on the school district/APSSD/Charter/Renaissance School Project Website? Yes ✔ No ☐

2. Link to website: www.downeschool.org

Downe Township School District
Emergency Virtual or Remote Instruction Plan for the 2023-2024 School Year
P.L.2020, c.27

In April 2020, Governor Murphy issued an executive order that became P.L.2020, c.27. This law provides for the continuity of instruction in the event of a public health-related district closure by permitting the district to utilize virtual or remote instruction to satisfy the 180-day requirement pursuant to N.J.S.A. 18A:7F-9.

This plan would be implemented during a 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. This plan has been prepared to meet the criteria provided in the guidance cited by the New Jersey Department of Education.

Equitable Access and Opportunity to Instruction

- Chromebooks are available for students requiring this technology. The district currently has a 1:1 chromebook/student ratio.
- A survey will be conducted of parents/guardians to determine if internet connectivity is available in their household. If internet connectivity is needed, then the district will provide a hotspot for home use. If needs change during the course of the school year, families can let the district know and assistance will be given.
- Virtual "synchronous" instruction will take place for core subjects according to the distance learning schedule, five days a week via live stream. Remote "asynchronous" instruction will also be assigned.
- Teachers may assign homework outside of the synchronous or asynchronous period(s).
- Assignments will have deadlines established by the teacher.
- Formative and summative assessments will continue to occur according to the district's curriculum map.
- Teachers will be provided with team time on a weekly basis to articulate, be provided with additional training, and/or to further coordinate instructional practices/school procedures.
- The Administrative Team will be monitoring teacher and student performance throughout the duration of the distance learning period.

Distance Learning Schedule Length of Day

Homeroom		Virtual Synchronous Instruction 5-10 minutes
Period 1-4	Core Subjects: Math, ELA, Writing	Virtual Synchronous Instruction/

		Asynchronous 160 minutes
Period 5	Lunch/Recess	Asynchronous Model 40 minutes
Period 6-8	Specials	Asynchronous Model 40-80 minutes
	Intervention – BSI	Virtual Synchronous Instruction 40-80 minutes
	Science/ Social Studies	Virtual Synchronous Instruction/ Asynchronous 40-80 minutes

Addressing Special Education Needs
- Classified students with Individualized Education Plans (IEPs) will receive modifications and accommodations according to their individual needs.
- IEP implementation and progress reporting will continue to be monitored and tracked through the district's online IEP program, OnCourse.
- Case Managers will continue to follow-up with families and staff to ensure services are implemented in accordance with the student's IEP via phone and/or electronic means.
- Related services will be conducted virtually when feasible.
- 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
- We currently do not have any ELL students enrolled in our district. However, provisions will be made in the event that we do.
- If needed, English as a Second Language and/or bilingual education program will be aligned with State and Federal requirements to meet the needs of ELLs.
- If needed, ELL instructors will communicate with families of ELLs including providing translation materials, interpretative services, and literacy level appropriate information.
- The district will utilize differentiated instruction for all ELLs to ensure equitable access to technology and the district's curriculum.
- 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.

Attendance Plan

- District will continue to abide by Policy 5113 – Attendance, Absences, and Excuses. Staff will ensure a student's presence by requiring that cameras and sound be turned on by the students and staff.
- Staff will communicate with the family when a student is not participating in online instruction and/or submitting assignments.
- Promotion, retention, graduation, discipline, and other administrative decisions will be guided by district approved policies.
- Parents will be advised to call the school phone number should their child not be able to complete their assignments, indicating an absence. Secretaries will record the absences in OnCourse by taking calls from parents.
- Attendance will be taken by the building administrators/secretaries based upon parent phone calls/emails and regular communication from homeroom teachers.
- Parent calls will be logged, inputted into OnCourse, and daily attendance lists will be published to faculty via our Daily Bulletin email.
- Staff will contact parents/guardians via phone/email should concerns regarding attendance arise.
- Code of conduct expectations are expected to be maintained throughout the duration of the class period/school day.

Other Considerations

- Transportation will be cancelled due to school closure as the district has only one school.
- All field trips will be canceled during the period of school closure.
- After-school activities will be canceled.
- School nurses will monitor health related issues as they arise.
- 504 accommodations will be provided for students and staff requiring additional assistance based upon individual request and physician documentation.
- The Superintendent/Principal will maintain regular communication with the local health department.
- Opportunities for credit recovery will be offered on an as needed basis.
- Students will be provided with enrichment opportunities/accelerated learning opportunities virtually, as needed and as assigned by the teacher.
- Counseling services will be provided in a virtual setting and online resources will be made available to students, staff, and the school community to assist with the social and emotional health of students and staff.
- If the district meets the qualification of a 21st Century Community Learning Center Program, resources will be provided virtually to the school community.
- Title I Extended Learning Programs will be provided virtually if applicable.
- Intervention services and resources will be provided virtually to students.
- Other extended student learning opportunities will be provided to the school community virtually and/or electronically.
- District will provide resources available to families exhibiting childcare needs.

- District will provide communication to the school community regarding programming.
- This Emergency Virtual or Remote Instruction Programs for the 2023-24 School Year (P.L.2020, c.27) Chapter 27 will be shared with the district's high school receiving districts.

Safe Delivery of Meal Plan

- Meals will be provided to all students during the period of school closure. Pick-up dates and times will be established and communicated to families.

Facilities Plan

- All use of facilities by outside agencies will be canceled.
- Custodial and maintenance staff will continue to maintain the buildings and grounds throughout the extended period of closure under the direction of the Superintendent/Principal.
- Custodial staff will use recommendations from the CDC and DOH regarding the most up-to-date cleaning protocols and practices. All high-touch areas will be cleaned and disinfected on a regular schedule. This includes doorknobs, light switches, and any high-touch surfaces. Restrooms will be cleaned and sanitized on a regular schedule. In addition, all areas will be sanitized using our BioBlast system. Additional measures will be put in place depending on the circumstances.

Essential Employees

- The District will identify and provide a list of essential employees to the County Office at the time of the district's transition to remote or virtual instruction.