



**WASHINGTON  
TOWNSHIP**  
SCHOOL DISTRICT

**Emergency Virtual / Remote Instruction Plan  
2023-2024**

## **Emergency Virtual/Remote Learning Plan**

Pursuant to N.J.S.A. 18A:7F-9(c) and N.J.A.C.6A:32-13.1 and 13.2, the Washington Township School District developed the following 2022-2023 Virtual/Remote Instructional Plan. The plan provides for the continuity of instruction in the event of a public-health related district closure allowing the district to utilize virtual or remote instruction to satisfy the 180-day requirement pursuant to N.J.S.A. 18A:7F-9. To provide transparency and ensure that New Jersey students continue to receive high quality, standards-based instruction, the district will submit its proposed program for Virtual/Remote Instructional Plan to the New Jersey Department of Education for review. The plan will be implemented during a district closure lasting more than three consecutive school days due to a declared state of emergency, declared public health emergency, or directive by the appropriate health agency or officer to institute a public health-related closure.

The Superintendent of Schools will consult with the Board of Education, if practicable, prior to implementing the school district's Virtual/Remote Instructional Plan. A day of virtual or remote instruction, if instituted under a plan approved by the New Jersey Department 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.

Washington Township Board of Education

Keith Neuhs, Superintendent

Jessica Garcia, Brass Castle School Principal / Director of Child Study Team

Jessica McDonagh, Port Colden School Principal

## **Emergency Virtual/Remote Instruction Plan 2023 - 2024 School Year**

### **Device Access/Connectivity**

- All Washington Township School District students have equitable access to remote learning technologies as well as in-person instructional resources.
- All Washington Township School District students have been issued a school purchased iPad and accessories.
- All Washington Township School District students and staff members have been provided with Microsoft 365 accounts and appropriate technology applications.
- All faculty members have access to technology resources including but not limited to, a district issued Dell 2 in 1 device, document camera, applications, and resources. Paraprofessionals will have access to Dell 2 in 1 device as needed to provide educational support to students.
- Students and families in need of additional internet connectivity support will be provided a district issued “Hot Spot.”
- Technology support to families will be provided via email and phone support from administration and the district’s technology technician.
- In situations when the district is unable to resolve iPad issues via the phone and / or email the district will provide a replacement iPad for the student.

### **Virtual/Remote Learning Schedule**

- All students will be required to attend and participate, on a daily basis, in all of their classes via Microsoft TEAMS utilizing their school provided technology device.
- Students and faculty will follow their normal schedule on emergency virtual/remote learning days. Brass Castle School students 8:45am – 3:10pm and Port Colden School students 9:00am – 3:25pm.
- Teachers will hold “live” classes, through Microsoft TEAMS, with students based on the daily schedule.
- Student attendance will be recorded each day.
- The district will utilize i-Ready and other benchmark assessments to monitor student growth during a period of virtual instruction.

### **Related Services/Educational Support**

- During an emergency closing virtual/remote instruction day, related services may be provided as practical. Related service providers will contact parents to determine if a service may be provided.
- Social and emotional support will be provided as warranted by the Child Study Team and/or Guidance Counselor. As warranted, CST members and/or Guidance Counselor will conduct online meetings with students/classes.
- Paraprofessionals will provide support to students on emergency virtual/remote learning days as per the students’ IEPs.
- Case managers of special education students will communicate with students and parents during the duration of the district’s virtual/remote instruction program.
- IEP meetings, evaluations, and re-evaluations will be held via the TEAMS platform, to the greatest extent possible.
- The district’s virtual/remote instruction plan includes ELL educational programming aligned with State and Federal requirements to meet the needs of individual students.
- Interpretative services and materials will be provided by staff to meet the needs of the district’s ELL population and families.

**Attendance Plan:**

- Student attendance during the district's virtual/remote instruction plan will be tracked by staff utilizing the student information system (OnCourse).
- Parents will be notified when student absences become excessive; beyond 5 days. Administration, CST or counselors will be available for students and families to address attendance concerns.

**Meals**

- During an emergency closing virtual/remote instruction day, all students who qualify for free and reduced lunch will have access to breakfast and lunch from Maschio's Food Services.
- On emergency closing virtual/remote day, meals will be available for parent pick-up at the Brass Castle School. An announcement will be sent via the district's emergency notification system indicating the time and location of meal pick up.
- The monthly Maschio's Food Services menu is available to view at:  
<https://washtwpsd.nutrislice.com/menu/>

**Facilities Plan**

- Essential employees of the district, including administration and custodial staff, will address building and facility maintenance during an extended closure of the district.
- Utilities will remain in full function during extended periods of closure. Emergency generators are in place to support building operations during an extended closure, if necessary.
- Administration and custodial staff will visit facilities as needed to ensure system operations during an extended closure of the district (min 3 x per week).

**Other Considerations**

- Accelerated learning opportunities will be offered in a virtual format during extended closures of the district. The district staff will utilize current district procedures for placement of students in accelerated programs.
- Identified students will continue to receive Title I services during an extended closure. Services will be provided by certificated teachers via TEAMS. Student identification and progress monitoring will continue throughout the extended closure period.
- District counselors and CST members will be available for students and families negatively impacted by the closure of the district. Social and emotional programming will continue for all students via virtual instruction with their homeroom class.
- Extra-curricular activities will take place on virtual platform as practicable. Extended learning opportunities for students will be scheduled in virtual format as available.
- Transportation will be suspended for the duration of the closure of the district and reinstated once it is deemed safe to return to in-person instruction.
- Before & After Care services will be suspended during an extended school closure. The district will work with the AlphaBEST to provide childcare (parent sponsored) at an alternate location if practicable.
- The district will provide a list of essential employees to the county office if the district transition to virtual instruction.
- Professional development opportunities for staff providing instruction to the district's ELL population will focus on culturally responsive teaching, SEL training and training to support students and families affected by forced migration.