



**WASHINGTON
TOWNSHIP**
SCHOOL DISTRICT

Emergency Virtual / Remote Instruction Plan 2025-2026

Washington Township School District

Emergency Virtual/Remote Instruction Plan

2025-2026 School Year

Summary

The Washington Township School District has developed this Emergency Virtual/Remote Instruction Plan in accordance with N.J.S.A. 18A:7F-9(c) and N.J.A.C. 6A:32-13.1 and 13.2. This plan ensures continuity of high-quality, standards-based instruction during public health-related district closures while meeting the 180-day instructional requirement pursuant to N.J.S.A. 18A:7F-9.

Implementation Criteria: This plan will be activated during district closures lasting more than three consecutive school days due to:

- Declared state of emergency
- Declared public health emergency
- Directive by appropriate health agency or officer requiring public health-related closure

The Superintendent will consult with the Board of Education, when practicable, prior to plan implementation. Virtual or remote instruction days conducted under this approved plan are equivalent to full school attendance days for graduation requirements, course credit, and other educational purposes as determined by the Commissioner of Education.

District Leadership

Keith T. Neuhs	Superintendent of Schools
Jessica Garcia	Principal, Brass Castle School / Director of Child Study Team
Jessica McDonagh	Principal, Port Colden School

I. Essential Personnel

Role	Responsibilities
Superintendent	<ul style="list-style-type: none">• All operations• Communication• Organization• Management• Coordination with State, County and Local Officials including: NJDOE, Warren County Health Department, Washington Township Police Department
Business Administrator	<ul style="list-style-type: none">• Coordinate meal services – distribution

	<ul style="list-style-type: none"> • Business operations • Transportation • OEM support • Budget
Facilities Coordinator	<ul style="list-style-type: none"> • Building maintenance • Coordination of custodial services, schedules • Facility cleaning and upkeep • Support food service provider as needed
Principals	<ul style="list-style-type: none"> • Maintain instructional plan • Supervise instruction • Communicate with staff, students and families • Monitor student intervention programs and services • Ensure IEP programs are implemented, communicate with CST members to support student programs
Nurses	<ul style="list-style-type: none"> • Educate staff on health emergency, if warranted • Provide health updates to Warren County Health Department as warranted • Monitor student attendance and contact families as needed.
Secretaries	<ul style="list-style-type: none"> • Complete assigned work • Report to schools as required
Transportation Coordinator	<ul style="list-style-type: none"> • Coordinate transportation services as warranted • Support administration as assigned
Technology Support	<ul style="list-style-type: none"> • Monitor technology support tickets • Provide remote support as needed • Prepare replacement devices as needed

II. Technology Infrastructure and Device Access

Student Technology Provision

- **Universal Device Access:** All students receive district-issued iPads or Chromebooks with necessary accessories
- **Account Management:** Students and staff have Microsoft 365 and Google accounts with appropriate educational applications
- **Connectivity Support:** Families requiring internet access receive district-issued mobile hotspots
- **Technical Support:** Comprehensive support provided via email and phone through administration and district technology staff
- **Device Replacement:** Replacement devices available when technical issues cannot be resolved remotely

Staff Technology Resources

- **Faculty Equipment:** District-issued Dell 2-in-1 devices and/or Chromebooks, document cameras, and educational applications
 - **Paraprofessional Support:** Dell 2-in-1 devices provided as needed for educational support delivery
 - **Professional Development:** Ongoing training for effective virtual instruction delivery
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III. Instructional Plan

Daily Schedule Maintenance

- **Brass Castle School:** 8:45 AM - 3:10 PM
- **Port Colden School:** 9:00 AM - 3:25 PM
- **Platform Utilization:** Microsoft Teams and Google Classroom for live instruction
- **Attendance Requirements:** Daily participation mandatory for all enrolled students
- **Attendance Tracking:** Daily recording through student information system (OnCourse)

Instructional Methods

- **Synchronous Learning:** Live classes conducted via Microsoft Teams and Google Classroom
- **Schedule Adherence:** Students and teachers follow their regular in-person schedule
- **Curriculum Continuity:** Maintained alignment with in-person instructional standards
- **Assessment Protocol:** iReady and other benchmark assessments for continuous student progress monitoring
- **Assignment Distribution:** Teachers utilize TEAMS or Google Classroom for posting assignments and communicating with students and families

Extended Learning Opportunities

- **Accelerated Learning:** Virtual accelerated learning opportunities using current district placement procedures
 - **Title I Services:** Continued service delivery by certified teachers via Teams and Google Classroom
 - **Progress Monitoring:** Ongoing student identification and progress tracking throughout closure
 - **Extracurricular Activities:** Virtual programming conducted on Teams platform when practical
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IV. Special Populations and Support Services

Special Education Services

Child Study Team Meetings

- **IEP Meetings:** Conducted via Microsoft Teams platform

- **Electronic Signatures:** Accepted for all IEP documents
- **Attendance Documentation:** Microsoft Forms used for meeting attendance
- **Evaluations:** Virtual evaluations and re-evaluations implemented to greatest extent possible; in-person evaluations conducted when safety protocols allow

Instruction Delivery

- **Related Services:** Provided when practical, with parent consultation for service delivery determination
- **IEP Compliance:** Paraprofessional support maintained per individual student IEPs
- **Case Management:** Regular communication between case managers, students, and parents
- **In-Class Support:** Special education teachers follow general education instructional plan and create Teams meetings/Google Classrooms for modified assignments
- **Self-Contained Classes:** Ongoing communication with teachers, BCBA, therapists, and parents based on student IEPs

Service Delivery

- **Speech-Language Services:** Teletherapy provided via Teams / Google Classroom to greatest extent possible
- **Occupational/Physical Therapy:** Virtual sessions and materials posted through Teams / Google Classroom
- **Counseling Services:** Virtual counseling sessions conducted via Teams
- **Behavioral Support:** Continued data collection for behavior plans and IEP goals
- **Paraprofessional Support:** Breakout sessions within Google Classroom and Teams for individual student support

English Language Learners (ELL)

- **Program Alignment:** ELL programming meets state and federal requirements
- **Individualized Support:** Services tailored to individual student needs via Teams and Google Classroom
- **Interpretive Services:** Staff-provided interpretation services and materials for ELL families
- **Professional Development:** Culturally responsive teaching and SEL training for ELL instruction staff
- **Translation Services:** Internal translator and Accurate Language Services for interpretation requests

Title I Services

- Identified students will continue to receive Title I services during an extended closure. Services will be provided by certificated teachers via TEAMS and/or Google Classroom.
- Student identification and progress monitoring will continue throughout the extended closure period.

Social-Emotional Support

- **Counseling Services:** Available through Child Study Team and Guidance Counselor via Teams
- **Virtual Meetings:** Online sessions with students and classes as warranted
- **Crisis Support:** Specialized support for students and families negatively impacted by closure

- **SEL Programming:** Continued social-emotional learning provided virtually by homeroom teachers
 - **Student Monitoring:** Regular check-ins with students showing attendance or engagement concerns
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V. Attendance Management

Monitoring Procedures

- **Daily Tracking:** Attendance recorded through OnCourse student information system
 - **Class Participation:** Students expected to join appropriate Teams / Google Classroom meetings at start of each class
 - **Teacher Responsibility:** Teachers take attendance in OnCourse every class period
 - **Intervention Protocol:** Parent notification when absences exceed five days
 - **Support Services:** Administration, CST, and counselors available to address attendance concerns
 - **Documentation:** Attendance records maintained for compliance purposes
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VI. Nutrition Services

Meal Program Continuation

- **Eligibility:** All students qualifying for free and reduced lunch maintain access to breakfast and lunch
 - **Service Provider:** Maschio's Food Services
 - **Distribution Method:** Parent pickup at Brass Castle School during designated times (8:00 AM - 10:00 AM)
 - **Meal Allocation:** Two meals per day (breakfast and lunch) available for pickup
 - **Communication:** Pickup schedules distributed via district emergency notification system
 - **Menu Access:** Available at www.washtwpsd.nutrislice.com/menu/
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VII. Facilities and Operations Management

Essential Operations

- **Staffing:** Administration and custodial staff maintain facility operations
- **Utility Services:** Full utility function maintained during extended closures
- **Emergency Preparedness:** Backup generators available to support building operations
- **Inspection Schedule:** Minimum three facility visits per week by administration and custodial staff
- **Maintenance:** Ongoing building and facility maintenance during closure periods

Cleaning and Sanitization

- **Daily Cleaning:** Custodial staff follow district cleaning procedures for all areas

- **Disinfection Protocol:** All classrooms, offices, and public spaces sanitized regularly
 - **HVAC Maintenance:** Filter replacement and system inspection to maintain air quality
 - **Return Preparation:** Facilities maintained clean and ready for safe return to in-person learning
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VIII. Auxiliary Services and Support

Transportation and Childcare

- **Transportation:** Suspended during closure, reinstated upon safe return to in-person instruction
- **Before/After Care:** Services suspended during extended closure
- **Alternative Childcare:** Collaboration with AlphaBEST for parent-sponsored childcare at alternate locations when practical

Administrative Requirements

- **Essential Personnel:** List of in-person essential employees provided to county office upon virtual instruction transition
 - **Emergency Coordination:** Ongoing communication with local and county emergency management officials
 - **Health Department Liaison:** Regular communication regarding health protocols and student/staff wellness
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IX. Implementation and Communication

Activation Procedures

1. **Assessment:** Superintendent evaluates closure circumstances and duration
2. **Consultation:** Board of Education consultation
3. **Notification:** Community notification via emergency communication system
4. **Deployment:** Systematic activation of all plan components
5. **Monitoring:** Ongoing assessment and adjustment as needed

Communication Protocols

- **Multi-Channel Approach:** Emergency notification system, district website, social media, and direct communication
- **Regular Updates:** Scheduled communication updates to families and staff
- **Technology Support:** Clear communication of technical support procedures and contact information

X. Plan Evaluation and Continuous Improvement

Assessment Criteria

- **Student Achievement:** Academic progress monitoring and assessment data analysis
- **Engagement Metrics:** Attendance and participation tracking via Teams and Google Classroom
- **Technology Effectiveness:** Device functionality and connectivity success rates
- **Support Service Delivery:** Effectiveness of special populations support
- **Family Satisfaction:** Feedback collection on virtual learning experience

Annual Review Process

This plan undergoes annual review and revision based on:

- Implementation experience and lessons learned
- Updated state and federal requirements
- Technology advancement and infrastructure improvements
- School community feedback
- Best practices from neighboring districts

This plan is subject to New Jersey Department of Education review and approval. Implementation ensures compliance with all applicable state and federal educational requirements while maintaining the district's commitment to high-quality instruction for all students.

Document Version: 2025-2026

Last Updated: June 2025

Next Review Date: June 2026

Board of Education Approval: July 17, 2025