



## Local Educational Agency Guidance for Chapter 27 Emergency Virtual or Remote Instruction Programs for the 2021-2022 School Year (SY)

The New Jersey Department of Education (Department) remains at the ready to assist every local educational agency (LEA) in returning to full-time, in-person instruction for the 2021-2022 SY. This includes providing LEAs with guidance in the event of declared emergencies resulting in a district-wide closure. The Department appreciates the challenges that LEAs had to overcome during the 2020-2021 SY as they faced a myriad of decisions affecting both the safety of their students and staff as well as the instructional experience. The Department is encouraging LEAs to reflect upon their experiences with virtual and remote instruction when planning for the 2021-2022 SY.

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 so that LEAs can utilize virtual or remote instruction to satisfy the 180-day requirement pursuant to *N.J.S.A. 18A:7F-9*. **In order to provide transparency and ensure that New Jersey students continue to receive high quality, standards-based instruction, each school district, charter school, renaissance school project and Approved Private School for Students with Disabilities (APSSDs) must annually submit its proposed program for virtual or remote instruction (plan) to the Commissioner of Education.** This plan would 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 a directive by the appropriate health agency or officer to institute a public health-related closure. A superintendent must consult with the board of education, if practicable, prior to implementing the school district's plan of virtual or remote instruction. A day of virtual or remote instruction, if instituted under a plan approved by the Commissioner 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.

LEAs must include the statutory requirements listed in the "LEA Guidance for Chapter 27 Emergency Virtual or Remote Instruction Programs for the 2021-2022 SY," in their plans for virtual or remote instruction for the 2021-2022 school year. The 2021-2022 plans must be approved by the LEA's board of education or board of trustees (board), submitted to the county office of education for review and approval, and posted on the LEA's website. **The board-approved plan and checklist are due to the county office of education no later than October 29, 2021.** In the event that the LEA is directed to provide virtual or remote instruction before garnering county office approval, the approval date will be retroactive. Questions should be directed to the [county office of education](#).



**LEA Guidance for Virtual or Remote Instruction Plan  
Attestation for the 2021-2022 SY**

**Contact Information**

County: Cumberland

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

Name of Chief School Administrator or Lead Person: Sherri Miller

Chief School Administrator or Lead Person Contact Number: (856) 447-4673

The New Jersey Department of Education (Department) is providing the following guidance pursuant to N.J.S.A. 18A:7F-9(c) to assist districts in the development of their 2021-2022 virtual or remote instruction plans. The Department encourages LEAs to reflect on the previous school year to improve elements of the prior year’s plan to provide the most substantive education, including related services, to their students in the event of a district closure.

For each of the three 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 October 29, 2021, the chief school administrator or lead person must submit a board-approved LEA Guidance for Virtual or Remote Instruction Plan for 2021-2022 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.

**The plan outlines how virtual or remote instruction will be provided to students who may not have access to sufficient broadband, or to any technology required for virtual or remote instruction.**

The program should account for measuring and addressing any ongoing digital divide that exists, whether it be network access or lack of sufficient access to devices.

Page Number: 2

District Confirmation: Yes  No

County Confirmation: Yes  No



**The plan addresses the impact of virtual or remote instruction on the school lunch and school breakfast programs.**

The plan should contain how the LEA will provide continued safe delivery of meals to eligible students.

Page Number: 2

District Confirmation: Yes  No

County Confirmation: Yes  No

**The plan contains the required length of a virtual or remote instruction day.**

The minimum hours of instruction for a virtual or remote day is four hours excluding lunch and recess.

Page Number: 1

District Confirmation: Yes  No

County Confirmation: Yes  No

**Plan Posted on LEA Website**

Is the plan posted on your website? Yes  No

Website link: www.downeschool.org

**APSSD Only**

Was your plan shared with all sending districts? Yes  No

**Board Approval**

Date (mm/dd/yyyy): 10/19/2021

**Name and Signature of Chief School Administrator or Lead Person**

Chief School Administrator or Lead Person Name: Sherri Miller

Chief School Administrator or School Lead Person Signature: *Sherri Miller*

Date (mm/dd/yyyy): 10/19/2021

**Date of Submission to County Office**

Date (mm/dd/yyyy): 10/20/2021

# **DOWNE TOWNSHIP ELEMENTARY SCHOOL**

220 Main Street, Newport, NJ 08345

**Sherri Miller**  
Superintendent/Principal

Phone (856) 447-4673

Fax (856) 447-3005

## **Emergency Virtual or Remote Instruction Plan 2021 - 2022 School Year**

In preparation for a sudden switch to remote learning, the school contacted families to gather information regarding their accessibility to a device (digital divide). Using that data, a list of students in need of a device was compiled. Those students were assigned a Chromebook in the event of a swift change to remote learning. Teachers were asked to create a Google Classroom for their classes, so that assignments, instructional materials, and announcements could be quickly shared. Wireless hotspots are also available for any family that does not have internet access.

For individual students who are quarantining due to COVID protocols, we have created an individualized remote learning procedure. This protocol includes immediately issuing a device (if needed), collecting materials from their teacher(s), and sharing information with our team of remote learning teachers. The child's teacher(s) will post assignments and materials daily on Google Classroom and include at least four hours of synchronous and asynchronous learning activities each day. Students are assigned specific times to log on for instruction via Google Meet. Once completed, the remote learning teacher collaborates with the child's teacher(s) to determine an instructional plan for subsequent days.

For classrooms who are forced to quarantine, we will continue our past practices for remote learning. If possible, students will be issued Chromebooks (as needed) and other necessary materials on their last day of in-person learning. If a student misses materials distribution, the items will be available for pick-up after parent/guardian contact. Teachers will cross-post their announcements, assignments, and instructional materials on Class Dojo and Google Classroom. A schedule for remote learning instruction will be shared with students and families, as well as expectations for student participation in the academic program. Teachers will remain in contact with students' families, to ensure that students are participating in the instructional activities. Teachers will also contact the school administration team to share students' needs and attendance data.

Should the need arise to close the entire school to in-person learning for more than three consecutive days, we will follow the aforementioned protocols for all classrooms. Teachers and staff will be notified of the closure via email and/or Blackboard Connect phone call. Families will be notified via Class Dojo and a Global Connect message. The administration team will assist in materials distribution and collect materials for any absent students. Parents of absent students will be contacted and materials pick-up will be arranged. Classroom teachers (preschool through eighth grade) will post their schedule

that will note their live instructional times and options for student assistance. Basic Skills, Special Education, and Specials teachers may modify their schedules to complement the classroom teachers' instructional periods. All schedules will be available online for students and families. Students receiving related services (Speech, Occupational Therapy, and Physical Therapy) will be contacted by their providers to schedule remote therapy sessions, as needed. Student and family assistance will be available through phone calls, messaging systems, and Google Meet. Attendance will be submitted by the classroom teacher daily through OnCourse. Teachers may work with individual student families to help create a learning plan that fits the needs of the student and their family.

School meals will be provided for families during the period of school closure. A pickup window will be communicated to families. They will be able to drive up to our side door location and a staff member will bring meals out to their car.

A copy of this plan will be posted on the Downe Township School website.