Magnolia Public School District

Emergency Virtual or Remote Instruction Plan 2025-2026

Revised June 12, 2025

Magnolia School District Plan

Disclaimer: Please be advised our reopening plan is a living document subject to revision/modification upon NJDOE review and as circumstances of the COVID -19 Pandemic evolves.

For ongoing information about NJDOE reopening plans,
please see their FAQ website at:

https://www.nj.gov/education/reopening/faqs/index.shtm

Emergency Virtual or Remote Instruction Plan

In April 2020, Governor Murphy signed A-3904 into law (P.L.2020, c.27, or "Chapter 27"), which in part requires each school district to annually submit a proposed program for emergency virtual or remote instruction (Plan) to the New Jersey Department of Education (Department). This law provides for the continuity of instruction in the event of a public health-related district closure by permitting school districts to utilize virtual or remote instruction to satisfy the 180-day requirement pursuant to N.J.S.A. 18A:7F-9.

The Department of Education has **issued** "Local Educational Agency Guidance for Chapter 27 Emergency Virtual or Remote Instruction Programs for the 2021-2022 School Year (SY)," which includes a checklist identifying components that must be included in an LEA's Plan.

Checklist for Emergency Virtual or Remote Instruction Plan

The Magnolia School District Emergency Virtual or Remote Instruction Plan accounts for measuring and addressing any ongoing digital divide that exists, whether it be network access or lack of sufficient access to devices.

Access to Technology and the Internet

1. All faculty have been issued district laptop devices, and all students have at least one Chromebook device. Additionally, replacement devices are provided when needed. District-Wide Technology Survey results identified students in need of internet access and hot spots were purchased and deployed in preparation for staff/student potential internet access issues.
2. Student access to platforms, such as ZOOM, Google Suite, Google Classroom, Newsela, Go Guardian, etc. track student log-ins, learning progress, and other collection measures including the submission of assignments and virtual attendance.
3. Our technology department continues to support families and troubleshoot any technology issues. Our technology Coordinator helps families with any issues while also supporting our teaching staff.
4. Parents are also given the option to pick up work as needed due to technology concerns and/or academic changes. This also helps individuals such as a newly classified student.
5. Alternate lessons will be created for students whose parents have expressed concerns regarding the amount of screen time. Plans with a more guided approach by the parent with hard copy versions of tasks to print out are completed by the student.

Meal Services

The Magnolia School District Emergency Virtual or Remote Instruction Plan addresses the impact of virtual or remote instruction on the school lunch program.

The Magnolia School District developed a plan with our Food Service provider, Sodexo, to arrange for students to receive their free lunch during COVID times.

We have also set up plans to prepare and have students pick up free lunches if there is a need to go virtual and have remote instruction. Families will be contacted by ClassDojo or Robo call to explain the services being provided. Students/families pick up these prepared meals at a time determined by the district.

Sodexo Food Service Emergency School Closing Plan for Continued Meal Service

Preparing Meals

If school closings are widespread, involving 50% to 100% of New Jersey districts:
1. With access to the District's kitchens, we will be able to prepare meals. Menus will be modified to be Grab-and-Go. a. This may also allow for distribution of more than 1 day's meal b. Depending on how widespread school closures are in New Jersey, or through the country, this could affect availability.

Meal Distribution

Schools closing would be meant to avoid large gatherings and concentrations of people in crowds that could increase the number of people exposed to the COVID-19 Virus:

1. Meals will be distributed at the Magnolia School during the hours of 9-11. Meals will be picked up at the cafeteria back door entrance, for students to pick up grab-and-go meals.

Kitchen Safety/ Food Safety

Sodexo staff completes a review course on proper food handling techniques and avoiding the spread of illness. The training is in line with the ServSafe standards. Every district has at least one certified ServSafe Food Manager.

Kitchen cleanliness and sanitizing continues to take place daily.

Magnolia tracks meals internally through production records.

Instructional Day

- The Magnolia School District Emergency Virtual or Remote Instruction Plan contains the required length of a virtual or remote instruction day.
- **The Magnolia School District Emergency Virtual or Remote Instruction Plan includes equitable access to instruction for all students.**

1. Every teacher in grades Pre-K-8 employs his/her own ZOOM/ Google Meet conferencing and Google Classroom to communicate with students about instruction.
2. Through the use of these platforms, students can demonstrate their learning through words, pictures, and videos. A daily schedule is posted each morning and includes a literary activity, art project, outdoor recommendations, and individual student work based on the classroom theme. Individual student resources include related services.

Live classes will be conducted through ZOOM, and Google Meet in the PreK Google Classroom site.

3. Special Education Teachers and Classroom Aides are co-teachers in Google Classrooms and can modify and differentiate instruction for students and work with them in small groups and individually as needed.
4. All students have access to a device to access learning at home, provided by the District, inclusive of a "hot spot" for internet access as needed.
5. Work packets will be sent home with every student in the event of an internet or power outage.

The Magnolia School District Emergency Virtual or Remote Instruction Plan ensures that all students, with their varied and age-appropriate needs, are addressed through the plan.

- Online platforms being utilized were chosen and employed to account for the age and needs of students. Familiar platforms utilized prior to virtual learning continue to be utilized such as ZOOM, Google Suite, Google Classroom, Newsela, STAR Assessments, Freckle,Lalilo, etc.

The Magnolia District Emergency Virtual or Remote Instruction Plan demonstrates a working knowledge (data summary or narrative) of student access to technology for grades identified in your plan as being served by one or more online platforms.

Instructional Time

Pre-K

- Daily schedule posted Monday-Friday and will include Google Classroom (ZOOM) for staff greeting and students' demonstration of work
- Daily student schedule includes Related Arts
- Morning Meeting "live" through ZOOM or Google Meet
- Small-group "live" lessons through ZOOM or Google Meet in ELA and Mathematics
- Attendance will be taken daily

Grades K-8

- ZOOM or Google Meet platform for small group instruction and class meetings
- Principal's Messages
- Teacher live lessons
- Attendance taken daily
- Related Arts Weekly via ZOOM or Google Meet

Assignments and Independent Work

Pre-K

Students in preschool use ZOOM or Google Meet as the primary means of daily communication. Theme-based learning guides are included in instructional planning. In addition to the material provided by the classroom teacher, the following is provided on a daily basis: additional links to theme based songs, poems, and art activities.

K-8

Students use a variety of platforms for independent work; these vary by subject area and purpose. They are utilized for review of skills or assessment of standards and reinforcement of skills. Platforms include: ZOOM, Google Suite, Google Classroom, Edmentum, etc.

Measures of Student Learning

Pre-K -8

- **ELA and Math Resources for Benchmarking, and Data for Student Improvement Include, but are not limited to:**

Solution	Grade Levels	Focus	Teaching Staff
Fundations	K-2	Phonics (multisensory)	General Ed. Special Ed.
STAR	K-3	Reading for Comprehension Progress Monitoring (Dyslexia Testing)	General Ed. Special Ed. Benchmarking (Universal Screener)
STAR	K-8	Decoding, Fluency, Comprehension	General Ed Special Ed. (Universal Screener)
STAR	K-8	Math Benchmarking	General Ed Special Ed.
Freckle	1-8	Fact Fluency	General Ed Special Ed.

Addressing Special Education Needs

The Magnolia School District Remote or Virtual Instructional Plan addresses the provision of remote/virtual instruction to implement Individualized Education Plans (IEPs) for students with disabilities to the greatest extent possible, including accessible materials and platforms.

- Instruction will be delivered through Google Classroom and Zoom.
- Optional individualized instructional packets prepared by the Special Education Teacher in self-contained classrooms in addition to Google Classroom and Zoom when applicable.
- Students will still continue to be provided Accommodations/Modifications per their IEPs to the greatest extent possible.
- Lessons will be differentiated to provide support (extended time, teacher assistant support,) via the Google Classroom platform and Zoom.
- Teacher assistants and inclusion teachers in content specific classes are available in order to modify assignments and support as needed.
- Teachers will continue to utilize OnCourse, email, Class Dojo, or other acceptable means of communication to keep parents/guardians informed of student progress/concerns.
- The Coordinator of Special Services and Director of Special Education will meet with all Special Education Teachers and Related Service providers throughout this process and will maintain communication with all members of the Special Education Department.

*** The Magnolia Public School District Remote or Virtual Instructional Plan addresses methods to document IEP implementation including the tracking of services, student progress as well as provision of accommodations and modifications.**

- Contact is logged in the Log Contact Log section of Realtime as a source of documentation/tracking.
- All emails are saved in Gmail as a source of documentation/tracking.
- Case Managers and Related Service Providers will continue to log SEMI Medicaid Services for all eligible meetings and sessions.
- Case Managers will continue to regularly keep teachers, counselors and administrators updated on student progress, concerns, etc.

*** The Magnolia School District Remote or Virtual Instructional Plan describes how case managers will follow up with families to ensure services are implemented in accordance with IEPs to the greatest extent possible.**

- Case Managers email parents/guardians of students on their caseload regularly to disseminate new information and remind them to reach out with any questions.
- Case Managers will send an email to the parents/guardians of students to whom Counseling services are provided to remind them of their counseling, which is available via phone or video conference. Parents/Guardians are regularly contacted by Case Managers in response to any concerns from a teacher, Counselor or Administrator.
- Case Managers will continue to utilize Google Classroom check-ins, communication with teachers, and those who are counselors are providing additional grief/anxiety counseling as needed.
- Case Managers will continue to regularly keep teachers, counselors and administrators updated on any parental/guardian concerns and/or home environment/health situations.
- Case Managers will continue to communicate with OOD students' schools to ensure that their IEPs are being met to the greatest extent possible.
- Community, County and State resources and support opportunities will continue to be regularly disseminated through the Department of Special Services email blasts and website.

*** The Magnolia School District Remote or Virtual Instruction Plan ensures Related Services are provided according to IEPS to the greatest extent possible.**

- Related Service Providers such as Speech Language Pathologists, Behaviorists, and Physical and Occupational Therapists will continue to use their Google websites and may be reached by parents via email.
- Related Services will be provided through a combination of the Google Classroom Platform, Zoom, other tele-conferencing platforms and individualized provider made packets and Google Websites
- Counseling will be provided electronically and/or through teleconferencing platforms (Google, Zoom or comparable).
- Students will access Related Services through a combination of practice with general strategies and individual consultation with students or parents through email communication, specific to IEP goals and objectives.
- Related Services Therapy sessions may be conducted through virtual therapy sessions should schools be closed for an extended period of time.
- Upon re-opening of the school, all students' instructional plans shall be reviewed and, if needed, determinations of compensatory instruction will be determined.

*** The Magnolia School District Remote or Virtual Instructional Plan addresses procedures for virtual IEP meetings, evaluation, and other meetings to identify, evaluate, and/or reevaluate students with disabilities.**

- Annual reviews of IEP's based on their calendar due dates will take place virtually.
- Initial Planning Meetings will take place virtually and appropriate plans will be developed to the greatest extent possible with school closure.
- Re-evaluation planning meetings will be held virtually with parents consenting to 90-day waiver.
- Re-evaluation meetings in process may be changed to Annual Review meetings with IEP with parent/guardian consent or 90-day waiver consent to be provided.
- Staff will continue to participate in IEP meetings with parents/guardians via Google Meet, Zoom, or phone conference.
- Staff will continue to use Realtime for the development of IEPs

Addressing ELL and Bilingual Needs Plan

*** The Magnolia School District Remote or Virtual Instructional Plan includes ESL and bilingual education to meet the needs of English Language Learners (ELLs)**

ELS teachers will continue to work with ELL students including times scheduled into the weekly elementary schedule, and also supplemental assignments in support of learning English.

*** The Magnolia School District Remote or Virtual Instructional Plan contains how the district communicates with ELL families, including translated materials and directions** Communication the resources built into the Elem. Schedule included below, and:

- Email
- Phone calls, Use of translator as needed
- Google Classroom/Class Dojo auto translate options
- Weekly emails sent in English and translated when needed.

*** The Magnolia School District Remote or Virtual Instructional Plan addresses alternate methods of instruction, differentiation, access to technology and strategies to troubleshoot ELL access challenges**

Methods of instruction, differentiation, access to technology, and strategies to assist and augment ELL access to curriculum includes:

- Online platforms in Spanish (STAR Math, Raz-Kids)
- Using "Translate" tool in Google Docs for responses
- Using Google Translate
- Differentiated/Modified (student specific) Reading and Writing
- Instruction/Assignments posted daily and feedback offered through teacher/student conferencing

Addressing Accelerated Learning

- Students who exceed the 80th percentile in Reading or Math will receive on their grade level, adjusted within our digital programs. For example, we had a 5th grader presenting on a 7th grade math level. This child attended 7th grade math Zoom online classes and completed 7th grade Zearn lessons under the supervision of his 5th grade math teacher and the 7th grade math teacher.

Rationale

The Magnolia School District Remote or Virtual Instructional Plan outlines procedures in the event of a public health-related school closure. Continuity of learning is the continuation of education in the event of a prolonged school closure. It is a critical component of school emergency management, as it promotes the continuation of teaching and learning despite circumstances that interrupt normal school attendance. However, many considerations play a role in the development of distance learning programs, such as accessibility, type and quality of materials, and the length of time that this type of learning must be maintained.

Specifically, the planned services of this plan include at a minimum*:*

1. Equitable access to instruction for all students
2. The provision of appropriate special education and related services for students with disabilities and,
3. The provision of school nutrition benefits or services for eligible students.

Goals

The Magnolia School District has developed this following plan to ensure the continuity of instruction should circumstances require schools to be closed by the New Jersey Department of Health or local health officer.

1. Ensure the continuity of instruction if and when a pandemic negatively impacts the district's ability to maintain daily operations.
2. Continue to provide students with authentic, meaningful, and comprehensive learning experiences.
3. Mitigate or completely eliminate possible exposure to and spread of pandemic influenza among students, parents, guardians, employees, and community members.
4. Ensure compliance with all state and local statutes and regulations.

Prerequisites for eLearning

Foundational components essential for the facilitation of distance learning and or eLearning have been put in place within the Magnolia School District.
These include:

1. Continued and successful integration of Google Suite for Education and Google Classroom that provide all students anywhere, anytime access to curriculum-aligned resources, assignments, and applications to create content. This includes Google accounts for all Pre K-12 students.
2. Ensuring that both students and staff have ongoing access to content-specific resources which can be accessed via various Google Suite for Education Suite tools.
3. Continued training (as needed) for students in the use of online resources.
4. Ensuring all students have access to Internet-connected devices at home, including the provision of such devices to students who do not presently have access, as well as the provision of District owned “Hot-Spots” to those families who do not have Internet access.
5. Training for parents, as needed, on how to assist students in accessing eLearning resources.
6. All teachers have a District-issued laptop, equipped with a webcam to support interaction with students in addition to their own document cameras. Software can be installed or purchased for the express purpose of using the device as a digital whiteboard with screen recording capabilities.
7. Assignments and requisite materials are posted to Google Classroom. In addition, all class resources including but not limited to videos, audio files, documents, presentations, notes, activities, and assessments are made available online.
8. Leveraging the features of Google Suite for Education and Google Classroom, teachers have the ability to provide electronic feedback in the form of comments, rubrics, and grades, and additionally teachers and students are able to communicate with each other directly.

Plan for Remote or Virtual Teaching and Learning

Due to the unpredictable nature of pandemic influenza and its potential to have a significant impact on the district and the surrounding community, the ability to remain open with teachers reporting to school may not be a viable option. **Regardless of whether schools remain open and staffed or are forced to close, students and teachers will continue to follow the school calendar as well as the bell and rotating schedules found on our website**

1. In the event that the closure impacts internet access, teachers will distribute “pencil and paper” tasks for students to bring home and have ready to support learning. Materials will include a “pacing chart” that students can follow in the event that they cannot communicate with teachers.
2. Teachers and students will follow a schedule (see below) that exceeds the minimum four hour school day.
3. Online eLearning sessions will be facilitated via Google Meet with Google Classroom, as a repository for all resources, assignments, etc. Students in grades (4-8) confirming attendance by “e-commenting” on the objective for that session.
4. Students will complete tasks either independently or within a shared Google Classroom session, depending on the subject area, grade level, and specific teacher tools.
5. Staff will use ZOOM or Google Meet to facilitate synchronous student learning.
6. Upon return to school, students will be responsible for the content and skills covered

during the school closure.

7. Principals and Directors will monitor assignments, classwork, and streamed sessions to ensure compliance and continuity of instruction and to provide assistance to teachers. Google implemented in all grades allows for further monitoring of student activity.
8. Staff will continue to post grades to OnCourse, which includes guardian access to the Parent Portal. Staff will contact parents of students who are missing assignments via email, dojo, and phone call to ensure that the child returns to virtual instruction and completion of tasks. If teacher outreach does not make enough impact, the administration will call home as well and ensure that parents understand the potential impact of failed assignments/classes.
9. Physical education teachers will provide guidance on the types of activities that students may complete. For example, the teacher may lead a yoga activity or pre-record a video demonstrating a workout routine. Students will record their activities via a Google Form. Students will note the type of physical activity they completed, and the time they started and stopped exercising. Health classes will follow the same delivery procedures outlined in this document.

Students Receiving Special Education and/or Related Services

The Magnolia School District will continue to provide instruction for students receiving special education and related services. Services may differ for individual students, however the list below outlines the methods in which student shall be provided Special Education and Related Services:

1. The Director of Special Services will meet with all Special Education Teachers and Related Service providers throughout this process and will maintain communication with all members of the Special Education Department.
2. Individual instructional packets prepared by the Special Educator.
3. Instruction will be delivered through Google Classroom or Zoom.
4. Access to software including, but not limited to ZOOM, *Google Suite, Google Classroom, Reading A-Z, Newsela, , Freckle Math, MysteryScience, eSpark, Studies Weekly, and WorldBook*, *Khan Academy*, *Kami,* and predetermined sites identified by Therapists and Special Education Teachers.
5. Students will access related services through a combination of practice with general strategies and individual consultation with students or parents through weekly email communication, specific to IEP goals and objectives.
6. If school closures extend for longer periods of time, Speech Therapy sessions may be conducted through virtual therapy sessions.
7. Upon re-opening of the school, all students' instructional plans shall be reviewed and, if needed, determinations of compensatory instruction will be determined.
8. The Magnolia School District currently has numerous students' receiving instruction in approved private schools. The Director of Special Services is in communication with these schools specific to their school health-related closure plans.

English Language Learners and Tier III Students

English Language Learners and students receiving Tier III services will continue to receive supplemental instruction through online platforms such as Reading A-Z [ELL version], Envisions Mat, Teacher-created Instructional Packets/Resources and Google Classroom through the services of our Intervention Specialist.

Equitable Access to Instruction for All Students

All students in the Magnolia School District have access to a device for school use at home.

Professional Development

Staff will continue to prepare lessons to maintain the continuity of instruction during their grade-level and departmental planning time and use Faculty and Curriculum meeting time. Principals will use their Team Leader meetings to disseminate information regarding expectations for teaching and learning in the event of school closing due to a public health related closure. In addition, a delayed opening for students may be utilized for faculty and staff to enable our staff to have additional, dedicated time to collaborate and prepare the necessary instructional resources aligned to our Remote or Virtual Instructional Plan.

Commencement of Flexible Teaching and Learning Plan

For the first day of school closure, the district may utilize an inclement weather/snow day for students and a remote professional development day for faculty, if needed. In the event that an inclement weather day is necessary, on the second closing day we will implement our remote or virtual instructional plan until the reopening of school.

Attendance

Student Absences: Parents will continue to report absences as outlined in their current school practices.
Faculty/Staff Absences: Staff will continue to follow procedures outlined in the Staff Handbook utilizing the Frontline Absence Management platform.
Frequent absences will be reported to a grade level point person (counselor) who will reach out to the parent to inform them if students are not online.

Essential Personnel

In the event of a school closure, the following non-teaching personnel are deemed essential and required to perform specific duties. In developing and updating our emergency preparedness plan, the District considered their own unique and particular circumstances to determine which personnel would be considered essential and need to perform some duties during a closure.

- The superintendent and principal to oversee and coordinate operations; the school business administrator, to maintain business office operations;
- Sodexo staff needed in the preparation or delivery of food;
- Custodial and maintenance staff including the Supervisor of Buildings and Grounds, to provide access to district facilities, and to clean and sanitize buildings as needed.
- Teachers will begin the virtual school day with an announcement, they will communicate with staff, parents and students and emphasize the importance of teaching and learning expectations to the faculty/staff and students. Principals may also add Principal's messages to these routine announcements.
- The Supervisor of Curriculum and Instruction will monitor lessons, offer "on the spot" professional development and order equipment and resources as needed.
- The Coordinator/Director/Supervisor of Special Services will facilitate virtual CST meetings, communicate with Special Education and Related Services Staff and ensure that the needs of our Special Education students are fully addressed.

- The Director of Technology will be on-site to monitor the Tech Support link for Faculty and Staff and the Parent Tech Help Desk and to troubleshoot any technology issues.
- Administrative Assistants will support Administration remotely or on-site as determined by need and circumstance.

Social and Emotional Health of Staff and Students

- In the event of a school closure, our counselors will continue to be available to meet online and over the phone. Counselors will monitor Google Classroom attendance and Oncourse assignment completion to look for red flags and students in need of outreach.
- In addition, each staff member will start each day with a social and emotional health morning meeting and discussion. Staff will also collect student Social and Emotional Health check-in data via Google Form.

Title 1 Extended Learning Programs

- In the event of a school closure, our Title 1 funded Response to Intervention (RTI) Program will continue to run. RTI students will be offered small group instruction via Zoom in addition to their standard classroom lessons.

Credit Recovery:

- During remote learning, our school creates opportunities for students to attend virtual tutoring sessions, paid for by the district, outside of the daily learning hours. Students who attend these sessions are able to earn back credit for assignments failed earlier in the year.

Other Extended Student Learning Opportunities and Extra Curriculars:

- During remote learning, our school continues to offer student clubs and social opportunity groups (for example, novel studies) outside of school day hours.

Transportation:

- Magnolia Public School is a walking district and does not have transportation with the exception of students in out of district placements as per their IEPs. During remote learning, if a student's alternate school is open, we will continue to provide transportation as bus availability exists.

Childcare:

- Magnolia Public School contracts the services of Just Kids to provide before and after school childcare services. During remote learning, this company will likely also be closed. During hybrid learning, however, we will offer these services as able to be staffed by Just Kids.

Community Programming:

- Magnolia Public School will continue to offer community programming during school closure, but such services will be offered via Zoom.

21st Century Learning Programs:

- Magnolia Public School does not receive funding from 21st Century Programs.

Staff Training for Teachers, Administrators, and Counselors

- Magnolia Public School will continue to provide virtual training related to meeting the needs of all learners, including but no limited to students with disabilities, students who qualify for enrichment, general education best practices, social and emotional learning, and trauma-informed care (for example, homeless students, refugees, adoptees, etc.)

Magnolia Public School - Bell Schedules

Full Day

Greet students (unpack, do now, etc) and/or alternate assigned duty	8:25 - 8:35
Homeroom	8:35 - 8:40
WIN Period	8:42 - 9:16
1st Period	9:18 - 10:13
2nd Period	10:15 - 11:10
3a	11:12 - 11:39
3b	11:41 - 12:08
4a	12:10 - 12:37
4b	12:39 - 1:06
5th Period	1:08 - 2:03
6th Period	2:05 - 3:00
Dismissal	3:03 - 3:07

½ Day Schedule

Greet students (unpack, do now, etc) and/or alternate assigned duty	8:25 - 8:35
Homeroom	8:35 - 8:40
WIN	8:42 - 9:05
1st Period	9:07 - 9:40
2nd Period	9:42 - 10:15
3rd Period	10:17 - 10:50
4th Period	10:52 - 11:25
5th Period	11:27 - 12:00
6th Period	12:02 - 12:35

***While the school is in remote learning, office hour/small group learning will take place from 1:30-2:15 via zoom.**

2 Hour Delay

Greet students (unpack, do now, etc) and/or alternate assigned duty	10:25 - 10:35
Homeroom	10:35 - 10:45
1st Period	10:47 - 11:19
2nd Period	11:21 - 11:53
3a	11:55 - 12:25
3b	12:27 - 12:57
4a	12:59 - 1:29
4b	1:31 - 2:01
5th Period	2:03 - 2:35
6th Period	2:37 - 3:07

Disclaimer

No Health-related School Closure Plan can include or anticipate every issue, challenge or circumstance that may arise; therefore, the plan remains a fluid, working document that will be modified to address the Districts' need.The information in this *Remote or Virtual Instructional Plan* is subject to change. The District understands that changes in NJ Administrative Code will supersede, modify or eliminate the information summarized in this plan. This *Remote or Virtual Instructional Plan* and any information, policies and procedures, to which it refers may be modified, altered, or discontinued at any time by the District at the discretion of the Board of Education and/or Superintendent of Schools.