Lacey Township School District
Emergency Virtual/Remote Instruction Programs

(updated July 13, 2026)

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, charter school, renaissance school project, and Approved Private School for Students with Disabilities (APSSD), hereinafter referred to as Local Educational Agencies (LEAs), to submit a proposed program for emergency virtual or remote instruction (Plan) by July 31 annually to the New Jersey Department of Education (NJDOE). In July 2022, the NJDOE readopted N.J.A.C. 6A:32, School District Operations, with amendments and new rules which include updates to the components of the LEA's Plan. This law provides for the continuity of instruction in the event of a public health-related district closure, by permitting LEAs to utilize virtual or remote instruction to satisfy the 180-day requirement pursuant to N.J.A.C. 6A:32-13.1 & 13.2.

Remote Instruction

The following Virtual or Remote Instruction Plan will be available to students who are required to stay home 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. These remote protocols can be initiated either through the school nurse, school principal or district administrative staff. The Ocean County Department of Health will be consulted on whether there is the need for school or district closures.

Structure

As outlined in the guidance from the New Jersey Department of Education, "A student participating in the board's Full-Time Remote-Only Instruction option must be afforded the same quality and scope of instruction and other educational services as any other student otherwise participating in district programs (e.g. students participating in a hybrid model)." Remote instruction components include virtual live check-in sessions paired with student activities, pre-recorded instruction, and will use the platforms of Google Classroom, Canvas, and Google Meets.

Technology

The Lacey Township School District relies heavily on technology for its Virtual or Remote Instruction Plan. The district maintains a 1 to 1 Chromebook program for all of its students in grades 6-12. Students in grades 6-12 are provided a Chromebook that they travel back and forth between schools and home daily. Students in grades PreK-5 will be provided a Chromebook upon request and would be permitted to take the Chromebook home should virtual or remote instruction be required by the school.

Broadband Access

Families who need access to reliable broadband services will consult with the Lacey Township School District's Technology Department who will assess the need for broadband services. The school district has invested in a limited number of remote hotspots that can be issued to students and families that require better connectivity during periods of virtual or remote instruction due to buildings and/or district closures.

Virtual or Remote Instruction

Grades PreK-5

- Upon the announcement of a school closure, classroom Chromebooks will either be sent home or be available for pickup in the school's main office upon request.
- Instruction will include daily, required lessons through Google Meet.
- Remote instruction will generally follow the same school schedule, as if the student were still in school. Instruction will be delivered for a minimum of 4 hours with attendance required.
- Lessons will be interactive in nature.
- The virtual or remote instruction will be delivered by Lacey Township School District teachers and staff.

Grades 6-12

- Currently all middle school and high school students travel between home and school with their school issued Chromebooks. Remote instruction can begin immediately on these devices provided there is sufficient internet connectivity.
- Instruction will include daily, required interactive Google Meet or Canvas lessons.
- Remote instruction will follow the same school schedule as if the student were still in school. Instruction will be delivered for a minimum of 4 hours with attendance required.
- Lessons will be interactive in nature.
- The virtual or remote Instruction will be delivered by Lacey Township School district teachers and staff.

Special Education Students:

- Co-teachers will continue to plan, grade, and monitor co-teaching classes remotely using 1 to 1 devices.
- LLD / MD Program - Lessons will be synchronous, and the teacher will communicate supplementary directions via email or Google Meet with parents.
- Preschool - Teachers will create small daily packets for families to practice skills at home during the school closure and will periodically schedule Google Meet sessions with parents when necessary.

- Nursing services - will be available online and will answer parental/teacher questions/ensure IEP / 504 compliance.
- Guidance Services/Student Assistance Coordinators - will check in on students via email and be a resource to both parents and staff.
- Child Study Team Members - will work on reports and documentations and respond to parent emails; will handle meeting requests/rescheduling.
- Speech/Related Services - will complete reports; email parents with some suggested activities to maintain skills; and conduct Google Meet sessions.

Enrichment Classes/Accelerated Learning Opportunities:

- Enrichment classes, such as Gifted & Talented, STEM and STEP will continue via Google Meet and Canvas through the use of digital lessons and experiences.

Credit Recovery (if needed):

- Lacey Township School District maintains a credit recovery catalog through the use of the Canvas / Educere platform in most high school subject areas. Students who are in need of credit recovery will be contacted through the guidance office and will begin the course on an as-needed basis.

Title I Extended Learning Programs:

- Title I supplementary before/after-school instruction in ELA and math will continue for qualifying students via Google Meet after the regular school-day hours. Attendance and lesson plans will be documented for each session.
- Teachers will hold Office Hours for students (and parents) to ask questions and receive additional support. Child Study Team members and teacher assistants will also attend Google Meet classes where applicable.

Assessments:

- Report cards and progress reports will be submitted following the previously determined schedule.
- Students' understanding will continue to be assessed through work submission, oral responses and shared work during Google Meet sessions.
- Students will receive specific feedback regarding submitted work.

MLL Plan Needs/Interventions:

- Teachers will use online resources to monitor student progress.
- MLL teachers will collaborate with specialists and homeroom teachers.
- Interpreting services will be provided to non english-speaking families as needed through the use of interpreters or Google Translate.
- Title I tutoring will occur online for identified students.
- Direct communication with parents from teachers and/or supervisors will continue as needed.
- Extended time and modified assignments will continue for eligible students as needed.
- Training for teachers and administrators on culturally responsive teaching and learning, socio-emotional training, and trauma informed teaching for students affected by forced migration from their home country.

Equitable Access and Opportunity to Instruction:

- Students will be logged in to their virtual classrooms and will follow the shortened day schedule shared by the homeroom teacher.
- Specialized programs such as the MD, LLD, K-3 students, will receive instruction from 8:30am - 12:30pm.
- PreK students will receive instruction from 8:30am - 12:30pm.
- Lesson plans will be submitted as normal in Realtime. The plans are reviewed and approved by the immediate supervisor/administrator.
- Teachers will follow the curriculum pacing guides for each content area, offering elementary, middle, and high school students instruction that emphasizes support of the learning they have acquired while also carefully introducing new topics.
- Teachers will monitor student progress through live, synchronous instruction via Google Meet; through assignments/pictures submitted through Google Classroom and Canvas; and by live interaction with students' writing in Google Docs.
- Teachers will offer extra help in Google Meet office hours or by remaining in Google Meet class meetings to answer questions from students and parents after class ends.
- Elementary lessons will be conducted in the following subjects:
    - Reading
    - Writing
    - Phonics/Word Work
    - Math
    - Science/Social Studies
    - Specials: (Enrichment, Media Center/Library, Physical Education, Art, Music, Science, Spanish)
- 6-12 lessons will be conducted in accordance with established student schedules.

- Students will bring home materials: Math workbooks, reading books, writing journals, etc.
- The classroom community will make use of Google Classroom (PreK-8) / Google Workspace / Canvas (9-12) for the following reasons:
    - Slides - Interactive Presentation
    - Collaborative project/research based assignments
    - Flipped Classroom videos
    - Forms - Assessment
    - Articles/Worksheets
    - Google Meet
- K-5 Web-Based Applications Reading
    - A to Z; RAZZ Kids
    - BrainPop
    - IXL
    - Skill based
    - Accountable - time spent on programs/data
    - Individualized instruction
- 6-12 Web-Based Applications
    - Nearpod
    - IXL
    - Desmos
    - Skill based
    - Accountable - time spent on programs/data
    - Individualized instruction

Special Education Needs:

- Collaborative Class -Teachers and co-teachers will plan, grade, and monitor co-teaching classes effectively together, differentiating lessons and assessments where appropriate.
- Specialized Program - Lessons will be synchronous, but the teacher may communicate supplementary directions with parents/guardians. Teachers will put together a simple user-friendly description of how to run the trials and how to score items as correct or incorrect. Teachers will write down the program information including procedural steps and the behaviorist will create a step-by-step form.
- Preschool ABA - For some of the students that do have pre-academic skills, teachers will create small packets to practice skills.
- Case managers will continue to conduct IEP Meetings virtually and case managers will continue to collaborate with teachers to support students with special needs.

Attendance Plan:

- Parents should email the homeroom teacher if their child is not participating for the day. If a student is absent or has not joined a class, the parent will be contacted, either by email or phone. Administration, the attendance officer, and guidance counselors will monitor attendance to ensure student contact.
- Students on home instruction will be contacted by the instructor for remote sessions equal to their allotted hours of instruction.
- Students' attendance will continue to factor into promotion, retention, graduation, and discipline in accordance with the Lacey Township Program of Studies.
- The attendance officer and school administration will continue to follow up with students who have continued attendance issues.

Social and Emotional Health of Staff and Students:

Staff will continue to have access to support services through the school district. Students will continue to benefit from embedded instruction on SEL topics in addition to having access to support services through the school district.

Safe Delivery of Meals Plan:

Students who are learning remotely either due to school or district closure will be able to pick up meals through a pick-up window at the high school's front entrance. Lacey Township School District Food Services will communicate with families for food options, and pick up times.

Extra-Curricular:

Extra and co-curricular activities will continue after instructional time has concluded for each school day. These activities will continue to operate at the established frequency in the school calendar. The meetings will occur virtually via Google Meet or otherwise.

Child Care:

Lacey Township School District contracts child care services through Champions Child Care Services. We will continue to contact these services where possible in the case of an extended school closure.

Community Programming:

The Lacey Township School District maintains a close relationship with the Lacey Township Recreation Department and co-plan activities throughout the school year. This will continue even in the case of a school closure and events will take place when possible.

Facilities Plan:

All school facilities will be maintained and supported throughout the school closure. Schedules will be developed that will provide for the following of proper protocols that can involve but are not limited to social distancing or multiple sessions to remain safe. Schools will be maintained so they may open immediately after a closure order is lifted.

Transportation:

The transportation department will be responsible for transporting meals, school materials and online learning tools when needed directly to families.

Essential Employees:

Essential Employees will be identified and a list will be provided to the county office at the time of transition to remote or virtual instruction.

Grades 9-12 - Sample Instructional Time Blocks (Full-Time Remote-Only Instruction)

Time Frame (approx)	Lesson Components	Platform
15 minutes	Attendance Lesson Goals & Objectives Rapport Building Activity(s)	Log into classroom via Google Meet
30 minutes	Online Assignment/Activity	Pre-recorded videos and instruction located in Canvas Learning Platform
15 minutes	Interactive summary and closure	Summary activity located in Canvas, live discussion board, Google Meet with entire class
75 minutes	Extended Instructional Period	Live Google Meet Interactive lessons.

Grades 6-8 - Sample Instructional Time Blocks (Full-Time Remote-Only Instruction)

Time Frame	Lesson Components	Platform
15 minutes	Attendance Lesson Goals & Objectives Rapport Building Activity(s)	Log into classroom via Google Meet
30 minutes	Online Assignment/Activity	Pre-recorded videos and instruction located in Google Classroom Learning Platform
15 minutes	Interactive summary and closure	Summary activity located in Google Classroom, live discussion board, Google Meet with entire class
75 minutes	Extended Instructional Period	Live Google Meet Interactive lessons.

Grades PreK-5 ~ Sample Instructional Time Blocks (A/B and Full-Time Remote-Only Instruction) ~ ELA and Math

Time Frame	In-Person Learning Cohort	Remote-Only Instruction Cohort
10 minutes	Attendance and SEL Morning Meeting	Log into Google Meet for attendance and rapport building activities for all students
10-20 minutes	Direct Instruction and Mini Lesson	Pre-recorded videos and instruction in Google Classroom Learning Platform
15-30 minutes	Workshop Model (Daily 5): • Small Group Instruction • Independent Practice • Skills Centers • Remediation/Enrichment	Discussion boards Independent Practice BSI Small Group Google Meet
10-20 minutes	Review, Clarification and Reinforcement	Pearson support videos Additional content area resources

Science / Social Studies / Special Instructional Areas / G&T / BSI / Credit Recovery

Time Frame	In-Person Learning Cohort	Remote-Only Instruction Cohort
5 minutes	Attendance Setting goals/objectives for the lesson	Google Classroom Introductory video
20 minutes	Instruction Activity	Pre-recorded lesson Content Area Resources Google Classroom
5 minutes	Interactive Lesson Closure Student Assessment	Discussion boards Google Classroom