



Washington Township Public Schools

Emergency Virtual or Remote Instructional Programs Plan

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District Leadership:

Board of Education Members	Superintendent's Cabinet
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1. Introduction

The Board of Education is committed to providing a high-quality educational program, virtually or remotely, in the event the State or local health department determines that it is advisable to close, or mandates closure of, the schools of a school district 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 for more than three consecutive school days. Under these conditions, the Superintendent has the authority to implement the school district's program of virtual or remote instruction.

In July 2022, the NJDOE readopted N.J.A.C. 6A:32, School District Operations, with amendments and new rules updating the components of the Local Education Agency's (LEA) Plan. This law provides for the continuity of instruction in the event of a public health-related district closure, 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.

Note: Refer to the corresponding template for the "LEA Checklist for Virtual or Remote Instruction Programs."

2. Instructional Program & Schedules

Washington Township Public Schools will implement the regular instructional schedule during remote days. Maintaining the existing, familiar schedule is designed to keep staff and students secure and focused while ensuring seamless continuity of meaningful instruction.

Regular Session Times

School Level / Location	Teacher In	Student In	Student Out	Teacher Out
High School	7:10 AM	7:20 AM	2:10 PM	2:35 PM
Middle School	8:00 AM	8:10 AM	2:50 PM	3:25 PM
Elementary K- Grade 5 (BE-TJ-WH)	8:40 AM	9:05 AM	3:25 PM	3:55 PM
Elementary K- Grade 5 (BI-HU-WW)	8:40 AM	9:30 AM	3:50 PM	3:55 PM

School Level / Location	Teacher In	Student In	Student Out	Teacher Out
FullDay Preschool (GTECC/Kindle/Walls/WTWS Location)	8:20 AM	8:45 AM	2:55 PM	3:35 PM

Elementary (PreK-5) Core Operations

The educational framework guarantees an immediate pivot to a full remote learning model including live virtual instruction. In-school lessons align strictly with the daily class schedule. Classroom teachers supply families with exact start times for each core lesson, alongside secure live-access links.

Specialized programs and related services coordinate times individually to prevent scheduling conflicts. Students receiving supplementary support (e.g., speech language, basic skills, special education, gifted instruction, or ESL/ML) receive individual, direct schedule updates from their specific providers.

Elementary Curriculum & Delivery

- **Pre-Kindergarten:** Delivered synchronously using the Creative Curriculum model.
- **Kindergarten to Grade 5:** Google Classroom serves as the central landing page for daily assignments, classwork, and related-service communication.
- **Daily Attendance:** Logged into Genesis. Attendance is verified using Google Meet analytics. Students must attend live instruction with cameras on and maintain school-appropriate digital etiquette.

Elementary Minutes of Live Instruction & Evaluation

Grade Band / Parameter	Instructional Delivery & Minutes
Delivery Model	Common class start times mirror in-person learning. Teachers leverage breakout rooms for targeted small-group rotations or reassign students for independent work intervals. Live whole-group delivery is structurally streamlined to emphasize the core

Grade Band / Parameter	Instructional Delivery & Minutes
	instructional time blocks specified below.
Pre-Kindergarten	Approximately 2 to 2.5 hours of live instruction tracking Creative Curriculum. Cooperative play translates into small-group digital breakout spaces or home-guided activities.
K to Grade 2	<p>Live sessions align directly with standard start times based on the following minimum thresholds:</p> <ul style="list-style-type: none"> ● Reading: 20 min (Whole Group) 10-15 min (Small Group Rotations) ● Skills Block & Fine Motor Rotations: 24 min total (8 min per rotation) ● Writing: 20 min (Whole Group) followed by independent writing exercises ● Math: 30 min (Whole Group) 24 min (8 min per rotation) ● Science / Social Studies: 15 min ● Health / Social-Emotional Learning (SEL): 10 min ● Special Area Class: 25 min
Grades 3 to 5	Follow standard, scheduled daily lesson minutes. Breakout rooms are utilized for independent practice, intervention, and peer collaborations. Students may transition to independent work and return online for lesson closures.
Measuring Student Growth	<p>Student performance metrics are monitored through targeted pathways:</p> <ul style="list-style-type: none"> ● Grades K-2: Assignments submitted via Google Classroom and assessed using standards-based grading metrics. ● Grades 3-5: Digital assessments delivered via Google Classroom, Eureka Math², and TCI, aligned to district mastery and standards-based models. ● Reading Assessments: Measured via Dibels 8, BeAble, and mClass. Virtual benchmark assessments are supervised

Grade Band / Parameter	Instructional Delivery & Minutes
	directly by the certified classroom teacher.

Elementary Digital Tool Integration

Subject Area	Remote Learning Platform Integration
Welcome / Homeroom	Daily morning meetings, roll-call, attendance checks, and class-wide connection activities.
Reading	Epic digital books (whole/small group practice), Beable (Grades 3-5), mClass, and Dibels.
Skills Block (K-5)	Virtual Science of Reading tasks, interactive digital tiles, modeled skywriting, and fine-motor breakout rooms.
Writing	Pre-recorded direct instruction videos on Google Classroom; live samples shared during Google Meets.
Math	Eureka Math Squared Digital Tools, Equip platform resources, mClass, and digital manipulatives.
Science	Mystery Science streaming, assigned digital textbooks, and virtual experiments.
Social Studies	Interactive TCI program materials, targeted media lessons, and online texts.
Social-Emotional (SEL)	PebbleGo articles, Nearpod SEL curriculum modules, and interactive mindfulness breathing sessions.
Health	PebbleGo curriculum database and specialized Nearpod Health lessons (District Library).
Spanish / World	Live virtual language sessions, BrainPop ESL, Spanish for Kids,

Subject Area	Remote Learning Platform Integration
Languages	and interactive cultural videos.
Special Areas	Live standard-schedule classes supplemented by PebbleGo, Epic, Learning.com, and curated digital media.
Basic Skills (BSI)	Small-group virtual intervention rooms, customized breakout supports, mClass, Math modules, and Epic.
Gifted & Talented	Standard schedule classes delivered via Google Meet, utilizing BrainPop, Nearpod, and complex problem-solving software.

Secondary Level Operations (Grades 6-12)

Middle and High School students must attend scheduled live virtual classes daily in accordance with their standard 8-period schedules. Course attendance is logged immediately into the district's student information system.

High School Day Schedule (Grades 9-12)

Period	Time Block	Total Minutes
Homeroom	7:20 AM - 7:30 AM	10 min
Period 1	7:35 AM - 8:20 AM	45 min
Period 2	8:25 AM - 9:10 AM	45 min
Period 3	9:15 AM - 10:00 AM	45 min
Period 4 *	10:05 AM - 10:50 AM	45 min
Period 5 *	10:55 AM - 11:40 AM	45 min
Period 6 *	11:45 AM - 12:30 PM	45 min

Period	Time Block	Total Minutes
Period 7 *	12:35 PM - 1:20 PM	45 min
Period 8	1:25 PM - 2:10 PM	45 min

* Designates a scheduled student lunch period.

Middle School Day Schedule (Grades 6-8)M

Period	Start Time	End Time	Total Minutes
Homeroom/ Advisory	8:15 AM	8:26 AM	11 min
Period 1	8:29 AM	9:14 AM	45 min
Period 2	9:17 AM	10:02 AM	45 min
Period 3	10:05 AM	10:50 AM	45 min
Period 4	10:53 AM	11:38 AM	45 min
Period 5	11:41 AM	12:26 PM	45 min
Period 6	12:29 PM	1:14 PM	45 min
Period 7	1:17 PM	2:02 PM	45 min
Period 8	2:05 PM	2:50 PM	45 min

Secondary Student Performance Evaluation: Student academic tracking continues through online curriculum quizzes, digital textbook diagnostics, virtual projects, and formative checks.

4. Special Education & Student Services

During virtual operations, every student with an Individualized Education Program (IEP) maintains full access to all special education programs and corresponding related services

mandated in their program.

General Special Education Framework

- **Schedule Alignment:** Teachers follow their assigned daily schedules using secure video software, spanning In-Class Resource (ICR), Resource Center, and Specialized District Programs.
- **Curriculum Platforms:** Academic tracking incorporates digital curricula including IXL, American Reading Company, Sonday, Edmark, ARIS, and specialized learning systems.
- **Interdisciplinary Coordination:** Special educators and related service providers align schedules so therapy sessions do not cause academic class absences or grade penalties.
- **Individualized Modifications:** IEP modifications, accommodations, specialized learning materials, and concrete manipulatives are prepared for home delivery.
- **Specialized & ABA Instruction:** Certified staff deliver direct Applied Behavior Analysis (ABA) instruction, including discrete trials, via live video sessions if detailed in the student's IEP.
- **Systems Management:** IEP drafting and review cycles proceed using the Realtime system; annual meetings are coordinated virtually.

Related Services (OT, PT, Speech Therapy)

Occupational, Physical, and Speech-Language Therapy sessions run virtually during standard scheduled times. Related service therapists complete the following directives:

- Maintain comprehensive, up-to-date therapy logs in Realtime.
- Draft Present Levels of Academic Achievement and Functional Performance (PLAAFP) and goal structures for upcoming IEP reviews.
- Complete evaluations, report processing, and clinical reviews.
- Contact families and educators regularly to troubleshoot home-service barriers, logging all outcomes in Realtime Case Management Notes.

Specialized Support Staff Directives

Support Specialist	Service Protocols & Directives
Deaf & Blind Services	Provide direct, specialized virtual instruction, consult with core content staff, and participate in annual IEP developments.
School Counselors	Conduct scheduled counseling blocks, consult with teachers to prevent scheduling conflicts, and document student engagement within Genesis.

Support Specialist	Service Protocols & Directives
Behavioral Services & BCBA	Implement IEP-guided behavioral plans and BIP strategies. Provide direct instruction support for special education assistants, oversee district ABA classrooms via virtual observations, and facilitate parent consultations regarding home behavioral management.
Special Education Assistants	Work under direct teacher supervision to support students during live classes, facilitate virtual breakout groups, create learning resources, and participate in daily class instruction.
Child Study Team (CST)	Coordinate parent communication, facilitate virtual IEP reviews, finalize pending case reports, and run remote reevaluations (utilizing Social History checklists, clinical parent interviews, and functional assessments). Organize initial preschool level referrals and complete virtual classrooms observations.

5. Multilingual Learners (MLL)

The district maintains MLL services across all learning tiers, including high-intensity instruction. Communication with families is supported using advanced translation platforms:

- **Transact & Alboum:** Translate school communications, translate complex district documents, and access professional native-language telephone translation support in under 30 minutes.
- **Device Deployment:** Every MLL student receives a dedicated mobile learning device: an iPad (PreK-Grade 2) or a laptop (Grades 3-12).
- **Instructional Support:** Certified ESL staff deliver daily live instruction. The district funds virtual after-hours tutorial sessions to support MLL academic work.
- **Staff Development:** School professionals participate in regular professional workshops detailing culturally responsive teaching, trauma-informed instruction, and immigrant family transitions.

6. Out-of-District Placements

The Office of Student Services maintains oversight of all out-of-district specialized placements.

CST Case Managers contact alternative programs and families at onset of closure to align services. The district monitors progress through routine school communications, and coordinates all multi-disciplinary annual reviews virtually.

7. Multi-Tiered System of Supports (MTSS)

The district MTSS Steering Committee coordinates academic, behavioral, and student wellness support systems.

MTSS Steering Committee Leadership

Committee Leader	District Administrative Role	Office Location
Tricia Holmes	Assistant Superintendent of Curriculum	Central Administration
Christina Cox	Director of Curriculum & Instruction	Central Administration
Annette Miller	Assistant Superintendent of Special Education & Student Services	Central Administration
Jennifer Grimaldi	Director of Special Education & Student Services	Central Administration

Operational Framework and Meeting Cycles

- **Academic Intervention (4x annually - Oct, Jan, Apr, June):** Conducts early reviews of NJSLA testing, monitors formative, benchmark, and summative growth data, and oversees I&RS academic tracks.
- **School Climate & Safety (4x annually - Sept, Dec, Mar, June):** Reviews HIB trends, implements school-wide PBIS incentives, and calibrates threat assessment processes.
- **Wellness Committee (4x annually - Sept, Nov, Feb, May):** Outlines student counseling structures, monitors district-wide executive functioning strategies, and evaluates district-wide social-emotional screenings (Panorama).

8. Food Services & Operations

In the event of an extended school closure, the district food services department initiates

immediate lunch and breakfast distribution:

- **Prepared Packages:** Nutritious pre-packaged breakfast and lunch meals are prepared daily.
- **School Pick-Up:** Scheduled, contact-free curbside pick-up stations are established at designated school buildings.
- **District Bus Routes:** Utilizing WTPS buses, meals are transported directly to designated neighborhoods to guarantee access for all families.

9. Maintenance of Buildings

All District Buildings would continue to be maintained/cleaned per our normal processes to the extent possible. Depending on the nature of the closure, maintenance and cleaning will continue but may be scaled back if no one is occupying the buildings. Health/safety protocols would be put in place to protect our staff and provide a safe working environment.

In addition, WTPS school officials will continue to adhere to existing required facilities cleaning practices and procedures, and any new specific requirements of the local health department as they arise. The WTPS plan will establish cleaning/disinfecting schedules, targeted areas to be cleaned, and methods and materials to be used. EPA approved disinfectants will be used with the appropriate cleaning tools. They will be used in accordance with product specifications. The day custodian is responsible for checking and restocking the hand sanitizer dispensers and bathroom soap dispensers.

Maintaining Proper Ventilation and Circulation of Air

The maintenance staff will closely monitor the HVAC systems for proper air flow and will continue to replace the air filters once per month or as routinely needed, which is an increase from the manufacturer's specifications. Dampers will be adjusted all year round to increase outside air into the building where possible.

10. Attendance

Attendance will be recorded daily in the student information system, per policy. In the virtual setting, the following distance learning codes will be utilized:

- DLP – Distance Learning Present
- DLA – Distance Learning Absent
- DLE – Distance Learning Excused

Elementary and Secondary attendance procedures are noted below. Distance learning days present will count for the student's "cumulative days present." Washington Township's Attendance Policy and Regulation 5200 will still apply.

For students who are expected to be attending virtually and are not present or reported absent, each school will be responsible for contacting the parent(s) or guardian(s) of those students to determine the cause of the absence and remedy to the extent feasible. If no contact is made, schools will implement protocols in Policy and Regulation 5200 for truant students.

Elementary

Attendance will be taken daily and recorded into Genesis. Google Meet analytics will be used for attendance purposes. Students will be required to attend live instruction while keeping their cameras on. Students may change their background on the Google Meet link, and appropriate virtual etiquette will be expected.

Secondary

Teachers will take attendance daily via Google Meet. Homeroom attendance is recorded in Genesis and all other class attendance will be recorded in Google Classroom. Teachers will require students to attend live instruction with cameras on.

11. District Specific Programs

- **Accelerated learning opportunities:** Learning acceleration will be offered to students identified. If in-person options are available, these programs may occur in this manner. However, identified students will be invited to participate in accelerated learning opportunities that would occur virtually.
- **Social and Emotional health of staff and students:** Counseling staff will be available for staff support. Wellness Wednesdays would resume, and staff will attend virtual sessions to support their mental wellness and health needs.
- **Title I Extended Learning Programs:** Title I staff, BSI teachers, and interventionists will maintain their in-school and after school schedule for all Title I programming. Students will have access to their devices to participate in virtual lessons with digital supports to practice remotely.
- **21st Century Community Learning Center Programs:** We do not qualify for these funds.
- **Credit Recovery:** Should remote instruction occur during the time frame when retentions occur, the district will continue to use its customary credit recovery programs. For middle school, students would be eligible to recover up to two courses through the New Jersey Virtual School. For high school, students could recover credits through Educere or Edmentum.
- **Other extended student learning opportunities:** Enrichment services and gifted and talented programming will maintain their in-school schedule. Students will participate virtually.
- **Transportation:** The Transportation Department will support meal delivery to the extent possible. Transportation would be used to support any possible in-person learning/meetings/testing that may be necessary.
- **Extra-curricular programs:** To the extent possible, extra- and co-curricular programming will continue in the virtual setting.
- **Childcare:** The district's before and after school childcare programs are run by an outside entity. Any services offered would be that entity's prerogative. The high school's childcare program, an instructional setting for students interested in early childhood education, would be able to offer remote instruction for those students.
- **Community Programming:** Our community programming is run through our

municipality “Parks and Recs.” This entity would need to work with the district to communicate how these resources and opportunities can continue.

12. 1:1 Initiative

The District provides 1:1 learning for students in grades 1-12. We concluded that teaching and learning has now changed and the positive changes/lessons we learned should continue. The District continues to provide mobile internet hotspots to families who are not able to provide home connectivity. Families that are in need of a device would be provided one by the District.

District Technology Support Protocol

Technology Support During Remote / Virtual Learning

- Parents can continue to contact the Help Desk to request support.
- A Support Specialist will contact the parent to see if the issue can be resolved remotely.
- If it cannot be resolved remotely, the Support Specialist will send an email to set up an appointment to come to the high school for curbside drop off and pickup to have the device fixed. If it cannot be fixed in a timely manner, a loaner will be provided.
- For Middle School students, curb-side service will be provided at the student's school. In the event of a total closure, support will be provided in the high school. Once the issue has been resolved, the parent will be contacted and provided information for pick-up and return of the loaner to the appropriate building.

13. Communication Plan

Preparing for Closing (Full Remote Instruction)

- District officials actively monitor, synthesize, and communicate information from broadcasts and guidance from NJDOE, NJDOH, CDC, and Gloucester County Department of Health.
- Communicate and implement WTPS Plan related to full remote instruction to all constituents.
- Continue to warehouse all communications regarding the closing/transition to full remote instruction.
- A list of all essential employees will be provided to the county office at the time of transition to remote instruction.
- Provide all communications on the district communication vehicles: Splash Page, ParentSquare, Facebook, X, Email, Voicemail, Text, WTPS Postmaster.
- Provide communication to staff regarding health and safety measures, any changes to remote instructional schedule (if necessary), and any further direction from the NJDOE, NJDOH, CDC, and Gloucester County Department of Health.
- Provide communication to parents regarding health and safety measures and any further direction from the NJDOE, NJDOH, CDC, and Gloucester County Department of Health.

Preparing for Subsequent Reopening

- District officials actively monitor, synthesize, and communicate information from

broadcasts and guidance from NJDOE, NJDOH, CDC, and Gloucester County Department of Health.

- Provide routine updates to staff and community regarding the transition back to in-person instruction.
- Provide all communications on the district communication vehicles: Splash Page, ParentSquare, Facebook, X, Email, Voicemail, Text, WTPS Postmaster.
- Provide communication to staff regarding health and safety measures and any further direction from the NJDOE, NJDOH, CDC, and Gloucester County Department of Health.
- Provide communication to parents regarding health and safety measures and any further direction from the NJDOE, NJDOH, CDC, and Gloucester County Department of Health.