



Plan Subject to Change

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

Contact Information

County: Cape May

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

Name of Chief School Administrator or Lead Person: Dr. David Salvo

Chief School Administrator or Lead Person Contact Number: (609) 465-1800

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: 1

District Confirmation: Yes No

County Confirmation: Yes No



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](#).



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: 5

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: 5

District Confirmation: Yes No

County Confirmation: Yes No

Plan Posted on LEA Website

Is the plan posted on your website? Yes No

Website link: <https://www.middletp.k12.nj.us/2020-2021-restart-of-school/>

APSSD Only

Was your plan shared with all sending districts? Yes No

Board Approval

Date (mm/dd/yyyy): 09/16/2021

Name and Signature of Chief School Administrator or Lead Person

Chief School Administrator or Lead Person Name: Dr. David Salvo

Chief School Administrator or School Lead Person Signature: 

Date (mm/dd/yyyy): 09/16/2021

Date of Submission to County Office

Date (mm/dd/yyyy): 09/17/2022

Middle Township Public Schools

School Closure Plan

2021-2022 School Year

Below is the closure plan for Middle Township Public Schools, 216 S. Main Street, Cape May Court House, NJ 08210. This plan will be in effect for the 2021-2022 school year.

Plan Component #1 – Equitable Access to Instruction

The plan of action to provide meaningful home instruction for students, differentiated for each district school as follows inclusive of ELL and Students with Disabilities. Additionally, digital accommodations will also be noted in the respective grade levels:

Elementary #1: PreK-2

- Each teacher has a method of parent communication (i.e., Remind, Class Dojo, Bloomz, and website).
- Teachers have developed online plans for instruction based on current instructional points in curricula in grades PreK-2.
- Teachers will communicate activities for students to complete.
- Paper and pencil activities will be made available for families without internet access or for younger grades in which technology is not always the best means of learning content.
- ELL's and students with disabilities (see additional info below) will have their specialized teachers visit with students through their regular class forums and individual outreach will be set up through parental connections.
- Zoom will be utilized for student mini lessons and student check-in.
- Teacher read alouds and lessons will be posted on school based Facebook pages.
- The delivery of chrome books were made accessible to students in need.
- Students who receive packets of materials are monitored by individual teachers. Principals coordinate collection of packets and distribution of new packets both at central food distribution locations and home deliveries.
- We are tracking which students have internet access and maintaining that information in Powerschool. Each building principal is working with Guidance, Office Staff, Child Study Teams, and teachers to identify students needing devices. Needed Devices are being delivered to each home, as needed. Each principal is keeping track of all borrowed devices, and will use that information when collecting such devices.
- Teachers are reporting to principals any and all students who are not engaging in online classroom meet-sessions. Principals are continually updating lists and arranging contact with parents to facilitate participation or address technological issues.

Elementary #2: Grades 3-5

- Teachers utilize their classroom communication method (i.e., Class Dojo, Bloomz, Remind, email, teacher website, etc.) to deliver instructions for lessons and activities. This may include use of online resources such as Google Class Room, Accelerated Readers, ConnectED, Reading A – Z, Prodigy, Freckle, and more.
- Zoom will be utilized for student mini lessons and student check-in.
- Teacher read alouds and lessons will be posted on school based Facebook pages.
- For specified reasons (IEP or parental preference), hard-copy packets of instruction will be provided.

Instructional materials provided in packets will be scanned to the Middle Township School Website and arranged by teacher name. (Teacher online information; Remind, Class DoJo, Bloomz, email, etc. will also be posted to the district website.)

- Information will be relayed to families via Blackboard Connect, as necessary.
- ELL's and students with disabilities (see additional info below) will have their specialized teachers visit with students through their regular class forums and individual outreach will be set up through parental connections.
- The delivery of chrome books were made accessible to students in need.
- Students who receive packets of materials are monitored by individual teachers. Principals coordinate collection of packets and distribution of new packets both at central food distribution locations and home deliveries.
- We are tracking which students have internet access and maintaining that information in Powerschool. Each building principal is working with Guidance, Office Staff, Child Study Teams, and teachers to identify students needing devices. Needed Devices are being delivered to each home, as needed. Each principal is keeping track of all borrowed devices, and will use that information when collecting such devices.
- Teachers are reporting to principals any and all students who are not engaging in online classroom meet-sessions. Principals are continually updating lists and arranging contact with parents to facilitate participation or address technological issues.

Middle School: Grades 6-8

- Teachers developed plans for instruction based on current instructional points in curricula in grades 6-8.
- Instructional materials will be scanned to the Middle School Website and arranged by teacher name.
- Teachers have transitioned to Google Classroom as the main forum for the upload and retrieval of student work. Hard copies are being utilized in unique situations.
- Zoom calls are scheduled should students need additional assistance.
- Information will be relayed to families via Blackboard Connect as necessary.
- ELL's and students with disabilities (see additional info below) will have their specialized teachers visit with students through their regular class forums and individual outreach will be set up through parental connections.
- The delivery of chrome books were made accessible to students in need.
- Students who receive packets of materials are monitored by individual teachers. Principals coordinate collection of packets and distribution of new packets both at central food distribution locations and home deliveries.
- We are tracking which students have internet access and maintaining that information in Powerschool. Each building principal is working with Guidance, Office Staff, Child Study Teams, and teachers to identify students needing devices. Needed Devices are being delivered to each home, as needed. Each principal is keeping track of all borrowed devices, and will use that information when collecting such devices.
- Teachers are reporting to principals any and all students who are not engaging in online classroom meet-sessions. Principals are continually updating lists and arranging contact with parents to facilitate participation or address technological issues.

High School: Grades 9-12

- Teachers will develop online plans for instruction based on current components in their curriculum. The plans will be posted on our high school website by the teacher's name. The major instructional platforms used by the staff will be Google Classroom, Remind and OnCourse.
- Zoom calls are scheduled should students need additional assistance.
- Information will be relayed to families via Blackboard Connect as necessary.

- ELL's and students with disabilities (see additional info below) will have their specialized teachers visit with students through their regular class forums and individual outreach will be set up through parental connections.
- The delivery of chrome books were made accessible to students in need. Students who receive packets of materials are monitored by individual teachers. Principals coordinate collection of packets and distribution of new packets both at central food distribution locations and home deliveries.
- Students who receive packets of materials are monitored by individual teachers. Principals coordinate collection of packets and distribution of new packets both at central food distribution locations and home deliveries.
- We are tracking which students have internet access and maintaining that information in Powerschool. Each building principal is working with Guidance, Office Staff, Child Study Teams, and teachers to identify students needing devices. Needed Devices are being delivered to each home, as needed. Each principal is keeping track of all borrowed devices, and will use that information when collecting such devices.
- Teachers are reporting to principals any and all students who are not engaging in online classroom meet-sessions. Principals are continually updating lists and arranging contact with parents to facilitate participation or address technological issues.

Coastal Prep: Recovery HS grades 9-12

- Teachers developed plans for instruction based on current instructional points in curricula in grades 9-12. Students are provided with coursework on a weekly basis of instructional materials for each of their current courses via Google Classroom and through e-mail correspondence. Students enrolled in elective based virtual courses will continue via the current procedures.
- Instructional materials will be emailed, provided in Google classrooms, mailed home, or hand delivered. The information will be arranged by teacher and course.
- Information will be relayed to families via our transition coordinator and school administrator.
- Students who receive packets of materials are monitored by individual teachers. Principals coordinate collection of packets and distribution of new packets both at central food distribution locations and home deliveries.
- We are tracking which students have internet access and maintaining that information in Powerschool. Each building principal is working with Guidance, Office Staff, Child Study Teams, and teachers to identify students needing devices. Needed Devices are being delivered to each home, as needed. Each principal is keeping track of all borrowed devices, and will use that information when collecting such devices.
- Teachers are reporting to principals any and all students who are not engaging in online classroom meet-sessions. Principals are continually updating lists and arranging contact with parents to facilitate participation or address technological issues.

Demographic Profile of the District:

- Total student population: 2,673.
- State-funded preschool program: 144.
- Students who are homeless: 175.
- Students with disabilities: 638.
- English Language Learners (ELLs): 79.
- Migrant LSE: 0 (zero).

Plan Component #2 – Special Education Needs

The plan to provide appropriate special education and related services for students with disabilities. This plan includes how IEP meetings will be conducted.

- All students will have access to district provided Chromebooks. However, materials and lessons will be individually modified by the individual student's assigned general education and/or special education teacher, taking into consideration the students' IEP goals/objectives and modifications. Any additional accessible materials and platforms will be discussed on an individual basis and provided as needed.
- CST case managers and service providers will continue to track all services and student progress. All calls, emails, and services are documented and that documentation is stored in the district's IEP system (currently Frontline IEP, formerly IEP-Direct). All student progress monitoring is also being documented and stored in the same system.
- Case Managers continue to be in regular contact with service providers, teachers, and parents to ensure that accommodations and modifications are being made.
- CST members/case managers are in regular contact with parents. Initial contacts are through phone calls. However, all IEP meetings are being held remotely (using Zoom) or over the phone or a combination of both (if there is a technical need or problem), depending on the preference of the parent. During these meetings all required members of the IEP team are present, as are appropriate services providers if necessary.
- CST evaluations that can be completed or partially completed virtually (such as social histories and the preK DAYC) are being completed. But as per NJDOE instructions received in our sole virtual meeting with the department, full evaluations/reevaluations will be conducted when state-wide stay-at-home is lifted and students can return to the buildings and receive face-to-face evaluations.

Plan Component #3 – ELL and Bilingual Needs

The district plan provides below information on the provisions for ESL and Bilingual education. Specifically stated are the means in how the district communicates with ELL families, including the translation of materials.

- ELL teachers, similar to teaching staff in the district, are required to utilize the approved distance learning platform, Google Classroom.
- ELL teachers should continue to maintain best practices in monitoring students' progress and be prepared to remediate and supplement students' progress when school reopens to address any regression, similar to existing practices after school breaks.
- District designated staff members, along with our 4 ESL teachers, will make continual contact with families and provide translating services to those families in need of translation of information.

Plan Component #4 – Safe Delivery of Meals

District plan provides information below on the continued safe delivery of meals to students.

Schools/Site where distribution of meals will take place:

School/Site distribution

The following sites will be used for distribution of breakfast and lunch every Monday. Students will be provided five days' worth of breakfast and lunch. These deliveries will run till the end of the academic year.

- Meadow Lark Run Apartments bus stop
- Rio Grande Fire Hall Parking Lot
- Green Creek Fire Hall Parking Lot
- Martin Luther King Center Parking Lot
- Goshen School House parking lot
- Elementary #2 parking lot

Meal distribution time approximately 10:00am-11:30am

Meals: Breakfast and lunch together for 5 days' worth at a time.

Method for meal distribution:

All students, whether free or reduced lunch, will be afforded the opportunity to pick up meal packages each Monday. Prepackaged items will be included in the meals that meet USDA food standards for a reimbursable breakfast and lunch.

Plan Component #5 – Length of Virtual or Remote Instructional Day

This information is found in Plan Component #1 (above).

Teachers are available for zoom access and e-mail/ Google Classroom communication during the hours of 8:00am to 3:00pm. Students are encouraged to link up with individualized teachers during scheduled online access times.

Plan Component #6 – Attendance and Family Follow Up

Outlined below are the district's attendance policies, including how the district determines whether a student is present or absent and it's factoring into promotion, retention, graduation, discipline. Additionally, it is described below the means in which the district is following up with family in regards to online instruction and/or submitting assignments.

Any day on which all students impacted by a public health-related closure have access to home instruction services provided consistent with the guidance in this memo will count as a day on which the board of education has provided public school facilities toward its compliance with the 180-day requirement in accordance with N.J.S.A. 18A:7F-9. Because such instruction is being provided, all students can be recorded as present for applicable days unless the district knowingly determines a student was not participating in any such instruction during health-related school closures.

Parental outreach is conducted regularly via phone calls, e-mails, and visits (as necessary) to the house by our school resource officer. These outreach efforts are catalogued for ongoing reference.

Plan Component #7 – Facilities

An outline is provided below on how the buildings will be maintained throughout the extended period of closure.

The proper use of PPE as required and following CDC cleaning protocols will be adhered to as to ensure that all building systems are monitored during the closure.

- Maintenance staff will clean and disinfect all offices and lavatories being used on a daily basis.
- Closed portions of the buildings will be cleaned and disinfected on a regular basis.

All buildings, effective as of this plan, will have the custodians performing their usual job responsibilities. The Essential Employees during this time of closure include the custodians and Food Service workers at the select Food Distribution sites. In addition, Central Office has operated as needed to complete payroll and accounts payable duties.

- Custodians and team members are onsite as necessary to complete maintenance and support activities such as the return of student items.
- As restrictions are eased, custodians are allowed to return to perform their duties while continuing to practice social distancing.
- Buildings are maintained during this extended school closure period and boilers and univents are monitored regularly. This will prevent external warm and moist air from accumulating in buildings and lead to excessive moisture. At the same time, custodial supervisors monitor school temperatures, humidity levels, etc. on a daily basis.
- Custodial Staff and the Buildings and Grounds Supervisor are available on grounds to supervise cleaning and supervision relating to safety and maintenance of all buildings.
- IT Technicians are onsite intermittently as needed to prepare devices for distribution and perform other duties that cannot be completed remotely.
- The district courier facilitates the retrieval and drop off of mail throughout the district.
- Board office personnel are on site as to facilitate mail distribution, check preparation, student registration, and other business functions that cannot be completed remotely.
- Central Office Administration is on site as to facilitate those duties that can not be completed remotely.

Plan Component #8 – Summer Programming

Outlined below is the preliminary information for summer services as it relates to

- Extended School Year- ESY for students with disabilities
- 21st Century Programs
- Assessment of credit loss and credit recovery for high schoolers
- Assessment of addressing learning loss and a plan moving forward
- STEM program utilizing reallocated funds
- Title 1 extended learning programs

- For those students who are ESY and/or in Title I learning programs online, virtual instruction will be offered similar to the current procedures listed above. Teachers will set a specified time to meet with students several times/days per week in an online forum to conduct mini lessons and have students engage in conferencing dialogue.
- Teachers are currently reviewing curricular maps and addressing the major content standards. Learning loss will be assessed in the fall from various diagnostic tests and benchmarks, including STAR Ren. Additional skill remediation will take place through the following avenues- basic skills, remediation blocks, differentiated small group instruction in regular and ICS classrooms, afterschool programming, and via our homework clubs at community based locations.
- Should students request tutorial remediation this summer, the district will seek to provide those services virtually. Building principals will share via global connect information and ask that parents sign up via google sheets for interested subject matter virtual learning. These experiences will take place for 2-3 hours several times per week.
- To account for credit loss and credit recovery, schools will provide virtual instruction over the summer from 2022 for several hours per day. Schedules to be determined based on the specific courses students fail to acquire a passing grade/credit.

