

Banyan School  
Virtual or Remote Instruction Plan  
for the  
2023-2024 School Year



**Anticipated Approval by Board of Trustees: September 12, 2023**

# **Banyan School ~ Emergency Virtual or Remote Instruction Plan**

## **I. COMMUNICATION:**

**Banyan School will communicate the need for an emergency remote closing in the following manner:**

- Realtime Notification System will be used to send phone messages, email blasts, and text messages.
- Updates will be posted on the District Website.
- Sending districts will be notified by email to Case Managers.
- Administrative communications as necessary via email.

## **II. CONTINUUM OF EDUCATION:**

In the event that the Banyan Schools are impacted by a required closure, we would proceed with daily instruction virtually as per Policy 2425.

1. The district is able to distribute a device and charger to every student and staff member.
2. Utilizing Zoom, Google Classroom, Google Meets, and online versions of our instructional materials, teachers would be able to provide the regular day's instruction.
3. The regular daily schedule will be followed. School hours will be consistent with the current in-person, full day schedule, exclusive of homeroom and lunch periods. (5.75 hours of instruction)
4. Instruction is most often synchronous, given the special needs of our population. If a student is able to work independently, asynchronous instruction may be utilized through the Google Classroom.
5. Specialized manipulative materials as are needed for multi-sensory activities and support will be distributed in advance, based on varying levels of student performance.
6. Based on a recent survey, the Administrative Team is aware of the households that will require technology for their students. Many have Wi-Fi access as well as digital devices. The Administration and Tech Coordinator will monitor needs based on participation and ongoing surveys/communication with parents.
7. If anyone reports lack of Wi-Fi access, a hotspot will be provided to them by the district.
8. Ongoing assessment is conducted via multiple measures, including: curriculum-based assessments (e.g. Wilson Reading and Multisensory Math), collection of student work samples, and individual surveys conducted through use of Zoom, KAMI and Google Slides.)
9. If schools are closed, there will be a temporary suspension of extracurricular activities until such time as guidance suggests that a reinstatement of such activities can safely take place.

### **III. ON-GOING PROGRAM OVERSIGHT - ATTENDANCE AND PARTICIPATION:**

If a student is not submitting assignments through Google Classroom, or attending sessions:

1. The teacher sends email to parents/guardians.
  2. The teacher follows up with a phone call home.
  3. If there is no response, the nurse will call home.
  4. If there is no response, the Case Manager will contact the district case manager. To problem-solve a solution.
- It is important to note that these procedures are handled in a positive and proactive manner to ensure students' social/emotional well-being.

### **IV. STAFF ATTENDANCE:**

Staff attendance will be accounted for in the following ways:

1. Frontline/Aesop Log In reports.
2. Faculty attendance is monitored at meetings via Zoom sign in.

**\*Staff should contact their school secretary, school nurse and administration if they are sick so that we are able to monitor attendance as well as illness indicators. In addition, staff should document their absence in Frontline/Aesop.**

### **V. STUDENT ATTENDANCE:**

Student attendance will be accounted for in the following ways:

1. Realtime student attendance entered by first period teachers.
2. Period by period attendance will be logged in Realtime.
3. Parents are requested to report absences to the School Nurse.
4. Parents will be contacted by the Nurse or Teachers if absence is not reported, or attendance is not consistent.

### **VI. RELATED SERVICES (Speech, OT, PT, Counseling):**

- Related services will continue to be provided through electronic communications, virtual, remote instruction, as appropriate and as required by the student's IEP to the greatest extent possible.
- Therapists will ensure that extension activities are provided to engage students in therapy-related tasks at home.
- All Related Services providers will take attendance and log services to ensure the ongoing and appropriate provision of services.
- Logs and attendance to be reviewed by the Case Managers to ensure appropriate implementation of IEP services.

## **VII. SUPPORT SERVICES**

### **❖ Behaviorist:**

- Will contact the families of students with behavior plans on a weekly basis (or more if needed), to check and provide suggestions and support. Contact and activity logs will be documented.

### **❖ Case Managers:**

- Case managers will remain available to families to provide support. Contact with families will be via phone or email.
- IEP meetings will be conducted virtually to maintain compliance with required timelines.

### **❖ Social and Emotional Needs**

- School Counselors will provide resources for students through Google classrooms and individual sessions, as applicable.
- Community Resources such as Care Plus will be shared via parent presentations. Further resources and information will be shared via the school website.
- Additionally, the Mental Health staff will be available for the expressed needs of faculty and staff.

### **❖ Nurses:**

- Check absences entered in Realtime to compare with parent absences reported.
- Maintain documentation of Covid related illnesses and quarantine timelines.
- Report cases as required to the County Office of Education and the Department of Health.
- Communicate regularly with the local health department with incidences, questions and to seek guidance.
- Disseminate any information necessary to staff and/or administration.
- Disseminate any information necessary to parents.
- Serves as a member of the Pandemic Response Team, comprised of:
  - Director
  - Principals

### **❖ Paraprofessionals:**

- Will assist teachers in the preparation of materials.
- Will support students during virtual instruction.
- Complete additional online training through Safe Schools.

## **VIII: MEAL SERVICE:**

- Banyan School does not participate in the National School Lunch program. If and when sending districts provide meals to district students, they notify us and we relay messages to our students as appropriate so that they can benefit from meal distribution.

## **IX: FACILITIES PLAN:**

- When buildings are empty of most students and staff, the central office personnel will continue to work. As such, Custodians will also report to the building to perform essential cleaning tasks as required daily, and will also be consulted and advised regarding more intensive cleaning and maintenance requirements that can be accomplished during this time.





*State of New Jersey*

DEPARTMENT OF EDUCATION

PASSAIC COUNTY OFFICE

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PHILIP D. MURPHY  
*Governor*

TAHESHA WAY  
*Lt. Governor*

ANGELICA ALLEN-MCMILLAN, Ed.D.  
*Acting Commissioner of Education*

KESHA T. DRAKEFORD  
*Interim Executive County Superintendent*

September 14, 2023

Ms. Wendy McNeill  
Director  
Banyan School  
471 Main Ave  
Little Falls, NJ 07424

RE: Emergency Virtual or Remote Instruction Plan Approval – 2023-2024

Dear Ms. McNeill,

The Office of the Executive County Superintendent of Schools has reviewed Banyan High School's submission of the Emergency Virtual or Remote Instruction Program Plan for 2023-2024 as per P.L. 2020 c. 27 and has found the Plan to be compliant with the required checklist elements.

In the event that a school facility in your Local Education Agency (LEA) must close due to a declared state of emergency, a declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure, you may use virtual or remote instruction to satisfy the 180-day requirement if the closure is for more than three (3) consecutive days.

In addition, be reminded that LEAs are required to post the approved plan on their websites. If revisions are made to this plan, please resubmit the revised Plan to the County Office of Education accompanied by a certified board resolution and a new signed and dated checklist, which can be found at: [Guidance and Checklist: Virtual or Remote Instruction Programs \(nj.gov\)](https://www.nj.gov/education/guidance-and-checklist-virtual-or-remote-instruction-programs)

Thank you and best wishes for a successful school year.

Sincerely,

Kesha T. Drakeford  
Interim Executive County Superintendent of Schools

KTD/jt  
Attachments



## Local Education Agency Guidance for Virtual or Remote Instruction Plan for the 2023-2024 School Year

The New Jersey Department of Education (Department) is providing the following guidance pursuant to *N.J.S.A. 18A:7F-9(c)* and *N.J.A.C. 6A:32-13.1* and *13.2*, to assist LEAs in the development of their annual virtual or remote instruction plans. The Department encourages LEAs to reflect on the previous school year to enhance elements of the prior year's plan to provide the most substantive education, and including, but not limited to, related services, for all students in the event of an LEA closure.

For each of the 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 July 31 annually, the chief school administrator or lead person must submit a board-approved LEA Guidance for Virtual or Remote Instruction Plan for the coming school year, 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.

### LEA Checklist for Virtual or Remote Instruction Programs

LEAs must enter the page number where each checklist item may be found in the virtual or remote instruction program submitted to the County Office of Education.

#### Contact Information

County: Passaic

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

Banyan Upper School

Chief School Administrator/Charter or Renaissance Leader Name/APSSD Leader:

Wendy McNeill

Phone Number of Contact: (973) 785-1919

#### Equitable Access and Opportunity to Instruction

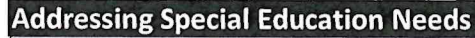
Question	LEA Yes or No
1. Is the LEA ensuring equitable access and opportunity to instruction for all students?	Yes <input type="checkbox"/>



Question	Page Number	LEA Yes or No	County Yes or No
2. Does the program ensure that all students' varied and age-appropriate needs are addressed?	2	Yes <input type="checkbox"/>	Yes
3. Is the program designed to maximize student growth and learning to the greatest extent possible? Synchronous and/or asynchronous virtual or remote learning plans which will maximize student growth and learning.	2	Yes <input type="checkbox"/>	Yes
4. Does the program describe how the LEA will continuously measure student growth and learning in a virtual or remote instruction environment?	2	Yes <input type="checkbox"/>	Yes
5. Does the program describe how the LEA will measure and address any ongoing digital divide issues, including a lack of internet access, network access and/or sufficient access to devices?	2	Yes <input type="checkbox"/>	Yes

#### Notes on Equitable Access to Instruction





### Notes on Special Education Needs

[illegible]



### Addressing English language learners (ELL) Plan Needs

Question	Page Number	LEA Yes or No	County Yes or No
1. Does the program include an English as a Second Language and/or bilingual education program aligned with State and Federal requirements to meet the needs of ELLs?	N A		
2. Does the program describe how the LEA communicates with families of ELLs including providing translation materials, interpretative services, and literacy level appropriate information?	N A		
3. Does the program include the use of alternate methods of instruction (that is, differentiation, sheltered instruction, Universal Design for Learning), access to technology and strategies to ensure ELLs access the same standard of education as non-ELL peers?	N A		
4. Does the program include training for teachers, administrators, and counselors to learn strategies related to culturally responsive teaching and learning, socio-emotional learning, and trauma-informed teaching for students affected by forced migration from their home country (e.g. refugee, asylee)?	N A		

### Notes on Supporting ELL Educational Needs

N/A - Banyan School does not offer and ELL Program.



### Attendance Plan

Question	Page Number	LEA Yes or No	County Yes or No
1. Does the program address the LEA's attendance policies, including how the LEA will determine whether a student is present or absent, how a student's attendance will factor into promotion, retention, graduation, discipline, and any other decisions that will reflect the student's performance?	3, 4	Yes <input type="checkbox"/>	Yes
2. Does the program describe how the LEA communicates with the family when a student is not participating in online instruction and/or submitting assignments?	3, 4	Yes <input type="checkbox"/>	Yes

### Notes on Attendance Plan

### Safe Delivery of Meals Plan

Question	Page Number	LEA Yes or No	County Yes or No
1. Does the program contain how the LEA will provide continued safe delivery of meals to eligible students?		No <input type="checkbox"/>	No

### Notes on Safe Delivery of Meals

The Banyan School does not participate in the National School Lunch program, however, we do relay information to our families relative to our sending districts and the programs that they provide for resident students.



### Facilities Plan

Question	Page Number	LEA Yes or No	County Yes or No
1. Does the program contain an outline of how buildings will be maintained throughout an extended period of closure?	4	Yes <input type="checkbox"/>	Yes

### Notes on the Facilities Plan Other

Although we have a very small custodial staff, they will be present in the buildings during closure, and will take care of regular cleaning as well as maintenance projects that are required.

### Other Considerations

Does the program contain the following considerations?	Page Number	LEA Yes or No	County Yes or No
a. Accelerated learning opportunities	NA		
b. Social and emotional health of staff and students	4	Yes <input type="checkbox"/>	Yes
c. Title I Extended Learning Programs	NA		
d. 21 <sup>st</sup> Century Community Learning Center Programs	NA		
e. Credit recovery	NA		
f. Other extended student learning opportunities	2	Yes	Yes
g. Transportation	NA		
h. Extra-curricular programs	2	Yes	Yes
i. Childcare	NA		
j. Community programming	NA		

### Notes on Other Considerations



### APSSD Applicable Only: Sharing Plans

Was the program shared with all sending districts? Yes ☒ No ☐

### Notes on APSSD Sharing Plans

This plan is also posted on our website for sending districts' and parents' information.

### Essential Employees

Question	Page Number	LEA Yes or No	County Yes or No
1. The LEA will ensure essential employees are identified and a list is provided to the county office at the time of the LEA's transition to remote or virtual instruction.	4	Yes <input type="checkbox"/>	Yes

### Notes on Essential Employees

The administrative team and central office personnel are considered to be essential employees and will be on site at the building, if closure is warranted.

### Board Approval

Date of board approval (mm/dd/yyyy): 09/12/2023

### Notes on Board Approval

The Board of Trustees meets again on 9/12/2023, when this will be an agenda item for approval. Upon approval, an extract of the Board Resolution will be submitted.

### Posted on Website

1. Is the program posted on the school district/APSSD/Charter/Renaissance School Project Website? Yes ☒ No ☐

2. Link to website: [www.banyanschool.org](http://www.banyanschool.org)

Received all documents by  
9/13/2023



## **Local Educational Agency Guidance for Chapter 27 Emergency Virtual or Remote Instruction Programs for the 2022-2023 School Year**

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 school year (SY) 2022-2023. 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 2021-2022 SY as LEAs 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 2022-2023 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 New Jersey Commissioner of Education.** This plan would be implemented during an LEA 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 chief school administrator or lead person must consult with the board of education or board of trustees, if practicable, prior to implementing the LEA's plan of virtual or remote instruction. A day of virtual or remote instruction, if instituted under a plan approved by the New Jersey 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 other such matters as determined by the New Jersey Commissioner of Education.

LEAs must include the statutory and regulatory requirements listed in the "LEA Guidance for Chapter 27 Emergency Virtual or Remote Instruction Programs for the 2022-2023 SY," in plans for virtual or remote instruction for the 2022-2023 school year. The 2022-2023 SY plans must be approved by the board of education or board of trustees (board) of each LEA and approved by the respective County Office of Education before being posted predominately on the LEA's website. **The board-approved plan and checklist are due to the respective County Office of Education no later than September 30, 2022.** In the event that the LEA is directed by a public health agency or officer to provide virtual or remote instruction before garnering County Office of Education approval of the Plan, the approval date will be retroactive. Questions should be directed to the [County Office of Education](#).





## Local Education Agency Guidance for Virtual or Remote Instruction Plan Attestation for the 2022-2023 SY

The New Jersey Department of Education (Department) is providing the following guidance pursuant to *N.J.S.A. 18A:7F-9(c)* and *N.J.A.C. 6A:32-13.1* and *13.2*, to assist LEAs in the development of their 2022-2023 virtual or remote instruction plans. The Department encourages LEAs to reflect on the previous school year to enhance elements of the prior year's plan to provide the most substantive education, and including, but not limited to, related services, for all students in the event of an LEA closure.

For each of the 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 September 30, 2022, the chief school administrator or lead person must submit a board-approved LEA Guidance for Virtual or Remote Instruction Plan for 2022-2023 SY 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.

### LEA Checklist for Virtual or Remote Instruction Programs for the 2022-2023 SY

LEAs must enter the page number where each checklist item may be found in the virtual or remote instruction program submitted to the [County Office of Education](#).

#### Contact Information

County:

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

Chief School Administrator/Charter or Renaissance Leader Name/APSSD Leader:

Phone Number of Contact:

#### Equitable Access and Opportunity to Instruction

Question	LEA Yes or No
1. Is the LEA ensuring equitable access and opportunity to instruction for all students?	



Question	Page Number	LEA Yes or No	County Yes or No
2. Does the program ensure that all students varied and age-appropriate needs are addressed?			
3. Is the program designed to maximize student growth and learning to the greatest extent possible? Synchronous and/or asynchronous virtual or remote learning plans which will maximize student growth and learning.			
4. Does the program describe how the LEA will continuously measure student growth and learning in a virtual or remote instruction environment?			
5. Does the program describe how the LEA will measure and address any ongoing digital divide issues, including a lack of internet access, network access and/or sufficient access to devices?			

#### Notes on Equitable Access to Instruction





## Addressing Special Education Needs

Question	Page Number	LEA Yes or No	County Yes or No
1. Does the program address the provision of virtual or remote instruction to implement Individual Education Programs (IEPs) for students with disabilities to the greatest extent possible, including accessible materials and platforms?			
2. Does the program address methods to document IEP implementation including the tracking of services, student progress, as well as provision of accommodations and modifications?			
3. Does the program describe how case managers will follow up with families to ensure services are implemented in accordance with IEPs to the greatest extent possible?			
4. Does the program address procedures to conduct IEP meetings, evaluations and other meetings to identify, evaluate and/or reevaluate students with disabilities?			

## Notes on Special Education Needs



### Addressing English language learners (ELL) Plan Needs

Question	Page Number	LEA Yes or No	County Yes or No
1. Does the program include an English as a Second Language and/or bilingual education program aligned with State and Federal requirements to meet the needs of ELLs?			
2. Does the program describe how the LEA communicates with families of ELLs including providing translation materials, interpretative services, and literacy level appropriate information?			
3. Does the program include the use of alternate methods of instruction (that is, differentiation, sheltered instruction, Universal Design for Learning), access to technology and strategies to ensure ELLs access the same standard of education as non-ELL peers?			
4. Does the program include training for teachers, administrators, and counselors to learn strategies related to culturally responsive teaching and learning, socio-emotional learning, and trauma-informed teaching for students affected by forced migration from their home country (e.g. refugee, asylee)?			

### Notes on Supporting ELL Educational Needs



### Attendance Plan

Question	Page Number	LEA Yes or No	County Yes or No
1. Does the program address the LEA's attendance policies, including how the LEA will determine whether a student is present or absent, how a student's attendance will factor into promotion, retention, graduation, discipline, and any other decisions that will reflect the student's performance?			
2. Does the program describe how the LEA communicates with the family when a student is not participating in online instruction and/or submitting assignments?			

### Notes on Attendance Plan

### Safe Delivery of Meals Plan

Question	Page Number	LEA Yes or No	County Yes or No
1. Does the program contain how the LEA will provide continued safe delivery of meals to eligible students?			

### Notes on Safe Delivery of Meals



## Facilities Plan

Question	Page Number	LEA Yes or No	County Yes or No
1. Does the program contain an outline of how buildings will be maintained throughout an extended period of closure?			

## Notes on the Facilities Plan Other

## Other Considerations

Does the program contain the following considerations?	Page Number	LEA Yes or No	County Yes or No
a. Accelerated learning opportunities			
b. Social and emotional health of staff and students			
c. Title I Extended Learning Programs			
d. 21 <sup>st</sup> Century Community Learning Center Programs			
e. Credit recovery			
f. Other extended student learning opportunities			
g. Transportation			
h. Extra-curricular programs			
i. Childcare			
j. Community programming			

## Notes on Other Considerations



### APSSD Applicable Only: Sharing Plans

Was the program shared with all sending districts?    Yes        No

### Notes on APSSD Sharing Plans

### Essential Employees

Question	Page Number	LEA Yes or No	County Yes or No
1. The LEA will ensure essential employees are identified and a list is provided to the county office at the time of the LEA's transition to remote or virtual instruction.			

### Notes on Essential Employees

### Board Approval

Date of board approval (mm/dd/yyyy):

### Notes on Board Approval

### Posted on Website

1. Is the program posted on the school district/APSSD/Charter/Renaissance School Project Website?    Yes        No

2. Link to website:



Wendy McNeill *Director*

- **ELEMENTARY SCHOOL**
- **HIGH SCHOOL**
- **LIFE ACADEMY**  
(Ages: 18-21)

ELEMENTARY SCHOOL  
**Wendy McNeill** *Principal*  
12 Hollywood Avenue, Fairfield, NJ 07004  
(973) 439-1919  
wmcneill@banyanschool.com

HIGH SCHOOL & LIFE ACADEMY  
**Marguerite Freeman** *Principal*  
471 Main Street, Little Falls, NJ 07424  
(973) 785-1919  
mfreeman@banyanschool.com

## **Board Action: Approval of the Banyan School Emergency Virtual or Remote Instruction Plan for the 2023-24 School Year**

In compliance with the requirement of the Department of Education that the Board approve the proposed Banyan School Virtual or Remote Plan for the 2023-24 School Year, the Banyan School Board of Trustees, on September 12, 2023, took the following action to approve the Plan for submission to the Department of Education.

- **MOTION:** Be it resolved that the Banyan School Board of Trustees, upon recommendation of the Director, approve the submission of the Virtual or Remote Instruction Plan for the 2023-24 School year.

Motion: William Presutti  
Second: Mark Stoller

Approved unanimously by the Banyan School Board of Trustees:      Date: September 12, 2023