



State of New Jersey

DEPARTMENT OF EDUCATION

PASSAIC COUNTY OFFICE

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Lt. Governor

KEVIN DEHMER

Commissioner of Education

KESHA T. DRAKEFORD

Interim Executive County Superintendent

September 10, 2025

Ms. Wendy McNeill

Director

Banyan High School

471 Main Avenue

Little Falls, NJ 07424

RE: Emergency Virtual or Remote Instruction Plan Approval – 2025-2026

Dear Ms. Wendy McNeill,

The staff at the Executive County Superintendent of Schools has reviewed your district's submission of the Emergency Virtual or Remote Instruction Program Plan for the 2025-2026 school year 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, please remember all 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 attestation, 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/jc

Attachments

APPROVED



Local Education Agency Guidance for Virtual or Remote Instruction Plan

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.

School Year: 2025-26

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 ☐



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 ☐	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 ☐	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 ☐	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 ☐	Yes

Notes on Equitable Access to Instruction



Notes on Special Education Needs

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**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		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		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		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		N/A

Notes on Supporting ELL Educational Needs

N/A Banyan Upper School does not offer an ELL Program.



Notes on Attendance Plan

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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 ☐	No

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 ☐	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		N/A
b. Social and emotional health of staff and students	4	Yes ☐	Yes
c. Title I Extended Learning Programs	NA		N/A
d. 21 st Century Community Learning Center Programs	NA		N/A
e. Credit recovery	NA		N/A
f. Other extended student learning opportunities	2	Yes ☐	Yes
g. Transportation	NA		N/A
h. Extra-curricular programs	2	Yes ☐	Yes
i. Childcare	NA		N/A
j. Community programming	NA		N/A

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 ☐	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): 07/16/2025

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: www.banyanschool.org