



Making a difference in the lives of our students

Virtual or Remote Instruction Plan

July 2025

Introduction

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 schools can utilize virtual or remote instruction to satisfy the 180-day requirement pursuant to N.J.S.A. As a result of this executive order, schools are required to submit an annual plan for virtual/remote learning.

Outlined below is the virtual/remote plan for Archbishop Damiano School (ADS) for the 2025-2026 school year. ADS will continue to follow all federal and state guidance and protocols to mitigate the risk of COVID-19 in the school setting. All closures will be made in consultation with the Gloucester County Department of Health and Center of Disease Control (CDC.) This virtual/remote plan is designed to be a fluid document and as guidance and information is provided, this plan will be adjusted accordingly.

Should Archbishop Damiano School move to a remote learning model, a list of essential employees will be sent to the county education office.

Equitable and Opportunity to Instruction

During remote learning it is crucial to ensure that all students, regardless of age, have equitable access to instruction and the resources necessary to virtually connect to learning. ADS issues all students with an iPad for educational and supplemental learning opportunities at both home and school. Students that do not have reliable internet access receive a tablet that can access internet via Wi-Fi at home using mobile data.

Every student at ADS has an Individualized Education Program (IEP.) The content presented during virtual/remote instruction will be in alignment with the individualized educational and therapeutic goals outlined in the IEP for each student.

- Asynchronous and synchronous lessons and activities will be offered while the child is learning from home.
- Microsoft TEAMS will be utilized to provide virtual services.
- Being that ADS is 1:1 with technology, the student will be sent home with an ADS owned iPad with the Microsoft TEAMS app installed.

- ADS will provide activities in a paper format for students who do not have home Internet access and provide a tablet with mobile data.
- All virtual/remote learning and therapy related activities are driven by each student's IEP goals.
- All therapists will contact their students' families via telephone or e-mail to discuss therapy times and tele-health services.
- All classes and therapy services defined in the IEP will be delivered during school hours. (8:45-2:45)
- School staff will submit student attendance daily in both the morning and the afternoon.
- Parents/ caregivers are requested to facilitate learning for maximum student growth and learning.
- ADS staff will collect data on IEP benchmarks using observational and performance-based data collection methods.

Addressing Special Education Needs

All students at Archbishop Damiano School are multiply disabled and have an IEP. All our students will require support in the home setting to connect to a virtual platform. Microsoft TEAMS is the schoolwide adopted platform for remote instruction. Teachers and therapists will contact parents via email, TEAMS or by phone to establish times of virtual connectivity for learning or therapeutic sessions and individuals in the home that will provide support to the student during learning opportunities.

Any adaptive materials, assistive technology, worksheets, and equipment that a student requires to meet his/her IEP goals will be provided. Parents may pick up necessary materials at the school, or they can arrange for them to be delivered.

The IEP of each student will be implemented to the greatest extent possible following the below guidelines.

1. The learning day for remote sessions will be 4 hours of time and crafted to meet the attentional needs of the students.
2. Individual assistants (1:1) will connect with their 1:1 student for 4 hours of online learning with is the length of the virtual school day.
3. All modifications and accommodations outlined in the IEP will be provided to the greatest extent possible.
4. Therapists and teachers will maintain their documentation/data collection using observational, and narrative information/feedback provided by home support individuals.
5. Therapists will attempt to establish points of contact for therapy sessions at the same frequency and duration as identified in the IEP. The number of contacts may be modified by the availability and need of the parent/guardian.
6. Administrators will continue to support teachers and therapists in the delivery of remote learning and telehealth sessions.
7. Administrators will continue to monitor and ensure implementation of remote learning, and implementation of the IEP via remote sessions to the greatest extent possible.
8. Administrators will continue to monitor student progress and attendance.
9. In the event the student misses five continuous remote learning/therapeutic sessions, the assistant principals will notify the case manager of the sending school district of the

frequent student absences and discuss a plan to connect with the parents to support increased attendance.

10. All IEP meetings, evaluations and other meetings will be conducted using Microsoft TEAMS or the remote platform of school by the school district.

Addressing Multilingual Learners (MLs) Plan Needs

Archbishop Damiano School serves students with disabilities whose educational programs are guided by individualized goals and supports. While the school does not offer formal English Language Learner (ELL) programs, we recognize that some students may come from homes where English is not the primary language. In these cases, during remote learning, instructional directions and supports will be provided to the individual assisting the student at home.

To help bridge language barriers, Microsoft Translator and other translation tools will be used as needed. Translation services provided by Archbishop Damiano School will be available to all non-English speaking families. Learning materials will be delivered in the same language format as they would be during in-person instruction. Teachers will offer support and resources to families to the greatest extent possible to ensure accessibility and understanding.

In keeping with our commitment to cultural responsiveness, staff will engage with families in ways that respect and reflect their cultural and linguistic backgrounds. This approach helps foster inclusive communication, strengthens family-school partnerships, and supports meaningful participation in the learning process.

Attendance Plan

The length of a virtual or remote instruction day will be a cumulative total of four (4) hours. Archbishop Damiano School will maintain attendance records for the duration of remote learning. Attendance will be documented in the morning and afternoon and submitted to the main office secretary. Should the student participate in remote learning at any point in the day, the student will be marked as present. Supplemental materials will be provided for content missed within the four hours of online learning. All therapists will document attendance. For missed therapeutic sessions, therapists will attempt to provide make-up sessions when possible. For the materials provided the expectation is that families will provide home support to complete assignments.

Follow up phone calls by teachers, therapists and administration will be made to families in the event of 3 or more missed remote learning days. The school district will be notified of frequent and consecutive absenteeism. The school district will determine how attendance impacts the promotion, retention, graduation, discipline, and any other decision,

Safe Delivery of Meals

Free and Reduced Lunch

Archbishop Damiano School participates in the Child Nutrition program. In the event of virtual learning Grab and Go meals will be provided to students. Families must reach out to the food service manager and notify her of their desire to receive lunch. Archbishop Damiano School will ensure safe delivery of meals during remote learning.

Facilities Plan

During virtual learning the facilities manager will be onsite daily to monitor building needs and ensure the learning environment is prepared when it is time to return to in-person learning.