



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: Atlantic

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

Buena Regional School District

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

David C. Cappuccio, Jr.

Phone Number of Contact: (856) 697-0800

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?	1-3	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.	1 - 3	Yes ☐	
4. Does the program describe how the LEA will continuously measure student growth and learning in a virtual or remote instruction environment?	1 - 3	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?	3	Yes ☐	

Notes on Equitable Access to Instruction



Notes on Special Education Needs

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Notes on Supporting ELL Educational Needs

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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?	4	Yes	

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?	4-5	Yes ☐	

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	5	Yes ☐	
b. Social and emotional health of staff and students	5	Yes ☐	
c. Title I Extended Learning Programs	5	Yes ☐	
d. 21 st Century Community Learning Center Programs	6	Yes ☐	
e. Credit recovery	6	Yes ☐	
f. Other extended student learning opportunities	6	Yes ☐	
g. Transportation	6	Yes ☐	
h. Extra-curricular programs	6	Yes ☐	
i. Childcare	6	Yes ☐	
j. Community programming	6	Yes ☐	

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.	6	Yes ☐	

Notes on Essential Employees**Board Approval**

Date of board approval (mm/dd/yyyy): 06/30/2025

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.buenaschools.org



2025-26 BUENA REGIONAL SCHOOL DISTRICT EMERGENCY VIRTUAL/REMOTE INSTRUCTION PLAN

A. PROVISION OF REMOTE/VIRTUAL INSTRUCTION

Preschool (Milanesi & Collings Lakes Elementary Schools):

- PK students will have at least 90 minutes of synchronous learning activities per day and 150 minutes of asynchronous learning activities per day delivered through movement, music, See-Saw, Go Noodle, and teacher-developed activities.
- PK teachers will communicate with parents via email and/or distribute handouts to students regarding Google Classroom logins and access to lessons. Teachers will post a class schedule on Google Classroom for parents and students.
- Teachers will update Google Classroom with learning activities/plans daily.
- Teachers created and posted a Google Meet link on Google Classroom for use throughout the year. This link will be used to access live-streamed instruction.
- Students participating in the remote/virtual instruction will be marked “present”.
- Parents must communicate with the main office should the student become ill or choose not to participate in the live-streamed lessons that day. Students in those instances will be considered “absent”.
- Teachers will follow the same lesson schedule each day to ensure parents and students have easy and consistent access to the live-stream via Google Meet.
- All teachers will maintain flexibility and accommodate according to a student’s unique needs during time away from in-person learning.

Grades K-5 (Milanesi, Collings Lakes, and Cleary Elementary Schools)

- K-5 students will be provided a minimum of 305 minutes of synchronous, live-streamed instruction as well as supplemental asynchronous learning activities each day.
- K-5 students will adhere to their regular classroom schedule with built-in virtual learning breaks.
- K-5 teachers will communicate with parents via email and/or distribute handouts regarding Google Classroom logins and access to lessons. Teachers will post a class schedule on Google Classroom for parents and students.
- Teachers will update Google Classroom with learning activities each school day.
- Teachers created and posted a Google Meet link on Google Classroom for use throughout the year. This link will be used to access live-streamed instruction.
- Students participating in the remote/virtual instruction will be marked “present”.

- Parents must communicate with the main office should the student become ill or choose not to participate in the live-streamed lessons that day. Students in those instances will be considered “absent”.
- Teachers will take attendance once during each class period.
- Teachers will follow the regular bell/class schedule each day to ensure parents and students have easy and consistent access to the live-streamed instruction.
- Students will participate in live-streamed instruction for each content area except Physical Education.
- Physical Education will be delivered through Google Classroom. Health will be live-streamed.
- During live-streamed instruction, K-5 students are expected to:
 - Log in at the start time of each Google Meet and remain in each Google Meet until its conclusion.
 - Keep cameras on and mics muted unless otherwise directed by the teacher.
 - Remain quiet unless called upon to participate.
 - Complete/submit any work assigned by the teacher.
- All teachers will maintain flexibility and accommodate students’ needs during time away from in-person learning.

Buena Regional Middle School (Grades 6-8) & Buena Regional High School (Grade 9-12)

- Buena Regional Middle School students (Grades 6-8) will be provided 315 minutes of synchronous, live-streamed instruction, as well as supplemental asynchronous learning activities each day.
- Buena Regional High School students (Grades 9-12) will be provided 280-320 minutes of synchronous, live-streamed instruction, as well as supplemental asynchronous learning activities each day excluded from school.
- Middle/high school teachers will communicate with parents via email, or distribute handouts regarding Google Classroom logins and access to lessons. Teachers will post a class schedule on Google Classroom for parents and students.
- Teachers will update Google Classroom with learning activities each school day.
- Teachers created and posted a Google Meet link on Google Classroom for use throughout the year. This link will be used to access live-streamed instruction.
- Students participating in the remote/virtual instruction will be marked “present”.
- Parents must communicate with the main office should the student become ill or choose not to participate in the live-streamed lessons that day. Students in those instances will be considered “absent”.
- Teachers will take attendance once during each class period.
- Teachers will follow the regular bell/class schedule each day to ensure parents and students have easy and consistent access to the live-streamed instruction.
- Students will participate in live-streamed instruction for every class with the exception of physical education. Physical education will be delivered through Google Classroom. Health will be live-streamed.

- During live-streamed instruction, grades 6-12 students are expected to:
 - Log in at the start time of each Google Meet and remain in each Google Meet until the conclusion.
 - Keep cameras on and mics muted unless otherwise directed by the teacher.
 - Remain quiet unless called upon to participate.
 - Complete/submit any work assigned by the teacher.
- All teachers will maintain flexibility and accommodate according to a student's unique needs during time away from school due to quarantine.

B. EQUITABLE ACCESS AND OPPORTUNITY TO INSTRUCTION

- The Buena Regional School District adheres to a 1:1 device to student ratio where every student is provided a chromebook for in-school learning as well as remote/virtual learning. Returning students already have their device, and new students will be provided a device during the first week of school. Students who transfer into the district following the start of the year are provided a chromebook/ device upon entry into the district from the Technology Team.
- The district has pre-purchased hotspots to distribute for any student who does not have adequate broadband access.
- The district will continuously measure student growth and learning by administering assessments and benchmarks according to a regular schedule.

C. SPECIAL EDUCATION NEEDS

- All Students with Disabilities will have access to virtual/remote instruction as described Section A.
- Virtual/Remote instruction for Students with Disabilities will adhere to the goals and objectives set forth in individual IEPs.
- Teachers will continue to implement any and all applicable accommodations and modifications, as well as supplementary aids and services, identified within the IEP for Students with Disabilities.
- Student progress, as well as the provision of related services, will be documented in a manner similar to that provided during in-person learning.
- All required meetings of the CST and/or IEP team will adhere to required timelines and will occur virtually (i.e. phone conference or video conferencing). Required participants will receive notification electronically and by mail if possible given specific circumstances.

D. ENGLISH LANGUAGE LEARNERS

- Students will receive the same amount of ELL instructional minutes through the virtual/remote platform as they do with in-person learning.
- The district will provide parents access to live translation services, as needed, in order for parents of ELLs to partake in their child's program. Additionally, the district will utilize other forms of translation services (i.e. Google Translate, Talking Points, and Rosetta Stone) to assist parents and families of ELLs.

- All ELLs will have access to their own district-issued device, similar to all non-ELL students. Differentiation may occur through the use of Imagine Learning, Cornerstone and Keystone textbooks which align to ELL WIDA standards.
- Teachers design lessons based on student ACCESS scores and fluency levels in reading, writing, listening, and speaking.
- ELL teachers meet regularly with the ELL supervisor and are provided with access to regular WIDA training.
- ELL teachers are members of TESOL which provides access to monthly professional development and strategies for its members.

E. ATTENDANCE PLAN

- The district will continue to adhere to its regular attendance policy in the event that a virtual/remote learning plan is implemented. The recording of attendance is addressed in Section A.
- Parents of students who are in violation, or in jeopardy of becoming in violation, of the district's attendance policy, will be communicated with in the same manner as when in-person learning is occurring. For example, parents will receive automated phone calls and emails, and regular letters at designated absence points.
- Teachers will communicate with students and parents of students via email and/or phone during virtual/remote instruction relative to missing and/or incomplete assignments.

F. FOOD SERVICES-DELIVERY OF MEALS

- In the event of a complete school district closure, remote meal distribution sites will be established for meal pickup and effectively communicated with parents via social media, emails, and school website.
- In the event of a single school closure within the district, that school will serve as the remote distribution site for meal pickup.
- In the event of a classroom closure within a specific school in the district, the Buena Regional High School will serve as the remote distribution site for meal pickup. Meal distribution will occur by the back loading dock.
- In the event of any closure as described above, all meals will be pre-packaged by Food Services personnel.

G. FACILITIES PLAN

- Buildings & Grounds (B&G) staff will be identified as Essential Employees and remain working on-site during a closure to ensure all school/district buildings are maintained.
- The Director of Facilities and Operations will direct B&G staff relative to specific plans and procedures for maintaining all buildings and grounds.

- The Superintendent, on a case by case basis, will determine the extent to which other staff members/employees will be designated as Essential Employees to assist with the maintenance of all buildings and district operations.

H. OTHER CONSIDERATIONS

- **Accelerated learning opportunities:**

- Students will continue to receive differentiated instruction, accommodations, and modifications according to their identified needs virtually/ remotely. Additionally, the district will utilize Response to Intervention programs with students in need of acceleration in reading and mathematics.
- All teachers will have access to and utilize the district's curricular documents which have been updated to reflect evidence-based strategies focused on remediation and learning acceleration.

- **Social and emotional health of staff and students:**

- Students and staff will continue to have access to district-wide mental health and wellness programs in a virtual or remote setting.
- The district will continue to encourage teachers to utilize telehealth/health services and communicate any workshops or opportunities to support mental health and care.
- The district will continue to facilitate opportunities for connection and reflection among students, families, and staff through virtual and in-person family nights.
- School counselors and the AtlantiCare Youth/Teen Center have planned for, and are prepared to, implement programs that will support the social and emotional health of staff and students. School counselors, the Student Assistance Coordinator, and CST members will meet with students regularly.
- The district will implement professional development focused on SEL topics including Multi-Tiered System of Supports (MTSS), Response to Intervention (RTI), trauma-informed, and resilience-focused lesson planning and teaching.
- Teachers and selected staff in grades 5-12 were trained in Youth Mental Health First Aid in 2022-23 and this training will be ongoing for new staff. The training course introduced common mental health challenges for youth, reviewed typical adolescent development, and taught a 5-step action plan for how to help young people in both crisis and non-crisis situations.
- Students in grades PK-12 will continue to participate in SEL activities in SEL modules in CASEL's program, Thrively.

- **Title I Extended Learning Programs:**

- Students will continue to participate in all Title I extended learning programs remotely/virtually.

- **21st Century Community Learning Center Programs:**
 - Students will continue to participate in all activities and programs throughout the school year and summer remotely/virtually to the maximum extent possible.
- **Credit recovery:**
 - Students will continue to access credit recovery programs such as APEX as needed.
- **Other extended student learning opportunities:**
 - Any other district programs and extended learning opportunities will be provided remotely/virtually, as applicable.
- **Transportation:**
 - In the event of a closure no transportation will be provided unless otherwise determined by the Superintendent.
- **Extra-curricular programs:**
 - Determination on the extent to which extra-curricular activities will occur will be made on a case by case basis. The Superintendent will take into consideration the modifications, accommodations, and guidelines provided about community programs by the state, county, CDC and any other applicable agencies.
- **Childcare:**
 - In the event of a closure, no before/after school childcare will be provided.
- **Community programming:**
 - Determination on the extent to which community programming will occur will be made on a case by case basis. The Superintendent will take into consideration the modifications, accommodations, and guidelines provided about community programs by the state, county, CDC and any other applicable agencies.

I. ESSENTIAL EMPLOYEES

- Buildings & Grounds (B&G) staff will be identified as Essential Employees and remain working on-site during a closure to ensure all school/district buildings are maintained.
- The Superintendent, on a case by case basis, will determine the extent to which other staff members/employees will be designated as Essential Employees.
- In the event of a closure, a list of Essential Employees will be developed by the Superintendent and attached to this plan.