

**CAPE MAY COUNTY TECHNICAL SCHOOL DISTRICT**  
**COVID-19 EMERGENCY VIRTUAL OR REMOTE INSTRUCTION PLAN**  
**County Code 09 District Code 0720**  
**Schools: Cape May County Technical High School**

Cape May County Technical High School has developed a plan to continue education, guidance, related services and nutrition services to all students regardless of in-person or remote instructional programming. Per the statutory requirements listed in the “LEA Guidance for Chapter 27 Emergency Virtual or Remote Instruction Programs for the 2022-2023 SY, the Superintendent will implement this emergency plans for virtual or remote instruction during the 2023- 2024 school year.

Per the March 5, 2020, NJDOE Memo, “planned services should include equitable access to instruction for all students. Each preparedness plan should also address the provision of appropriate special education and related services for students with disabilities and the provision of school nutrition benefits or services for eligible students.”

Students and teachers will engage in home instruction through the use of instructional packets, digital tools, software and activities based on the student’s goals and objectives in their Individual Education Plan. All of the above including related services and any other required service will be in effect from TBD through TBD.

Based on ongoing parent surveys, phone calls of parents and guardians, data has been collected as to the various needs of families during remote or virtual instruction. We have accounted for students whose primary language at home is not English and will offered translation services, as needed with the assistance of their sending district. Our case managers, nurses and therapists have identified students with medical needs, meal plans, technology barriers and we are providing families with the necessary supports to stay connected to the school district.

Demographic Profile:

Cape May County Technical School District serves 100 special education students ages 13 -18 in grades 9 -12. Over 26 percent of our students are eligible for Free and Reduced meals. In addition, over 24 percent of our students receive special education and related services, less than one percent of our students are homeless, and in foster care.

Steps to prevent the spread of COVID-19 virus:

1. Information about the COVID-19 virus is available from the Department of Health and the NJ Department of Education and shared with staff and students. It is also on our website.
2. Laminated posters showing staff and students how to control the spread of disease through proper hygiene measures such as hand washing were posted throughout all schools. Teachers have instructed students in the correct way to cover a cough and in hand washing techniques.
3. The Facilities Department has purchased and distribute additional antibacterial wipes for each classroom and office area of the schools. We also have hand sanitizer spray available in each classroom/office area.
4. The custodial staff focus on areas of the school which could be harboring the virus by using the appropriate cleaners. These areas include, but are not limited to: bathrooms, doorknobs, locker rooms, technology devices.
5. Teaching staff has been instructed to use wipes to clean tables, toys, keyboards and other items touched by students during the day. The district recommends limiting the sharing of items, toys or manipulatives.
6. Staff members and families of students have been instructed to call the school nurse if they have been exposed to or diagnosed with COVID-19 or have similar symptoms. COVID-19 symptom checklists are on our website and a weekly call goes home to families reminding them of our health and safety protocols.

Equitable Access to Instruction will be provided to all students:

1. District teachers will develop individualized instruction plans based on IEP Goals and Objectives. Students will have access to an online curriculum in grades 9-12 and will also have access to teacher made folders with worksheets, manipulatives, novels and activities to support instruction. Teachers will utilize Google Classroom and other approved software as appropriate.
2. Staff members will make calls to parents each day to ensure they understand how to review materials (online and folders) with their students. Teachers will review how to access digital resources with parents/guardians using smart phone, laptop or desktop.
3. Information on how to access district “hot spots” will be provided via our website and by phone by case managers.
4. The district will keep families and stakeholders informed through All Calls, social media, emails and our website.
5. All students will have access to needed devices and CMCTSD is assisting families who do not have internet access by providing “hot spots.” In addition, those families that do not have access to the internet are provided with teacher and therapist made work in packets for their students to complete.
6. Staff are monitoring student progress and will assign grades based on previously established policies and practices. Grades will be provided electronically.

7. Where appropriate, Google Meet will be used to meet with families, students and other stakeholders for meetings and instruction.
8. Physical Education logs and activities will be recorded by teachers to support health and wellness.
9. Technology spreadsheet has been generated to ensure all students have ongoing access to internet and technology.
10. Attendance will be recorded by student participation in activities, Google Hangout, Dojo, email. Teacher will record attendance daily and phone call home will be made if student does not sign in or submit assignments, as appropriate.
11. SRO will assist Administration with parent/guardian contacts when there is a lack of participation with remote learning. If a student is not participating for more than 3-4 days- SRO will go to home for wellness check.
12. Teachers are expected to be in district during the regular school hours of 7:45 am- 2:45 pm. In addition, teachers are participating in Department Meetings, IR & S Meetings, Team Meetings and CST Meetings to support ongoing instruction and supports.
13. The One-to-One Aide and Co-Teachers and Teacher Assistants will support learning in student IEP's and 504 plans through technology, weekly calls with families and other instructional packets as needed.
14. If necessary, CMCTSD will pivot to remote learning if instructed to do so by Department of Health. Academic Instruction and support, social/emotional learning and Related Services will be provided virtually during the time when we are on remote learning. The minimum hours of instruction for a virtual or remote day is four hours excluding lunch and recess. Synchronous and asynchronous learning opportunities will be made available through the use of our 1:1 initiative and online software and curriculum.

Special Education and Child Study Team will be provided for Students with Disabilities:

1. The Director of Special Education and Guidance will directly oversee the development of online plans to ensure all goals and objectives are addressed. The Child Study Team will provide individualized activities to support goals and objectives in IEP. Activities and exercises will be made available for all other required services.
2. Staff will be available as needed for parental support with appropriate information via email, Google Meet, and/or cell phone throughout the day.
3. Assistive technology- including communication devices will be sent home to support instruction- per IEP Instructions on how to use these devices will be given to parents by individual speech therapists if/when appropriate.
4. The Nurse and case managers will communicate with parents regarding specific student needs.
5. Access to technology will be accomplished by every student receiving a Chromebook and online learning opportunities are based on students' course content. Free internet access opportunities will be shared with families (Hot Spots available). CMCTSD will also offer Technology assistance for families daily through

website, Tech Help Desk and email.

6. Child Study Team case managers will send home letters to those families whose meetings (Annual IEP, Re-evaluations etc.) will need to take place virtually. Letters will be sent home to families requesting virtual meetings because of the quarantine. IEP's and reevaluations will take place throughout the school year and summer months to ensure compliance.
7. Teachers will continue to complete curriculum consistent with present practice. Case managers will continue to plan for IEP's and reach out to teachers for information.
8. Guidance Counselors will continue to communicate with families and send out high priority information through email and mail. Counselor and case managers will check in with students and families using email and phone weekly. For any student experiencing a crisis, we will call Mobile Response, DCP&P and/or 9-11 to get them the support/services they require.
9. CST will work with sending districts, families and other staff to provide guidance and direction regarding how annual reviews, re-evaluations and conferences will take place. These meetings will be rescheduled- as needed due to school closures.
10. All CST, Guidance staff are "On Call" to assist families via email, phone, Google Meet between the hours of 7:45 am – 2:45 pm Monday-Friday.
11. CST and Guidance to work with teachers to ensure students have access to meals, technology and internet.
12. Need for compensatory services will be determined by CST and teachers based on skill acquisition or regression.
13. Students will participate in academic instruction, social skills, and virtual vocational content if available while on virtual programming. Transition services will also be provided by the guidance counselor and case managers. Mental health/emotional instability issues will be supported through counseling and groups with case managers. Supports of One-To-One Aide and Teachers will be provided daily.
14. Attendance policies developed to identify at-risk students. Procedures for credit completion and credit restoration developed with Guidance, CST, I&RS, SBYS and community agencies to support success of student. Attendance letters and All Calls sent out to families to support student consistent attendance. Families contacted if students are struggling and not returning assignments or participating in online instruction.

School Nutrition benefits or services will be provided to eligible students:

1. The district's food service provider, NutriServ will continue to provide meals for eligible students.
2. A Google Form will be created and placed on our home page of our school website to register for meals daily/weekly. Parents will also be able to pick up meals on Fridays from 10am-12pm with additional times as needed. All calls will be made with regard to the availability of meals for students and case managers will also follow up with parents/guardians via email/cell.
3. Students and families will be able to pick up meals daily or weekly. Additional pick up locations (sending

district schools) will be provided, as needed.

4. Meals will be constructed of shelf stable products that fulfill meal components as directed by the Department of Agriculture.
5. The district will provide All Calls to families and stakeholders regarding how to acquire food for our students. In addition, our Food Bank is open to families and we will be sending home food weekly to those identified as having a need for this service.
6. CMCSSSD Food Bank will offer meals and additional resources for families who have been identified as being in need.

Agreement # 00900720

SFA Name: Cape May County Technical School District

Date Meal Distribution will begin: TBD

Date Meal Distribution will end: TBD      We will offer meals throughout the time the school district will be closed.

Schools/Site where distribution of meals will take place:

Cape May County Technical High School, 188 Crest Have Road, Cape May Court House, NJ 08210

During school closure, in addition to teachers and educational support staff, there are essential staff who are needed for the daily operations of the school district. Essential personnel include technology, custodial/main-tenance, transportations, administration, and support staff who effectively support learning, sanitation of buildings, assure ongoing administration of the district, prepare food for needy families, and assist with transportation of meals and instructional materials.

Staff will work on a rotating schedule with reduced hours in an effort to keep limited staff on campus. All essential personnel are in place to perform necessary and timely work. In any given area, there will be less than five individuals.

#### Essential Personnel and Roles:

1. Superintendent and Principal are responsible for oversight of the Emergency Preparedness Plan and its direct implementation. Superintendent or Principal are also responsible for immediately notifying the Executive Superintendent and County Department of Health if they become aware of a student or staff member testing positive for the COVID-19 virus.
2. Business Administrator and Payroll Clerk/Receiving Clerk is responsible for the oversight of all required financial reports and submissions and the management of all facilities. Business Administrator is also

responsible for the oversight of the preparation and delivery of all USDA meals to families during school closure. Business Administrator will work with the Superintendent, potential Transportation services and Nutri-Serve for scheduling pick up/drop off locations of meals.

3. Facilities Director is responsible for the oversight of cleaning, sterilization and ensuring all custodians and maintenance workers follow established protocols and procedures. Custodial crews (4-5 daily) and one maintenance worker will continue to sanitize and clean district during school closure.
4. Principal and Assistant Principal, and Director of Guidance and Special Education are responsible for oversight of all instruction in grades 9 -12. Principal and Assistant Principal will “virtually” meet with staff two times per week (minimum) and share any updates or concerns with staff at that time. All Teachers have Google Folders that have been shared with Administration that include individual lesson plans per student, materials and digital resources (as appropriate). Administration will provide feedback and recommendations to staff regarding these plans, as needed.
5. Director of Guidance and Special Education will directly oversee case managers, nurse and itinerant staff as required by IEP’s during school closure. Director will virtually meet with staff a minimum of two times per week to address any student issues or NJDOE updates.
6. Instructional Staff (66) are responsible for providing instruction and assistance to all students in the Cape May County Technical High School and are remotely available to families between 7:45 am - 2:40 pm (Monday Friday). Staff can access the building for resources, materials but first must call to schedule visit. No more than 10 teachers allowed in district per two-hour time slot. Teachers permitted to enter their classrooms for resources and materials (as needed to support specialized instruction). Teachers will be able to create specialized folders for students based on IEP/Goals and Objectives. Transportation to deliver these folders to families will be provided, if needed.
7. Guidance Counselors (2) will be responsible for helping to keep families informed about new IEP dates, community supports, transition services and also assist with coordination of therapies and instruction with our related services staff, teachers and families.
8. The Director of Curriculum and Instruction will be available to collaborate and assist in all the above activities including regular and special education student supports. The Child Study team will also have support from SBYS for social, emotional and/or family conditions are crises. All above delineated personnel will also responsible for continued communication and collaboration with families, sending districts and other stakeholders via phone, emails, or other remote venues during the school day, 7:45 am – 2:45 pm - as needed.
9. Support Staff/Secretarial Staff will assist with daily operations of school and required reporting and administration. They will also assist with calls coming into the district and with updating student records. Staff will also assist with new applications, contacting families as needed, and checking district emails.

10. Food Services will provide meals that will be accessible to families at Cape May County Technical High School on Mondays thru Friday from 9am-1pm.
11. Transportation (bus drivers) will deliver meals as necessary as well as deliver instructional packets to families who have transportation barriers.

### School Closing

Due to the status of Cape May County positivity level and our student population not being able to obtain the COVID-19 vaccination therefore may be at a higher risk of contracting the disease as well as a higher risk of complications, the district, in consultation with the CMC Department of Health may be required to close the school even though other schools in the community may remain open. The Superintendent or designee will stay in close contact with the Department of Health.

The High School Nurse will keep daily records of documented COVID-19 cases within the district for students and staff. If, after consultation with these agencies, the decision is made that it is in the best interest of our students and staff to close school the following actions will be initiated:

1. The Superintendent will initiate an All Call to all families of students and staff members alerting them to the closing of school and the steps that are being taken. The Early Childhood Lab School students' families will be informed of the closing. Individuals using our District facilities will be alerted by the secretary of that department and will be informed to check the district website for information. Any field trips or guest speakers will be directed to make arrangements for cancellation.
2. Food Services will continue to provide Free and Reduced Lunches for students and a Google Form will be available on our website for parents/guardians to fill out each day if they are requesting meals. Pick up location will be Cape May County Technical High School. Hours for pick up will be posted on our website. Delivery services will be available to those that need this service.
3. The Superintendent will direct the Technology Coordinator to immediately put a notification on the district website with directions for students and staff. In addition, resources for continuity of home instruction will be posted for parents on the website.
4. If, after consultation with the Department of Education and the CMC Health Department, it is determined that school can reopen, the Superintendent, or designee will initiate the All Call to families and staff members.

### Facilities:

Facilities staff is composed of three sections: Maintenance, Custodial and Grounds. Each of the three sections will operate with limited rotating staff. Staffing will follow all guidelines established for health related closure from both Aramark internal management and Administrative/external governmental sources. Facilities Director continues to

oversee district long-term planning and new projects such as the Administrative office and Guidance Department relocation as a precursor to the new CTE program offering.

Maintenance Staff will continue the upkeep and daily operating functions for HVAC, Plumbing, Electrical and Carpentry. Each skilled trade staff will perform functions needed on a daily basis. All systems will be maintained by maintenance staff during school closure.

Custodial Staff shall perform full disinfection at the announcement of school closure. Daily spot cleaning will be performed for all areas that are not in use during school closure. For all areas that are in use during school closure such as kitchens, offices – a full cleaning will take place daily. Custodial staff are in district full time to support the needs of the district. Staff are practicing social distancing at all times within our buildings. Upon announcement of schools being able to resume in district instruction- schools will be ready within one week.

Grounds/Facilities Staff shall work with the Aramark Supervisor to ensure grounds are maintained and all trash and debris will be removed daily, as needed.

#### Continuity of Instruction:

The district has conducted a student internet and technology accessibility survey to identify students that DO NOT have access to the internet or computer. The district provided over 600 Chromebooks to students and staff that did not have a computer at home and could benefit from online instruction and or digital resources. Our teachers and related service staff are sharing assignments, assessments and digital resources with all our high school and are also providing students with teacher made folders with individualized work, manipulatives, and/or activities based on students IEP goals and objectives.

The district's Technology Department will continue to support digital learning by providing families, students and staff virtual "help sessions" to ensure access to technology and software. Technology Help Desk is available Monday-Friday from 8:00-2:30pm.

The district continues to distribute "hot spots" to families that need access to internet.

The district will offer accelerated learning opportunities through APEX, honors and AP programming. Students will have access to social and emotional resources provided through SBYS, clubs, tutoring, and counseling through Guidance and CST. Credit Recovery, tutoring and extra curricular programming will be provided- as well as transportation for after school and late busing.

The district will provide ELL Services for any student identified as ELL or in need of bilingual programming. This programming will be in-person and virtual, as needed. Translation services will be provided to families, as needed.



Resources will be in both English and Spanish. CMT Website has direct links to Google Translate. Power School will identify Spanish speaking only families in an effort to ensure translation services are provided. Professional Development through NJDOE Resources, Safe Schools, Spanish Teachers will be provided.

Trauma Informed teaching will be provided to students at CMT to address social/emotional issues and those affected by migration, homelessness etc...

The district's use of Google Classrooms, Google hangouts and other software enables teachers to have communication with students through shared documents, online discussions and chats and even voice and video communication.

The Director of Curriculum and Instruction collaborates with other Administrators to ensure remote instruction maintains the academic rigor required to provide opportunities for all students to learn all curricular objectives. Parents will receive calls as needed from teachers and/or administrators who will provide support and recommendations on how to support their student's remote learning.

Teachers will continue to meet electronically with their liaisons to support continued instruction and the sharing of resources.

An extensive list of Parent Resources/COVID-19 Information has been posted on our web site: [capemaytech.com](http://capemaytech.com)

Respectfully submitted, Jamie Moscony, Superintendent