



**SCVTS**  
**EXTENDED SCHOOL**  
**CLOSURE PLAN**  
**2022-2023**



# **SCVTS Extended School Closure Plan 2022-2023**

## **Overview**

This plan outlines the parameters by which Salem County Vocational Technical School District will support and facilitate student learning in the event of an extended district-wide school closure due to a public health emergency. This plan outlines the following considerations:

- A. Definition of Remote Learning
- B. Equitable Access and Technology
- C. Staff Preparation
- D. Communication Regarding School Closure
- E. Parental Direction for Remote Learning
- F. Staff Expectations
- G. Instructional Overview
- H. Services for Students with Special Needs
- I. Counseling Services and Nursing Services
- J. Other Related Services
- K. Free and Reduced Lunch Services
- L. Contact with School Staff During Closure

### **A. Definition of a Remote Learning Day**

A Remote Learning Day is a virtual school day where students and staff have an opportunity to explore and engage in meaningful learning experiences that: (a) Maintain the continuity of our regular curricular and career and technical programs and services; (b) Support the New Jersey Student Learning Standards; and (c) Provide appropriately differentiated accommodations for student needs, including special education, related services, 504 accommodations, academic supports for at-risk students, and food services for eligible students.

The intent of a Remote Learning Day is to provide students with a continuous, differentiated, and remotely interactive experience even when they are not present and on-site at school. Remote Learning Days also provide a structure for students to stay connected with teachers and other staff based on their needs in order to continue their progression of growth and learning through career and technical education.

**B. Equitable Access to Instruction for All Students**

Instructional materials will be provided through online means and resources. All resources will be differentiated appropriately to align with individual student needs, as appropriate.

All students have access to a school email account.

**Equitable Technology and Internet Access**

In terms of online access, all students have been offered to request use of a school-issued Chromebook. The school conducted a survey of all school families to determine if they lack access to a computer or Internet connectivity and will follow up as needed.

Four local internet resources are:

1. Until further notice, all Xfinity WiFi Public Hotspots are now open to everyone on the "xfinitywifi" SSID. Public hotspots can be found in small/medium businesses and outdoors in commercial areas. Non-Xfinity subscribers need to accept Terms and Conditions to access the network and repeat when requested to continue to receive free unlimited access.

Use this link to find hotspots.

<https://hotspots.wifi.xfinity.com/>

2. Comcast is taking steps to help more families to connect to the Internet at home. Effective Monday, March 16, 2020, anyone who signs up for Internet Essentials will receive two free months of Internet service. Please see the website link for more information to apply:

<https://www.internetessentials.com/covid19>.

3. Another option is to use an available cell phone as a personal hotspot. You can connect a device to the phone to access the internet. If doing this please be mindful of data rates and personal data plans. You may be able to contact your provider for forgiveness on data rates during the COVID-19 outbreak.

4. Parents may be able to receive a personal physical WiFi hotspot. During the pandemic these may be available by their cell phone provider at a reduced rate. This is a small box that picks up a cellular signal and distributes WiFi internet to devices.

**Technology Support**

To assist families during this transition, the school's technology department has set up a helpline that can be reached by students and families who require assistance with any technology-related issues.

Any student who needs help with technology during remote learning can send an email to [studenthelpdesk@scvts.org](mailto:studenthelpdesk@scvts.org). The student will then receive a response from a technician.

You can also call (856) 769-0101 ext 5555 and leave a voicemail message. This message will prompt a response from the school's technology staff to assist you. When you leave the message please leave your name, a call back telephone number, and a description of the issue you are having.

### **C. Staff Preparation**

The health crisis our community now faces came upon the school very quickly and as such teachers and administration are working diligently to maintain a continuity of instruction for career and technical and academic classes. Initially, teachers provided two weeks of paper copy assignments in preparation for a short-term school closing.

Under direction of state and health officials, the school then prepared to migrate to remote online learning in order to provide a platform for a continuity of instruction. Google Classroom will be utilized as the primary mode of instruction delivery.

Many teachers already actively use Google Classroom as part of their classroom resources. The teachers who do not utilize Google Classroom were provided with group training and individual assistance as a follow-up to schedule and structure their Google Classroom. The help and assistance is on-going during the remote learning period.

Staff who were not already in possession of a personal device were offered a chrome book from the school to use during the duration of the closure.

**D. Communication Regarding School Closure** The Superintendent of Schools will communicate with representatives from the Department

**E.** of Health and state agencies to receive guidance and make school closure determinations. Any district closure and its duration will be communicated by the Superintendent of Schools or designee, via Blackboard Connect phone system, the district website, and social media pages.

### **F. Parental Directions for Remote Learning**

Parents play an important role in supporting students during a Remote Learning Day. Information about the remote learning plan will be communicated at the school level and will identify the key resources, expectations for students, and information related to technology use.

### **G. Staff Expectations**

All Salem County Vocational Technical School District instructional staff will be provided flexibility to work remotely until further notice. Staff members are expected to be online for a portion of the day with their students in interactive learning and are also expected to hold

regularly-scheduled office hours during which they will be available for general questions. The length of the school day for staff remains unchanged.

## H. Instructional Overview

### **General Instructional Parameters**

Salem County Vocational Technical School District uses Google Apps for Education for students at all grade levels, and all students in the district have Google email accounts. Therefore, Google Classroom will be used by staff as the primary platform to facilitate learning, communicate with students and families, and post and organize assignments. The focus for instruction at all grade levels is to ensure that students continue to progress toward accomplishment of learning goals via meaningful and appropriate instruction. Each day, students should engage in various career and technical and academic activities that are aligned to the New Jersey Student Learning Standards and Board-approved curriculum. Students will engage with their classes on a remote, modified schedule. This will allow students to work with staff to meet their educational needs. Students will continue to receive targeted support through the utilization of Title I support staff and resources. Staff members will be available via email, Google Classroom, and Google Meet throughout the day to answer questions and to facilitate work being completed.

### **Guideline and Expectations of Student Work**

Teachers will post daily lessons on Google Classroom. The work that is assigned by teachers will be constructed as not to exceed 60 minutes of student engagement per class per day. Student engagement may include direct online interaction between student and teacher, student research, activity completion, student writing, product completion or work submission. The weighting of assignments will be the same as assignment weights during normal school operation.

### **Assignment Submissions and Grading**

All student work will be submitted electronically through Google Classroom or email, where appropriate.

All student grades will continue to be posted in PowerSchool and accessible through student and parent logins.

**Salem County Vocational-Technical School:** Under the direction of Principal Jason Helder and Vice Principal Pat Cruet.

**SCVTS Adult Education:** Under the direction of Director Mrs. Maria Alleva.  
Adult Education Department - Extended School Closure Plan - Resources and Plans  
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## I. Services for Students with Special Needs

All services will specifically focus on addressing the goals and objectives outlined in each student's Individualized Education Program (IEP). Special education staff members shall provide academic work consistent with standards and curriculum, as well as

accommodations and modifications to the work assigned to students on remote learning days.

Students who have Child Study team meetings and evaluations scheduled during the school closure will be contacted by the case manager and meetings will be held remotely, via telephone or will be rescheduled.

#### **J. Counseling Services and Nursing Services**

School counselors will be available remotely to interact with students, answer questions they might have, and provide students with online counseling sessions and support via either telephone or email. Counselors are using Google Meet and scheduling individual appointments with students and sending invitations through the student's school email account.

The online "Guidance Office" will also have an electronic appointment request, transcript request and a bulletin board of information pertaining to college planning and post secondary transition in consideration of current circumstances.

The school nurse will regularly monitor that status of medically fragile students through regular consultation with parents as well as the students.

Counseling and nursing staff will keep a log of all interactions with students and will follow up with them in person upon the return to school.

#### **K. Other Related Services**

Related service providers will use a variety of tools and modalities to engage students and provide for continuity of service. The related service providers will gather and disseminate relevant materials and resources including instructional applications in order to support students in their home setting. All activities will be developed within the context of each student's individual goals and objectives as outlined in their IEP. This applies to all related services including speech, occupational and physical therapy as well as counseling, behavior consultation as well as teacher of the deaf/hard of hearing services.

Child study team members shall remain in contact with their students and families during a school closure and provide the necessary and appropriate support as needed.

**L. Free and Reduced Lunch Services**

The district has made arrangements for meals to be prepared, packaged, and made available to students through a designated pick-up location at the Salem Tech cafeteria. Food service staff will provide breakfast and lunch pick ups each Monday from 9:00 - 11:00 a.m. for that week for the time that school is closed.

**L. Contact with School Staff During Closure**

Parents and students can email any teacher or staff member during the school closure. Additionally, parents and students can leave voicemail messages by calling the main telephone number to the school (856) 769-0101 and use extension 5368 (main mailbox) or with the school principal Mr. Helder at extension 5374.