



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. 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 ClosureThe 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. Students will follow the standard attendance program.

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.

M. 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.



STATE OF NEW JERSEY DEPARTMENT OF EDUCATION

Local Educational Agency Guidance for Chapter 27 Emergency Virtual or Remote Instruction Programs for the 2022-2023 School Year

The New Jersey Department of Education (Department) remains at the ready to assist every local educational agency (LEA) in returning to full-time, in-person instruction for school year (SY) 2022-2023. This includes providing LEAs with guidance in the event of declared emergencies resulting in a district-wide closure. The Department appreciates the challenges that LEAs had to overcome during the 2021-2022 SY as LEAs faced a myriad of decisions affecting both the safety of their students and staff as well as the instructional experience. The Department is encouraging LEAs to reflect upon their experiences with virtual and remote instruction when planning for the 2022-2023 SY.

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 LEAs can utilize virtual or remote instruction to satisfy the 180-day requirement pursuant to *N.J.S.A. 18A:7F-9*. **In order to provide transparency and ensure that New Jersey students continue to receive high quality, standards-based instruction, each school district, charter school, renaissance school project and Approved Private School for Students with Disabilities (APSSDs) must annually submit its proposed program for virtual or remote instruction (Plan) to the New Jersey Commissioner of Education.** This plan would be implemented during an LEA closure lasting more than three consecutive school days due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure. A chief school administrator or lead person must consult with the board of education or board of trustees, if practicable, prior to implementing the LEA's plan of virtual or remote instruction. A day of virtual or remote instruction, if instituted under a plan approved by the New Jersey Commissioner of Education, is considered the equivalent of a full day of school attendance for the purposes of meeting State and local graduation requirements, awarding of course credit, and other such matters as determined by the New Jersey Commissioner of Education.

LEAs must include the statutory and regulatory requirements listed in the "LEA Guidance for Chapter 27 Emergency Virtual or Remote Instruction Programs for the 2022-2023 SY," in plans for virtual or remote instruction for the 2022-2023 school year. The 2022-2023 SY plans must be approved by the board of education of board of trustees (board) of each LEA and approved by the respective County Office of Education before being posted predominately on the LEA's website. **The board-approved plan and checklist are due to the respective County Office of Education no later than September 30, 2022.** In the event that the LEA is directed by a public health agency or officer to provide virtual or remote instruction before garnering County Office of Education approval of the Plan, the approval date will be retroactive. Questions should be directed to the County Office of Education.



Local Education Agency Guidance for Virtual or Remote Instruction Plan Attestation for the 2022-2023 SY

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 2022-2023 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 September 30, 2022, the chief school administrator or lead person must submit a board-approved LEA Guidance for Virtual or Remote Instruction Plan for 2022-2023 SY 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 for the 2022-2023 SY

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.

Contact Information

County: Salem

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

Salem County Vocational Technical School District

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

John R. Swain

Phone Number of Contact: (856) 769-0101

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 <input type="checkbox"/>



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	Yes <input type="checkbox"/>	
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.	4	Yes <input type="checkbox"/>	
4. Does the program describe how the LEA will continuously measure student growth and learning in a virtual or remote instruction environment?	4	Yes <input type="checkbox"/>	
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 <input type="checkbox"/>	

Notes on Equitable Access to Instruction

The district had much success during periods of remote instruction. The district found little disruption to the educational process for our students. the technology provided to staff and students was able to sustain our ability to provide the necessary instruction to our students.



Addressing Special Education Needs

Question	Page Number	LEA Yes or No	County Yes or No
1. Does the program address the provision of virtual or remote instruction to implement Individual Education Programs (IEPs) for students with disabilities to the greatest extent possible, including accessible materials and platforms?	4 - 5	Yes <input type="checkbox"/>	
2. Does the program address methods to document IEP implementation including the tracking of services, student progress, as well as provision of accommodations and modifications?	4 - 5	Yes <input type="checkbox"/>	
3. Does the program describe how case managers will follow up with families to ensure services are implemented in accordance with IEPs to the greatest extent possible?	5	Yes <input type="checkbox"/>	
4. Does the program address procedures to conduct IEP meetings, evaluations and other meetings to identify, evaluate and/or reevaluate students with disabilities?	5	Yes <input type="checkbox"/>	

Notes on Special Education Needs

During remote instruction, CST services were conducted remotely with few issues. The district would revert back to this platform should the need arise. The district also provided remote therapy as needed.



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?		No <input type="checkbox"/>	
2. Does the program describe how the LEA communicates with families of ELLs including providing translation materials, interpretative services, and literacy level appropriate information?		No <input type="checkbox"/>	
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?		No <input type="checkbox"/>	
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)?		No <input type="checkbox"/>	

Notes on Supporting ELL Educational Needs

The district currently does not have any ELL students.



Attendance Plan

Question	Page Number	LEA Yes or No	County Yes or No
1. Does the program address the LEA's attendance policies, including how the LEA will determine whether a student is present or absent, how a student's attendance will factor into promotion, retention, graduation, discipline, and any other decisions that will reflect the student's performance?	4	Yes <input type="checkbox"/>	
2. Does the program describe how the LEA communicates with the family when a student is not participating in online instruction and/or submitting assignments?	3	Yes <input type="checkbox"/>	

Notes on Attendance Plan

Staff was expected to take attendance on remote days. Our district was able to maintain attendance for our students.

Safe Delivery of Meals Plan

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?	5	Yes <input type="checkbox"/>	

Notes on Safe Delivery of Meals

Our meal services were very successful during the first closure. Our district had a high level of participation through mass phone messages and correspondence.



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?		No <input type="checkbox"/>	

Notes on the Facilities Plan Other

The district considered all 12 month staff, including custodial/maintenance, as essential.

Other Considerations			
Does the program contain the following considerations?	Page Number	LEA Yes or No	County Yes or No
a. Accelerated learning opportunities		Yes <input type="checkbox"/>	
b. Social and emotional health of staff and students	5	Yes <input type="checkbox"/>	
c. Title I Extended Learning Programs	5	Yes <input type="checkbox"/>	
d. 21 st Century Community Learning Center Programs		Yes <input type="checkbox"/>	<input type="checkbox"/>
e. Credit recovery		Yes <input type="checkbox"/>	
f. Other extended student learning opportunities		Yes <input type="checkbox"/>	
g. Transportation		Yes <input type="checkbox"/>	
h. Extra-curricular programs		Yes <input type="checkbox"/>	
i. Childcare		Yes <input type="checkbox"/>	
j. Community programming		Yes <input type="checkbox"/>	

Notes on Other Considerations

Transportation is for extra curricular activities and we work collaboratively with resident districts for additional transportation needs.

Accelerated learning, 21st Century, credit recovery, other extended student learning opportunities, extra-curricular programs, childcare and community programming are not applicable during an extended school closure.



APSSD Applicable Only: Sharing Plans

Was the program shared with all sending districts? Yes No

Notes on APSSD Sharing Plans

Communication was sent to sending districts via email from administration. The district will again send plans to sending districts.

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.		Yes <input type="checkbox"/>	

Notes on Essential Employees

The district will send a list of essential employees.

Board Approval

Date of board approval (mm/dd/yyyy): 09/27/2022

Notes on Board Approval

Empty box for 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.scvts.org