



# **SUSSEX COUNTY TECHNICAL SCHOOL**

**Superintendent/Principal Gus Modla**

**973-383-6700**

## **COVID-19 Emergency Remote Instruction Program 2023-2024 School Year**

Sussex County Technical School is committed to providing students with an excellent educational experience regardless if we are remote, hybrid, or in-person. Should we move to remote teaching and learning, lessons will be managed via Google classroom, as they have been in the past. We will follow a consistent routine each day to establish expectations and remote student learning habits. Informacast will continue to be the means of communication with the school community.

### **I. General Provisions:**

- The administration will grant access to the school on an as-needed basis.
- There will be no transportation for students while school is remote.
- The Genesis Parent Portal will be active so that families can monitor their students' progress.
- Any questions regarding academic assignments, please contact the respective teacher directly through email.

### **II. Providing Equitable Access to Instruction for All Students:**

- Instructional Expectations
  - Students will be engaged in guided learning experiences via virtual/online class meetings, lessons and activities, and assessments. Our online learning platforms include, but are not limited to: Google Classroom/Meets, online textbook subscriptions, Pear Deck, and Genesis.
  - At the outset of a current crisis, on the last day of on-campus schooling, students will bring their Chromebooks and school materials home with them. Some exceptions have been made for the students without internet access. In those cases, hard copies of guided learning experiences were provided by the teaching staff.
  - Teachers will modify lessons and materials for students with accommodations according to their IEP/504 Plans.
  - Teachers/staff will be monitoring their emails during school hours to answer questions.

- Physical Education will expand on social and emotional support opportunities for students.
- Assessments
  - Formative assessments are continually ongoing and documented in teacher gradebooks within the Genesis Portal. Gradebooks are monitored by district administrators and department supervisors and contain such formative assessment as homework, quizzes, tests, etc.
  - Teachers will provide appropriate feedback to students/parents on classroom performance by using informal and formal assessments.
- Delivery of Special Education
  - CST Team will continually monitor students on their caseloads to ensure all IEP goals and objectives are being followed.
  - Classroom aides will be present in all virtual classrooms where mandated by IEPs.
  - Related services will continue to be provided virtually as indicated by the student's IEP.
  - Evaluations will be completed in a timely manner to the greatest extent possible.
  - Students will continue to work on their post-secondary plans with their counselor virtually and will ensure that graduating seniors will be properly transitioned to state agencies such as DVR or DDD, or other opportunities that exist for these students.
  - Clear and consistent communication will be utilized for communicating with parents and guardians, as always, to ensure that we are aware of issues that arise and that they can be addressed in a timely manner.
  - Procedures will be developed to address students who are in need of interventions, like RTI, and will be followed as necessary.
  - IEP meetings that had been previously scheduled, will take place virtually through Google Meet and/or parents will be given the option to change the date of the meeting so as to allow for an in-person meeting.
  - Special education students who require assistive devices for communication will be supplied with those, as well as the proper apps for usage. This will allow for communication in school as well as at home.
- Chromebooks
  - Every student has been issued a Chromebook. Students will complete daily assignments and activities through Google Classroom, email, and other online programs.
  - Weekly lesson plans will continue to be completed and inspected by the supervisor.
  - Assignments will be given due dates, collected, graded, and posted in Genesis.

- Supervisors will check daily to ensure that standards are being instructed.
- Daily Instructional Hours:
  - 7:30 am - 8:00 am – teacher prep time
  - 8:00 am - 8:30 am – period 1
  - 8:35 am - 9:05 am – period 2
  - 9:10 am - 9:40 am – period 3
  - 9:45 am - 10:15 am – period 4
  - 10:20 am - 10:50 am – period 5
  - 10:55 am - 11:25 am – period 6
  - 11:30 am - 12:00 pm – period 7
  - 12:05 pm - 12:35 pm – period 8
  - 12:40 pm - 1:10 pm – period 9
  - 1:10 pm - 2:20 pm - teacher prep time and office hours to help students.

### **III. Attendance**

- Attendance will be taken daily by the 1st period teachers (homeroom). Attendance will be taken by each teacher depending on their daily routine; could be attending the Google Meet or by handing in an assignment during their class period in Google Classroom.
- All Shared Time students' schedules will be accommodated based on their sending district's schedule.

### **IV. Nutritional Services**

- During at-home virtual instruction, students who qualify for free lunch will receive breakfast and lunch from Maschio's Food Services. Bagged meals will be picked up during the allotted time.

### **IV. Counseling and Support Services**

- The social and emotional toll that COVID-19 has had on our staff, students and community cannot be overstated. Counselors from Guidance, Child Study Team, and the Student Center will work with students and staff virtually to continue communication to help ensure the safety and well-being of all.
- All staff should be cognizant of student behavior and social emotional well-being, including monitoring student attendance and engagement.

### **V. Custodial & Maintenance**

- Staff will continue to complete daily cleaning protocols.
- After approved staff is in the building, any office or classroom that was used will be sanitized and disinfected.

### **VI. Other Considerations**

- Title I Extended Learning programs will be provided virtually through Google Meet.
- Extended Learning Opportunities, Credit Recovery, and Tutoring will be addressed on an individual basis, depending on the nature of the outbreak and the length of time the schools will be closed. There will be a focus on trying to continue these programs virtually if possible so as to maintain continuity.
- The district will continue to update their list of Essential Employees and share them with the County Office if at any time the district pivots to virtual instruction.