

**CAPE MAY COUNTY TECHNICAL SCHOOL DISTRICT
LONG TERM CLOSURE EDUCATIONAL PLAN
COVID-19**

County Code 09 District Code 0720

**Schools: Cape May County Technical School District
Updated for Checklist May 4, 2020**

Cape May County Technical School District has developed a plan to continue educational and nutrition services to all students in the High School and Post-Secondary Programs. Per the March 5, 2020 NJDOE memo, “planned services should include equitable access to instruction for all students and is now updated per the May 4th checklist.

Demographic Profile:

Cape May County Technical School District serves 610 students throughout the day. As a Technical District we serve pre-K students in our Lab School for the Early Childhood Development Career and both high school and post-secondary students. Thus the age range is 3 – 60+ years. The District serves 126 special education students in the high school with a free and reduced meal rate of 29%. There is a less than 1% rate of homeless students in the District.

Steps to Prevent the Spread of COVID-19 virus:

- 1. Information about the COVID-19 virus from the Department of Health and the NJ Department of Education was emailed to all parents, staff and posted on the district web site on February 28, 2020. The district is continuing to update information and resources on our website throughout the online learning process.**
- 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 was directed to purchase and distribute additional antibacterial wipes for each classroom and office area of the schools. Additional staff are being brought in to assist with washing hard services such as door knobs, classroom communication devices, phones, desks and other contact surface areas. Higher strength antibacterial hand soap supply is in district bathrooms.**
- 4. The custodial staff will pay particular attention to 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**

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- 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.**
- 7. If a student presents with fever, cough or has difficulty breathing, student will be placed away from others and asked to wear face mask in the nurses' station until they can be sent home. Parents will be instructed to call family physician or emergency room arriving in preparation for possible need for isolation form other patients.**

Equitable Access to Instruction will be Provided to all Students Component 1:

- 1. District Teachers will develop group instruction plans for all instructional classes including special education students which will be based on IEP Goals and Objectives. Students will have access to online curriculum in grades 9 – 12 and in Post-Secondary programs, therefore all students will have access to online instruction. For example, there will be teacher-provided folders with worksheets, novels and activities to support instruction.**
- 2. Staff members will email parents each school day to ensure parents understand how to review materials (online and folders) with their students. Teachers will review how to access digital resources with parents/guardians using a smart phone, laptop or desktop computer.**
- 3. Information on how to access free internet will be provided via our website and global connect calling.**
- 4. Access to technology: students sent home with Chromebooks (as needed for online learning. District website has resources and instructions for Technology assistance and a help desk to call for assistance.**
- 5. The District will keep families and stakeholders informed through global calls, social media, emails and our website.**
- 6. Teachers and administrators are remotely monitoring student progress via electronic monitoring and assessments based on the instructional needs of each students. Previously established policies and practices are being adhered to and documented.**

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Addressing Special Education Needs Plan Component 2:

All Special Education Teachers will provide individualized activities to support goals and objectives in accordance with the IEP. Activities and exercises will be made available as required in IEPs. Online and hardcopy resources will be provided to parents/guardians.

- a. Teachers have reviewed their students' Individualized Education Plans and signed off to agree to implement these plans.
- b. Teachers have access to IEPs online.
- c. Special Education Teachers continue to implement modifications to coursework and inform general education teachers of modifications and progress by using the following: Creating graphic organizers, study guide assistance, calling students to walk them through assignments, reduced number of questions, reduced expectations, reduced responses to daily discussion questions, modified work through Google Docs, accepting late work for full credit, utilizing Achieve3000 and NewsEla to tailor assignments to reading level, and Zoom.
- d. Special Education and General Education teachers consult with Child Study Team for assistance
- e. Director of Guidance meets weekly with Special Education Teachers/CST and as needed daily. Some students have required alternative learning plans, such as modified packets and virtual instruction to allow students to properly demonstrate learned knowledge.
- f. **In regard to related services**, parents and students were asked their preference regarding teletherapy vs. resources/packets. Therapists have been doing routine check-ins with students and guardians.
- g. **Mental health wellness** and organizational resources provided through "Guidance Google Classroom".
- h. **Student Based Youth Services** - direct line for student counseling sessions (some students maintain weekly appointments; however, option is available for any student in need.)
- i. Special Education and General Education teachers consult with Child Study Team for assistance

The Director of Special Education will conduct conference calls with special education teachers to ensure all of the special education students are receiving the required accommodations and support to complete assignments.

The methods used to document IEP implementation including the tracking of services, student progress as well as the provision of accommodations and modifications.

- a. Child Study Team members log emails to parents and teachers to document modifications.
- b. Case managers provide guides for teachers on how to modify for their students assignments according to their need and assignment.

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- c. Special Education Teachers and case managers create and share resources to assist with assignments.
- d. Child Study Team is in contact with related service providers and families about what methods of delivery are appropriate for students.
- e. Child Study Team monitors student grades through PowerSchool and communication with students and parents.

The methods used to document IEP implementation including the tracking of services, student progress as well as the provision of accommodations and modifications.

- a. Child Study Team members are logging emails to parents and teachers to document modifications.
- b. Case managers are directing teachers how to modify for their students.
- c. Special Education Teachers and case managers are creating and sharing resources to assist with assignments
- d. Child Study Team is in contact with related service providers and families about what methods of delivery are appropriate for students.
- e. Child Study Team is checking on students' grades through PowerSchool.
- f. Weekly email from case manager to caseload (blind copied).
- g. Documentation - folders for all modified work (including related services files for each student), each teacher is required to maintain a daily log sent to their supervisor, contact logs, written documentation of content discussed during meetings and phone conversations, email communication.

The case managers follow up with families to ensure services are implemented in accordance with IEPs to the greatest extent possible by:

- a. Director of Special Education meets with Child Study Team weekly to monitor and discuss progress and problem-solve any issues.
- b. Director of Special Education meets with Child Study Team and Special Education Department to discuss strategies to meet students' needs.
- c. Child Study Team reaches out to parents through email/phone/mail/ to ensure students receive proper modifications.
- d. Case Managers check in with teachers to see what modifications are working and any changes that need to be made.
- e. Case Managers check in with individual students who are struggling and working with their teachers to change their online plan to ensure success.

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Describe how the district conducts virtual IEP meetings, evaluation, and other meetings to identify, evaluate, and/or reevaluate students with disabilities

- a. The Director of Special Education conducts weekly/daily conference calls with special education teachers and Child Study Team to ensure all special education students receive the required accommodations and support to complete assignments.
- b. IEP meetings are conducted through Google Meet/phone conference. Able to display IEP on Google Meet screen for team to see and discuss.
- c. Parents are given the option of waiving the 15-day meeting notice to adapt to their schedules.
- d. IEP meeting documentation through emails, scanning, and google documents.
- e. Conducted re-evaluation eligibility meetings for students who were tested prior to school closure.
- f. Conducting initial eligibility planning meeting through Google Meet and planning for evaluations to be conducted in the summer
 1. Requesting Social History assessment through CMCSSSD to be conducted over the phone
 2. Any aspects of re-evaluation that do not require in-person contact may be completed (interviews, surveys, etc.)
- g. Director of Special Education scheduled CST meetings with sending school Child Study Teams to review incoming student needs and upcoming parent meetings.

Addressing ELL and Bilingual Needs Plan Component 3

The District does not have any ELL students in our high school.

Safe Delivery of Meals Plan Component 4:

The district has received approval from the NJ Department of Agriculture to provide meals during the months of May and June due to the extended closure. The district's food service provider, NutriServ will continue to provide meals for all student requests.

The Google form will remain on the district website for students to register for meals daily/weekly.

Students and families will be able to pick up meals at the Cape May County Crest Haven Complex, Special Services High School Driveway #3 on designated school days.

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Pick up times will be between the hours of 11 and 1 pm.

All calls will be made during the designated school days with regard to the continued availability of meals for students and to remind families to place orders.

A telephone # is provided for those families who are not able to complete a form on line.

Agreement: # 00900720

SFA Name:

Cape May County Technical School
District

Date Meal Distribution will begin:

March 17, 2020

Date Meal Distribution will end:

When Schools reopens

School/Site where distribution of meals will take place:

Cape May County High School

148 Crest Haven Road

Cape May Court House

NJ 08210

Length of Virtual or Remote Instructions Day Plan Component 5

Virtual and remote instruction includes the development of Google classrooms with resources and affords the opportunity for delivery of materials to support instruction and learning. Activities are standards-driven, and assessments include of range of formal and informal assessment as well as formative and summative tools for assessment across a continuum.

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Instructional time provides an asynchronous format to allow students a flexible access to instruction for maximum growth. Discussions, demonstrations and resources in the online classroom are available to students for review, practice and extended learning time. Teachers working with students include co-teachers with support in differentiation of content, process and product for class assignments, and allow for independent work. Teachers are also delivering instruction in interdisciplinary teams to enhance meaningful instruction for cross-curricular connections.

An electronic database of instructional tools provides teachers access to planning tools for differentiated delivery and resources to share with students for practice applying skills. Teacher resources include tools for graphic organizers, and a range of audio and video support tools to vary the instructional delivery. Supports include methods for students to express learning in a range of modalities and include authentic assessments, reflection and social/emotional learning.

Students have access to electronic supports through a number of programs which operate with an APP on Chromebooks and do not require daily internet access. These tools include Newsela, Achieve3000 and STMath. Technology that also supports practice includes connections through FlipGrid, Screencasting and Khan Academy.

Attendance Plan Component 6

Teachers and administrators are remotely monitoring student progress via electronic monitoring and assessments based on the instructional needs of each students. Previously established policies and practices are in place.

Follow up with the family for any student who is performing below the expected participation, teachers are in contact with students and with parents/guardians. Once the teacher has contacted the student, and contacted a parent/guardian but has not seen improvement in achievement, the student information is reported to Guidance for follow up. This includes counselors and the Child Study Team and key administrators who review the information and ensure the students and families have what is needed to be successful in the transition to remote instruction. Support for continued compliance may include phone calls, technology support, printed materials, counseling and/or added instructional support.

Facilities Plan Component 7

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The District follows required CDC guidance, PPE utilization and ensures social distancing as required. The District continues to staff the facility with custodians and maintenance technicians on a daily basis. The staffing has been reduced in order to limit exposure. The custodians will continue to perform, but not limited to the following tasks.

- Classrooms will be cleaned and disinfected from the top to bottom. Light fixtures, diffusers, shades, windows, sills, desks, chairs, floors will be addressed. The floors will be stripped and waxed.
- Bathrooms will be cleaned and disinfected using specialized equipment purchased by the District.
- Corridors will be swept, stripped, and waxed. Windows cleaned, window sills cleaned, shades cleaned, and door sills cleaned and polished.
- Bathroom fixtures and floor drains will be exercised.
- Carpets will be cleaned using an extractor.
- Walk off mats cleaned using the carpet extractor.
- Boiler inspections.

Grounds

- The grass will be mowed, edges weed-whacked, or trimmed using an edger.
- Equipment maintained and serviced.
- Sports fields fertilized.

Maintenance staff

- Scheduled maintenance will continue, such as but not limited to, HVAC maintenance, changing of burnt-out interior lamps, air filter changes, replacing outside light fixture lamps, door hardware repairs, grease traps cleaned, etc.
- District projects such as installing whiteboards, installing new plumbing fixtures, and bathroom accessories.
- Scheduled monthly inspections such as exit lights, emergency lights, fire extinguishers, bleachers, playground equipment will take place.
- Boiler Inspections.

Summer Programming Plan Component 8

Assessment of credit loss or shortages for high school seniors and an initial plan to address credit recovery will follow the model the district has implemented through the Guidance Department. This will include the ongoing review of students at risk of failure for the

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year. Any student at risk of failure will be notified prior to the end of the marking period in an attempt to remediate the learning so the student can meet with success. Following the end of the year and review of failures, the district will implement the offering of summer school classes through an online provider, as in past years. If face-to-face instruction is permitted through any portion of the summer school window, we will review the ability to offer on-campus support for online coursework.

Assessment of learning loss and an initial plan for potentially addressing learning loss includes a review of content delivered up through the date of closure and content delivered through the end of the school year. It is anticipated that this model will support the completion of targeted curriculum for the year. The transition to the next course and grade level will follow normal district practice. Where any on-site testing is needed for technical credential attainment, we will closely follow availability of such assessments. Utilizing assessment tools, students in need of extra help will be enrolled in the available Title I funded after-school tutoring program with the new school year.

Title 1 extended learning programs have been offered annually each summer through our summer bridging program to incoming at-risk high school students. While the program provides a face-to-face model, the district also implements an online model when family needs arise each summer due to travel needs, employment or other barriers to attendance. As such, the summer bridging program in support of at-risk students can be planned for the summer and operate fully remotely if face-to-face instruction continues to be limited through the summer.

Graduation ceremony plans are in the preliminary planning phase, but allow for the opportunity for a pre-recorded representation of the traditional elements of the commencement to be shared virtually.

Component 11 Essential Personnel and Roles:

- 1. Superintendent is responsible for oversight of the Emergency Preparedness Plan and its direct implementation. Superintendent is also responsible for immediately notifying the Executive Superintendent and County Department of Health if she becomes aware of a student or staff member testing positive for the COVID-19 virus.**
- 2. Business Administrator 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 NutriServ for scheduling pick up/drop off locations of meals.**

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- 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 (6-13 daily) and 2 maintenance worker will continue to sanitize and clean district during school closure.**
- 4. Director of Curriculum and Instruction & Post-Secondary (1) is responsible for oversight of daily curriculum delivery and monitoring instructional implementation along with Supervisor (1) for Post-Secondary instructional delivery.**
- 5. Principal (1) and Assistant Principal (1) are responsible for oversight of all instruction in grades High School - Post-Secondary 12. Principal and Assistant Principal will “virtually” meet with staff 2x 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.**
- 6. Director of Guidance/Special Ed. (1) will directly oversee case managers, Director will virtually meet with staff a minimum of 2x per week to address any student issues or NJDOE updates.**
- 7. Instructional Staff (79) are responsible for providing instruction and assistance to all students and are remotely available to families between 8:30-2:30 (Monday-Friday). Staff can access the building for resources, materials but first must call to schedule visit. No more than 8 teachers allowed in district per 2 hour time slot. Teachers permitted to enter their classrooms for resources and materials (as needed to support specialized instruction). Teachers creating specialized folders for students based on IEP/Goals and Objectives. Transportation to deliver these folders to families, if needed.**
- 8. Guidance Counselor (2) and Child Study Team (3) are responsible for helping to keep families informed about new IEP dates, community supports, and instruction with our related services staff, teachers and families.**

School Closing:

The Cape May County Technical School District (CMCTSD) as directed by the governor and DOE has closed the school the district for the remainder of this school year. The Superintendent remains in close contact with the Department of Health.

Nursing staff will keep daily records of documented COVID-19 cases within the district for students and staff.

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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 has initiated an *All Call* Global Connect phone call to all families of students and staff members alerting them of the closing of school and the steps that are being taken.**
- 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 Special Services School's Food Pantry. Directions and hours for pick up will be posted on our website.**
- 3. The Superintendent will direct the Director of Technology Network Operations 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/guardians 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.**

The Plan will be approved at the May Board of Education Meeting and posted on the District website – May 26, 2020. The contents of the plan are consistently discussed with all County sending district superintendents.

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 prepared 120 Chromebooks and to date have distributed 80 and are waiting for additional pickups.

The district's use of Google Classrooms has provided immediate access to online learning. Teachers will continue to work in this online environment, administration is available and all normal resources for students and parents will be accessed digitally.

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Teachers will continue to meet via conference calls or webinars with their liaisons for support continued instruction and the sharing of resources.

Teachers will log in daily and assess student work through district created google documents.
Teacher accountability is documented by daily interaction with administrators.

The following resources have also been posted on our website which is updated continually with new pertinent information:

Cape May County Library

<http://www.cape-may.county.lib.nj.us/>

Parent Resources for Home Instruction Materials

www.capemaytech.com

NJDOE

<https://www.nj.gov/education/>

Respectfully submitted,

Nancy M. Hudanich

**Dr. Nancy Hudanich
Superintendent
May 18, 2020**