

SCVTS Virtual/ Remote Instruction Plan 2025-2026

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. English Language Learners
- L. Free and Reduced Lunch Services
- M. Facilities Plan
- N. 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 provided 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.

Local internet resources are:

1. Guest/free wifi can be found in some libraries and small/medium businesses and outdoors in certain commercial areas.
2. 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.
3. Cellular WiFi hotspots may be available through your 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

If a student needs help with technology they are required to notify their teacher. The teacher will then put a help desk ticket in if necessary.

C. Staff Preparation

Teachers and administration work diligently to maintain a continuity of instruction for career and technical and academic classes. Initially, teachers will provide two weeks of paper copy assignments in preparation for a short-term school closing.

Under direction of state and health officials, the school will prepare 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 laptop 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 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.

E. 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.

F. 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. Staff will be required to take student attendance daily. The length of the school day for staff remains unchanged. The district considered all 12-month staff, including custodial/maintenance, as essential. A list of essential employees will be submitted to the County Office upon time of closure.

G. 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. Teachers will contact parents if their student has not been participating remotely.

Transportation is for extra-curricular activities, and we work collaboratively with resident districts for additional transportation needs. The district shall continue offering accelerated learning opportunities as outlined in the course of study through remote instruction and in partnership with the local community college. Credit recovery programs will continue to be offered to high school students due to failing grades or attendance. Extra-curricular programs, childcare, and community programming are not applicable during extended school closures. 21st Century programming will run during its normally scheduled time remotely.

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

SCVTS Adult Education: Under the direction of Director Mrs. Maria Alleva.

H. 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.

Child Study Team: Under the direction of Director Dr. Meggin Wentzell.

The Salem County Vocational and Technical School and its Child Study Team members will work diligently to ensure that the children continue to receive support during this time. Please note that our Child Study Team members are available to assist parents/guardians, ready to answer any questions you may have, as well as to provide additional resources as needed. Email the staff directly with any questions or concerns you may have.

In response to the need to address online instruction, virtual meeting procedures, and evaluations, the following steps are being taken:

- Modifications and accommodations for assessments and assignments will continue per each students' IEP. In-class support teachers are in continuous

communication with general education teachers to provide this support. Extended time to complete assignments will also be provided. Re-teaching of skills and concepts will occur on an as-needed basis when school resumes.

- Annual review IEP meetings will continue as scheduled if parents/guardians are available to meet through videoconference or phone conference. Google Meet and Zoom are free services and will be the platform through which our meetings will take place. Instructions for participating through Google Meet/Zoom will follow. An option will also be provided to reschedule the meeting after schools reopen. Meetings will be rescheduled if at least one parent/guardian is not able to participate in the teleconference.
- Planning meetings and initial IEP meetings must be rescheduled as an in-person meeting when school resumes. All meeting cancellations will be sent to parents/guardians. The new meeting day and time will be determined once a date to reopen school is confirmed.
- Evaluations and re-evaluations will be rescheduled after students return to school if the evaluations were not completed. This follows the guidelines set forth by the New Jersey Department of Education and their Office of Special Education.

Additional information will be provided as this situation continues to evolve and as we receive more guidance from the Department of Education. Dr. Meggin Wentzell mwentzell@scsssd.net (856) 769-0101 x5205.

I. 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 the 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.

J. 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.

K. English Language Learners

In the event an ELL student enters our schools, the school will work to assess and identify the student's needs utilizing our ESL certified staff. Individualized programs will be developed along with alternative instructional methods. Staff training will be conducted to ensure all State and Federal requirements are in compliance.

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. Facilities Plan

The Director of Buildings and Grounds will work with the maintenance and custodial staff to ensure daily upkeep of the building. All staff will be provided with the appropriate personal protective equipment. A thorough cleaning of high traffic areas will be conducted. Classrooms will be sanitized. The Director of Buildings and Grounds will ensure a thorough cleaning and sanitation of student and staff bathrooms will be done on a regular basis.

N. 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.