

**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

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. Each preparedness plan should also address the provision of appropriate special education and related services for students with disabilities and the provision of school nutrition benefits or services for eligible students’.

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.**

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- 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**
- 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:

- 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.**

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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.

Special Education and Related Services will be provided for Students with Disabilities:

- 1. Related Service Staff will provide individualized activities to support goals and objectives in in accordance with the IEP. Activities and exercises will be made available as required in IEPs. Online resources will be provided to parents/guardians.**
- 2. Staff will be available (Child Study Team Members, co-teachers) for parental support with activities/exercises via email, Google Classroom and/or district phone where available throughout the alternate educational setting/ online learning during the school day.**
- 3. Where applicable, assistive technology will be sent home to support instruction in accordance with the IEP.**
- 4. Child Study Team case managers will send home letters to families whose meeting (Annual IEP, Re-evaluations, etc. will need to be rescheduled due to closures or health issues. Letters will be sent home to families requesting an extension to timelines because of the quarantine.**
- 5. 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.**

School Nutrition benefits or services will be provided to eligible students:

- 1. The district's food service provider, NutriServ will continue to provide meals for all student requests.**
- 2. A Google Form will be created and placed on our home page of our school website to register for meals daily/weekly.**
- 3. Students and families will be to pick up meals at the Cape May County Crest Haven Complex, in the Special Services School's Food Pantry during designated school days.**

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4. Pick up times will be between the hours of 11 and 1 p.m.

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

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

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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.**
- 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-Secondary12. 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.**

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School Closing:

The Cape May County Technical School District (CMCTSD) in consultation with the CMC Department of Health will close the district if and when it is directed to do so. The Superintendent or designee will stay 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.

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 will initiate an *All Call* Global Connect phone call to all families of students and staff members alerting them to 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.

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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.

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.

The following resources have also been posted on our website:

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

March 16, 2020