Morris County Vocational School District
Guidance for Virtual or Remote Instruction Plan
2023 - 2024 School Year

Board of Education Approval: July 18, 2023

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The purpose of this plan is to ensure that Morris County Vocational School District students receive high-quality, standards-based virtual instruction during a district closure lasting more than three consecutive school days. Emergency closures could occur due to a declared state of emergency, a declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure.

The collaboratively developed plan addresses equitable access to instruction for all students, provision of appropriate special education and related services for students with disabilities, and provision of school nutrition benefits or services for eligible students.

EQUITABLE ACCESS AND OPPORTUNITY TO INSTRUCTION

In the event of a need for remote learning, students and teachers will continue to engage with the curriculum through online activities. Lessons will be aligned to current curricular goals, and assignments will be measured for student learning. Students and parents will be able to access assignments via teacher pages on the MCVSD (www.mcvts.org) website.

During remote learning mode, teachers, counselors, case managers, and administrators will be available to all students and parents/guardians via the phone, email, and virtual platforms like Zoom and Google Meet.

All Morris County Vocational School District students who attend full-time academy programs at the Morris County School of Technology have Chromebook devices provided by the district's 1:1 initiative. All faculty members have devices supplied by the district. The district will provide any student who does not have access to the internet with a hotspot. The district will survey students using a Google form at the beginning of each school year to determine who needs internet access.

CTE share-time students can request a Chromebook at the beginning of the school year. They can also request a hotspot for internet access. The district does not have a 1:1 policy with share-time students since most have their home school district devices. However, the district will provide share-time students with the technology should the need arise.

Students and teachers will adhere to the modified bell schedule below. The school day includes four hours and fifty minutes of instruction. Teachers of full-time Academy students will provide fifty-minute lessons (per block) using a blended, synchronous, and asynchronous approach via Zoom, Google Classroom, Google Hangouts and Meets, EDU 2.0, or email. Teachers are available during their scheduled class time to address student needs. Students and parents can expect teacher acknowledgment of their questions and comments within the school day.

Career and Technical Education share-time teachers will also provide synchronous and asynchronous instruction for students via Zoom, Google Classroom, Google Hangouts and Meets, software applications like CDX, Icar, Milady, and Mindtap, online textbooks, and video applications like Screencastify and YouTube. Teachers will also provide appropriate hands-on learning activities such as project builds and forums for demonstrating skills. Teachers will be available from 10 -11:55 a.m. and 12:55 - 2:50 p.m. to meet student needs. Students and parents can expect teacher acknowledgment of their questions and comments within the school day.

MCST will continue to follow the A/B calendar with a revised block Distance Learning Schedule.

Full-Time		Share-Time*	
Block 1	**10:00 -10:50**	**Morning Hours**	**10:00-11:55**
Block 2	**11:00 -11:50**	**Lunch**	**11:55 - 12:55**
Block 3	**12:00 - 12:50**	**Afternoon Hours**	**12:55 -2:50**
Block 3a	**12:00 - 12:25**	*Share-Time students also attend their resident school district to meet the minimum four hours of instruction time required.**	
Block 3b	**12:25 - 12:50**		
Block 4	**1:00 - 1:50**		
Block 4a	**1:00 - 1:25**		
Block 4b	**1:25 - 1:50**		
Block 5	**2:00 -2:50**		

Teachers will:

- Communicate with all stakeholders effectively and with purpose.
- Craft lessons that can be delivered both off and on-site.
- Deliver a combination of synchronous and asynchronous instruction, with most lessons being synchronous.
- Utilize instructional tools, applications, and websites that facilitate synchronous instruction.
- Utilize Google classroom or EDU 2.0.
- Assign a minimum of one *graded* assignment per course per week.
- Provide thoughtful and timely feedback to students regarding learning outcomes and experiences.
- Update gradebooks every two weeks.
- Maintain a gradebook that contains two categories: Assignments (70%) and Career Ready Practices (CRPs) (30%).
- Include a Career Ready Practices grade in the gradebook every two weeks utilizing the CRP Rubrics.
- Post lesson plans in Atlas; invite supervisor to Google classroom or EDU 2.0.
- Hold students accountable to assignment due dates.
- Formatively assess students' progress in meeting learning objectives and the New Jersey Student Learning Standards.

ADDRESSING SPECIAL EDUCATION NEEDS

Instruction

ICS: Special Education teachers will work with co-teacher to design specialized instruction to include accommodations and modifications**.** Teachers will adapt assignments and materials to meet students' needs. Teachers will follow their regular schedule.
Study Skills: Special Education teachers will provide resources and support for students. They will provide individualized contact to ensure each students' needs are being met.
Student Progress: Special Education teachers will track student progress via progress reports and meetings.
Accessibility: Teachers will be available to their students during the prescribed school day.

Child Study Team

Progress Reports: Teachers and case managers will complete electronically. Teachers fill in indicators with information from virtual instruction and note that it is virtual learning (dates of virtual learning).
Annual Reviews: Work on documents collaboratively on Google doc/IEPdirect. Meeting invites via email attachment. Meetings conducted through conference call. Phone contact should be through conference line – no private phone numbers of staff provided.
Evaluations: Those that can be conducted virtually (i.e. social assessment) will be conducted. All others will not be completed until the children are face to face and noted in IEP. Finish reports of evaluated students and send electronically to parents prior to due date – hold re-evaluation eligibility meeting. Meetings conducted through conference call. Phone contact should be through conference line- no private phone numbers of staff provided.
Referrals: Can be made by parents via email. If a parent makes an initial referral through email while we are out, decide "Evaluations Not Warranted," note on the form under "Relevant Information" or "Options Considered" that CST will reconsider the referral once school is back in session. Case Manager has the responsibility to connect with parents when school is back in regular session.
Parent Contact: Through email.
Services/Speech: Case manager will work with provider to develop in home plan. Case manager will work with provider to develop provide teleservices. Case manager will follow up with family via telephone or virtual call to ensure services are implemented in accordance with student IEPs to the greatest extent possible.
Accessibility: Case managers will be accessible for support and consultation with teachers.
Accountability: Monitor student attendance/participation.
Documentation of Services/Student Progress/Provisions of Accommodations and Modifications: Case managers will document/reflect in the IEP teleservices, and provisions made for accommodations and modifications. Student progress will be documented through progress reports and meetings.
Counseling: Virtual session will occur on Google Meet between 10:00 – 11:30 AM and 12:30 - 2:56 PM.

ADDRESSING ENGLISH LANGUAGE LEARNERS (ELL) PLAN NEEDS

The district does not have any ELL learners and, therefore, does not have an ELL Plan.

ATTENDANCE PLAN

- Students will be required to "sign in" via Google Form (sent daily via all-student email) between 10 AM - 3 PM.
- Parents must report absences via Genesis (student data system).
- Daily Attendance Form is sent to students via MCST email:
    - Students can reply "Present" or "Absent."
    - If a student replies "Absent," an explanation in Genesis is required.
    - Students responses are uploaded into Genesis.
- Students who do not reply are coded as "ANR" (Absent - No Reply). A Honeywell alert is sent to the Parent/Guardian indicating the student did not reply.
- Students/Parents/Guardians who did not reply must contact the Assistant Principal to amend their record.
- Attendance reports are run and students with 8 ANR's are notified that they may lose credit unless their record is amended.
- Student absences are cross-referenced with grades and productivity (see below).
- If students amass ANR's, efforts are made by the guidance counselors and administration to contact the family of the respective student.
- If MCST staff is unable to make contact with the families of the students who are not submitting attendance responses, local authorities will be contacted to conduct a wellness check.

The Attendance Protocol is reinforced by the Student/Parent Communication Protocol:

- If a student does not complete an assignment, the teacher will immediately enter a "0" into Genesis (this assignment can be made up).
- If a student does not submit consecutive assignments, or the majority of assignments within a week, teacher will email student and CC student's counselor and family member.
- If no response is received to the teacher's email within 24 hours, a phone call is made to the parent.
- If required, a detailed voicemail message documenting the situation is left with a request to confirm receipt of the message via email.
- If Spanish is the preferred language of communication, the Attendance Secretary can participate in translating.
- If parents/student relay a need for technology (Chromebook, hot-spot, etc.), the High School Principal is notified.
- If a teacher is unable to make contact with parents via email or phone within 48 hours, the school counselor is notified.
- Counselors will continue to try to contact parents via email and phone.
- If contact is made, counselors will inform teachers via email.
- If the counselors are unable to make contact with parents within a week, administration will place a call and send certified letter stating "*continued inactivity may result in a failing grade being issued.*"

SAFE DELIVERY OF MEALS PLAN

Students attend the Morris County School of Technology from all over the county. Any plan to distribute cold meals to students, whether delivered or made available for pickup, increases the risk to students.

Our plan provides the eligible families with the total cost of the meals their students receive for one week. The business office mails out checks for an entire week's worth of meals the week beforehand. Students who have ever received breakfast during the school year receive the cost charged for a week's worth of breakfast meals.

FACILITIES PLAN

In the event of district closure, all school facilities will be properly monitored by district custodial/maintenance staff. Our maintenance plan for the closure period is focused on maintaining and securing the building with the minimum amount of staff necessary. Our maintenance/custodial staff work in three-person shifts throughout the week. Surfaces frequently touched by multiple people, such as door handles, desks, phones, light switches, and faucets, are cleaned and disinfected at least daily.

Additional custodial tasks include logging boilers, inspecting all rooms for problems, opening and securing campus, grounds maintenance, miscellaneous cleaning, HVAC maintenance, disinfecting areas that were occupied during their shift.

OTHER CONSIDERATIONS

Accelerated Learning Opportunities
MCST has partnered with The Princeton Review and Tutor.com to accelerate student learning. Students can access Tutor.com remotely 24 hours a day, 7 days a week.

Social and Emotional Health of Staff and Students
The district has partnered with Bergen Therapy to provide a wellness initiative program. Navigating Success Through Wellness is a school wide initiative which aims to provide support, skills-based services and education to students, parents and staff. The goal of this initiative is to ensure that the school population has the necessary supports and education to enable them to thrive not only academically, but physically and emotionally as well.

Morris County Vocational School District has also partnered with Tri-County Behavioral Care to offer on-premise individual counseling sessions.

These services will be offered virtually during a remote learning mode.

Title I Extended Learning Programs
The district does not receive Title I funds.

21st Century Community Learning Center Programs
The district does not have any 21st century community learning center programs.

Credit Recovery
Students who are in need of credit recovery or acceleration are provided with an approved list of schools and agencies both virtual and in person. We will continue to follow our on-line credit recovery protocol and processes that are currently in place.

Other Extended Student Learning Opportunities
The following programs will continue to operate during remote learning mode:

      Work Based Learning Experiences
      12th Grade Option (Dual Credit)

Transportation
The students' resident school district is responsible for providing the transportation to and from MCVSD.

Extra-Curricular Programs
Extracurricular programs will be postponed during the remote learning mode.

Childcare
The district does not provide before or after school programs for childcare.

Community Programming
Outside community groups will not be permitted in the school facilities while the district is in remote learning mode.

ESSENTIAL EMPLOYEES

List of Essential Employees by Category	Role of Employee	Duties/Work Stream	How Many Essential Employees Per Category	Teachers Instruction Hours Per Day Via Remote learning
Administrators	Oversee operations of school district	Interact with BOE, community, and staff; student instruction; business office functions	10	
Teachers	Provide instruction to students	Instruct and support students; lesson planning; grading; homework assignments; monitor student progress; parent-teacher conferences	78	5 hours/day
School Counselors	Provide guidance and support to students	Support students academically, socially and emotionally; assist with college planning, scholarships; student schedule planning	6	5 hours/day
Child Study Team	Provide support to students with special needs	Implements IEPs; evaluates students to determine need for special services; provide counseling and crisis intervention	3	5 hours/day

School Nurses	Provide health services support to students	Evaluate students for health conditions; provide counseling to students and parents; hearing, vision and other health screenings; administer medication	2		5 hours/day
Work-Based Learning Coordinators	Oversee internships for students	Monitor WBL assignments; provide students with opportunities for internships	3		
Secretaries and Support Staff	Provide administrative support	Secretarial duties; managing student records; purchase orders; data entry; filing; manage phone calls	21		
Technical Staff	Provide technical support and oversight to maintain the district's network and security	Maintain computer systems; ensure network security	2		
Custodial and Maintenance Staff	Provide cleaning and maintenance of the school building	Cleaning and sanitizing building; maintain building in working order; repairs	14		
Security Guards	Ensure the safety and security of students and staff	Patrol the property; monitor gate access and visitors; assist students	2		