

Gloucester County Vocational-Technical School District
1360 Tanyard Road
Sewell, NJ 08080
Emergency Virtual or Remote Instruction Plan

Contact Information
Superintendent of Schools
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Essential Staff:

Director of Secondary Education

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Athletics

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School Based Youth Services

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District School

Principal / Assistant Principal	Email	Phone Number
Gina Mateka, Ed.D., Principal	gmateka@gcecnj.org	856-468-1445 x2503
Jeremiah Long, Assistant Principal	jlong@gcecnj.org	856-468-1445 x2518
Janet Wilbraham, Assistant Principal	jwilbraham@gcecnj.org	856-468-1445 x2043
Heather Worthington, Asst. Principal	hworthington@gcecnj.org	856-468-1445 x2151
Gregory Wright, Assistant Principal	gwright@gcecnj.org	856-468-1445 x2251

Staffing Considerations

- All district staff will work remotely during the closure. Essential staff will be asked to report as needed by the Superintendent.

Decision to Close - Chain of Events

1. Gloucester County Vocational-Technical School District will confer with local health officials, primarily the Gloucester County Department of Health, regarding school closure, timing, scope, and duration.
2. Gloucester County Vocational-Technical School District will notify the Gloucester County Department of Education of the closure.
3. Gloucester County Vocational-Technical School District will communicate the closure to the community, which includes students, families, staff, and community members through all-call telephone systems, the school's websites and social media presences, and school emails.
4. Gloucester County Vocational-Technical School District will communicate plans for school and office closures and event/group activity cancellations as appropriate and in as timely a fashion as possible.

Building Closure Procedures and Practices

- The school and district offices, as appropriate, will be closed beginning on the date/time collaboratively determined.
- The extent of closure – whether it impacts students or students and staff – will be determined after conferring with local health officials or by an emergency declaration by the governor.
- Only identified essential personnel and building administrators will have access to school buildings during closure.
- All regularly scheduled events, including athletic and extracurricular activities, performances, etc. will be cancelled or postponed during the closure.
- Students will be asked to take all necessary learning technology and curricular materials home with them for use in e-learning for the duration of the closure as directed by their teachers.
- Staff will be required to take all work-related technology and tools home with them for use in support of e-learning or telecommuting for the duration of the closure as directed by their supervisor.

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Instructional Plans for Students

- The district defines a “remote learning environment” as an environment for learning outside of the school building where students will have electronic access to teachers. Under this learning method, all instruction will be developmentally appropriate.
- Gloucester County Vocational-Technical School District will prepare assignments for all students grade 9 through grade 12. Electronic assignments will be provided to students when appropriate.
- Teachers are expected to maintain daily contact with students and parents during school hours. Principals will be providing daily messages to parents and staff through phone blast, text messages, and electronically.
- The district’s technology staff will be available to support district staff with remote learning. They will provide tutorials and templates for teachers and are available for remote individual support.
- Teachers will create contingency plans per content and grade level for the duration of the school closure. Copies will be made for students who do not have electronic access.
- Grades 9-12: Students will complete daily assignments. Assignments will be sent home with students in the event of a school closing that lasts longer than two weeks. Teachers will prepare additional materials to be sent electronically, or through the district virtual learning platform.
- Teachers will provide computer based instructional assignments via district approved platforms.
 - These are platforms that the district regularly uses. Teachers have provided instructions to students and parents on how to access these platforms.
- All families have been surveyed regarding their home internet access. When internet access is not available alternate assignments have been provided.
- Assignments will focus on building key skills or reviewing content.
- Materials to complete assignments will be limited to general school supplies.
- Instructional accommodations and modifications will be made to the best of our current ability. Teachers will leverage technology resources that are adaptable to individual student needs, such as modifications available in IXL.com, NewsELA.com, and Beable.
- Scheduling accelerated learning programs will include: Beable, Delta Math, Newsela, and others as determined by individual program requirements.
 1. GCIT will act as a 21st Century Learning Center and will provide the following services:
 - Well-rounded education activities, including those that enable students to be eligible for credit recovery or attainment.
 - Services for individuals with disabilities.
 - Cultural Programs.
 - Programs that support a healthy and active lifestyle, including nutritional education and regular, structured physical activity programs.
 - Technology education programs.
 - Expanded library service hours.
 - Programs that provide assistance to students who have been truant, suspended to allow the students to approve their academic achievement.
 - Programs that build skills in science, technology, engineering, and mathematics, including computer science, as well as foster innovation in learning by supporting nontraditional stem education teaching methods.
 - Programs that partner with in demand fields of the local workforce or build career competencies and career readiness and ensure local workforce and career readiness skills are aligned with Carl D. Perkins Career and Technical Education Act of 2006, and the Workforce Innovation and Opportunity Act.

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2. GCIT will provide the following Extended Learning Opportunities:

- Academic Enrichment: Remedial education activities that provide additional assistance to students to allow them to improve their academic achievement. These include tutoring in the core academic subjects such as mathematics and science, as well as activities for students who are limited English proficient that emphasize their language skills and academic achievement.
- Enrichment Activities and Recreation: Activities that complement students' academic learning by allowing students to engage in more creative pursuits such as art, music, dance, recreation and cultural activities.
- Family Literacy and Enrichment Programs: Literacy and other educational services that assist parents and families participating children in becoming full partners in the education of their children. These services all increase parental involvement and provide family members with opportunities to engage in interactive literacy activities.
- Support Services: Services that target drug, violence, and other youth prevention programs, including character education. Students and their families are linked to community outreach services that provide opportunities to engage in service-learning activities and allow access to student education resources.

Grading

Student assignments will be graded and entered into PowerSchool.

Teacher Responsibilities

- Teachers will leverage technology resources when applicable to communicate with parents, including, Teams, etc.
- When communicating with parents, we encourage teachers to protect their personal information by utilizing *67 when dialing from their own phones.
- Teachers are to check school email at least twice per day and respond to parent communication within 24 hours.
- Teachers scheduled to participate in annual IEP meetings or other such annual review meetings are expected to participate.

Special Education Services and Staff Responsibilities

- Instructional accommodations and modifications will be made to the best of our current ability. Teachers will leverage technology resources that are adaptable to individual student needs.
- IEPs for students have been written with flexibility in relation to service minutes. Service providers will provide simple home exercises for families to keep up with student progress.
- Any evaluation or conference that can be rescheduled after regular school services resume will be rescheduled. Time-sensitive evaluations or conferences will be held via phone or video conference.
- Daily check-ins for students by Child Study Team members, school psychologists, social workers, etc. will occur on a schedule determined by the Principal and Director of Special Education. CST members will reach out to all students on their caseload.
- When communicating with parents, we encourage staff to protect their personal information by utilizing *67 when dialing from their own phones or using Microsoft Teams to make calls.

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- Staff are to check school email at least two times per day and respond to parent communication within 24 hours.
- Staff are to complete all IEP paperwork needed.
- Staff are to make notifications to organizations to cancel programs that would have been scheduled during the closed down time period.
- Staff are to work on any assessments or evaluations on students and complete any necessary paperwork pertinent to your position

Multilingual Learners (ML)

There are currently no students identified as ML at GCIT. If a student becomes identified during the closure the district will follow the District's Multilingual Learner Plan.

Accommodations for Vulnerable Populations

The district is committed to ensuring that it considers all vulnerable populations within the district who may require special considerations to address issues of equity and access. The district continues to monitor individual student's access to the internet and access to devices. All students currently have access to the internet and any devices necessary for instruction.

Guidance, Mental Health, and Other Services and Staff Responsibilities

- Check-ins for the most at-risk students by the assigned guidance counselors, mental health coordinator, student assistance coordinator, social workers, school psychologists, etc. will occur on a schedule determined by the building principal. Counselors are requested to make at least five contacts a day to students/families and log in PowerSchool.
- When communicating with parents, we encourage staff to protect their personal information by utilizing *67 when dialing from their own phones.
- Staff are to check school email and respond to parent communication within 24 hours. Staff are to complete all IEP paperwork needed.
- Staff are to make notifications to organizations to cancel programs that would have been scheduled during the closed down time period. If you are the coordinator of the event, then it is your responsibility to cancel the outside organization and reschedule. This includes GCVTSD Work Based Learning.
- For any students that staff has a concern about (such as those with emotional needs), email parent to check on student.
- Staff are to complete any assessments or evaluations on students
- Staff are to complete any necessary paperwork pertinent to your position

Other Personnel Responsibilities

- Paraprofessionals: Will assist the teachers with providing instruction to students.
- Maintenance: Will provide maintenance, custodial, and grounds responsibilities to ensure the safe operations of the district school buildings.

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Parent Communication

- Teachers will leverage technology resources when applicable to communicate with parents.
- The districts will continue to use the school websites, social media, emails, and automated calling systems to keep parents and community members informed of any changes.
- When necessary, materials will be provided to parents in their home language. When necessary and possible, we will utilize available bilingual staff to translate for parents.

Nutrition Services

- Individual families who qualify for free and reduced price lunch/breakfast will be individually notified by email with date and time of pickup.
- The district will utilize Gloucester County Vocational-Technical School District to distribute breakfast and lunch to district families. District food service will prepare a weekly package containing daily pre-packaged breakfast and lunch that complies to the standards of the New Jersey Department of Agriculture Child Nutrition Program guidelines.
- For any family unable to travel to Gloucester County Vocational-Technical School District delivery will be arranged or pick-up will be arranged with student's resident district. The district will utilize the same delivery options in place for distribution of additional instructional materials.

Attendance

- Any day in which students are impacted by a public-related closure and have access to home instruction services provided consistent with N.J.A.C. 6A:16-10.1 will count as a day present.
- Building level administrators and supervisors will be in contact daily with teachers to monitor remote learning.
- Any day in which a student is not participating in online instruction or submitting assignments, the teacher will contact the parent, if no response the teacher will contact the student's guidance counselor, if no response the guidance counselor will contact the Assistant Principal or administrator responsible for the student. If the Assistant Principal or administrator are unable to contact the family, then a wellness check is recommended to the principal.
- All student absences, promotion, retention, graduation, discipline, and any other decisions that will affect students will be handled through the district's existing policies and regulations.

Cleaning and Maintenance Procedures

- Following the New Jersey Department of Health and CDC guidelines, the schools will follow procedures for cleaning and disinfecting with EPA-registered products. This includes the daily sanitizing of surfaces and objects that are touched often, such as desks, countertops, doorknobs, computer keyboards, hands-on learning items, faucet handles, phones, and toys.

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Resuming the Regular Academic Program

- During school or office closures, Gloucester County Vocational-Technical School District will communicate when administrators and Gloucester County Department of Health officials have conferred and determined that it is safe to return to school as well as what steps and precautions will need to be followed at that time.
- Communications platforms that will be utilized to share information about the reopening of the buildings and the reentry process will include, but are not limited to, the school websites and social media platforms, all-call recordings, and emails to staff and families.
- Gloucester County Vocational-Technical School District will make every effort to return to “business as usual” following any necessary closures as soon as it is safe to do so.
- The district is aware of learning, behavioral, and mental health losses of students during this closure and will continue to assess and address these losses.

7/15/2026