

Cumberland County Technical Education Center



School Related Closure Preparedness Plan

March 12, 2020

Cumberland County Technical Education Center

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Introduction –School Related Closure Preparedness Plan

The Cumberland County Board of Vocational Education (CCTEC) understands that our school is an essential educational and community institution that serves many members of our local population. CCTEC also acknowledges that an outbreak of any infectious illness, including COVID-19, would be detrimental to our community. To guide preparation, response, and recovery from any such potential outbreak, CCTEC has created this School Related Closure Preparedness Plan.

In the event that the New Jersey Department of Education (NJDOE) or the Cumberland County Department of Health/City of Vineland Health Department recommends the closure of CCTEC , this plan will be put into place in order to facilitate the continuation of instruction for our students. The plan is divided into five sections:

1. Delivery of Instruction
2. Equity
3. Special Education and Related Services
4. Food Service
5. Essential Personnel (Appendix B)

Delivery of Instruction-CTE Programming and Academics

All students at CCTEC have been given a Chromebook as part of our one-to-one (1:1) initiative. Google Classroom is used by all of our teachers as a platform to upload readings, videos, activities and to assign problems, projects, and assessments. In the event of a school related closure, Google Classroom would continue to be utilized to provide classroom instruction. The information below outlines timelines and responsibilities of teachers, students, and parents.

Teacher Responsibilities

- Teachers are responsible for submitting lesson plans to the administration for review. The lesson plans are submitted through our online system, OnCourse. Lesson plans are due on Monday mornings by 8:00am.
- Teachers are responsible for uploading assignments, projects, assessments, readings, etc., to Google Classroom. All classroom assignments must be posted by 8:00 p.m. each night for the following day of instruction.
- Teachers are to be available to answer student/parent questions via Google Classroom and email until from 8:00 am through 2:00 p.m.
- Teachers are responsible for providing students with formative feedback through Google Classroom and to provide students with the opportunities to resubmit assignments/assessments in accordance with their classroom syllabus.
- Teachers would grade and assess student work and post the grades to our Genesis system.
- Teachers would continue to contact parents, through email and/or phone, if students were failing to hand-in work.

Student Responsibilities

- Students are responsible for committing the equivalent of a full school day (four hours) to complete their learning activities.
- Students would be responsible for completing all classroom assignments and assessments by 2:00 p.m. each day.
- Students would reach out to their teachers via email or Google Classroom with questions regarding their classwork.
- Students would reach out to their guidance counselors via email with questions and/or concerns regarding mental health issues, college applications, scholarship information, academics, or any other needed areas.

Parent Responsibilities

- Parents are responsible for ensuring their son/daughter has a quiet place to complete their school work.
- Parents are responsible for monitoring their son's/daughter's progress through Google Guardian and through the Genesis Parent Portal.

- Parents are responsible for providing their son/daughter with support and advocating on his/her behalf.
- Parents are responsible for communicating, via email or phone, with Administration with any concerns, problems, questions, etc.

Administrator Responsibilities

- Administration is responsible for reviewing lesson plans and grade books and for providing teaching staff with feedback.
- Administration is responsible for addressing technology concerns by alerting TEC's MIS Supervisor to the technology concern(s) and the IT Supervisor will work to address the issue with PCS and Administration.
- Administration must be available to support teachers, students, and parents via email.
- Administration is responsible for conducting investigations of any allegations of harassment, intimidation, and/or bullying that may arise electronically.
- Administration is responsible for the dissemination of accurate and timely information pertaining to the school closing and extracurricular activities.
- Administration is responsible for updating the District web-page and Social Media as new information becomes available.

Delivery of Instruction-School to Work/Internships

As a part of the Structured Learning Experience (SLE) at CCTEC, students have been scheduled to go out to area businesses and industries . In the event of a school related closure, students and parents/guardians of students enrolled in a SLE experience would be advised by the College and Career Pathways Instructor on the following:

1. School Closure
2. Business/Industry Closure
3. Reporting requirements to the Business/Industry

The College and Career Pathways Instructor will contact employers to update students and advise. The College and Career Pathways Instructor will communicate all changes/updates with the Building Principal via email.

Equity in the Delivery of Instruction

Equity in the delivery of instruction is critical to the success of any plan involving a transition to on-line instruction. All students at CCTEC have been given a Chromebook as part of our one-to-one (1:1) initiative. All students have been assigned a CCTEC Gmail account that includes a drive, email, and calendar. All teachers utilize Google Classroom and post assignments that are compatible with Google Classroom. In order for a transition to on-line instruction to be equitable, all students must have access to the internet.

CCTEC has identified, through our instructors and guidance counselors, those students who do not have internet in their homes and/or have intermittent internet. Those students will be provided with a “hot-spot” to ensure access to our electronic platforms. CCTEC’s MIS Supervisor, working in collaboration with the building administration, would be responsible for ensuring hot-spot internet access to identified students.

If a student fails to hand in assignments, collaborate on projects, view instructional videos, etc., CCTEC will proceed the following protocol.

- The teacher will first email the parent/guardian of the student.
- If there is no response from the parent/guardian, the teacher will contact administration.
- The administration will reach out by phone to the parent/guardian.
- If the administration is unable to contact the parent/guardian by phone, CCTEC administration will collaborate with CCTEC security team and conduct a home visit.

Through our one-to-one initiative and consistent approach to technology integration, all students would receive access to rigorous on-line instruction.

Meeting the Needs of our Special Education Population

CCTEC staff members will fully meet modifications outlined in Individualized Education Plans when transitioning to on-line instruction. In class support staff will continue to review weekly lesson plans and ensure modifications are in place to meet student needs. Child Study Team Case Workers will monitor the students within their case-load carefully to ensure that their students are successful in making the transition to on-line instruction. Case workers will be available to provide feedback to teachers regarding student modifications.

STRIVE- Self Contained Special Education Program

CCTEC's hosts a county wide self-contained program that serves students who have been classified as cognitive mild. Each student in the STRIVE program will be assigned a classroom laptop. A weekly calendar of assignments will be developed and communicated to the parents. The assignments will include the following elements:

- I-ready Mathematics
- I-ready Language Arts
- Life Skills Integration Packets
- Speech Services: Activity and practice packets provided by Salem County Special Services
- Physical Therapy Services: Activity and practice packets provided by Salem County Special Services
- Occupational Therapy Services: Activity and practice packets provided by Salem County Special Services

Teacher Responsibilities

- Teachers are responsible for submitting lesson plans to the administration for review. The lesson plans are submitted through our online system, OnCourse. Lesson plans are due on Monday mornings by 8:00am.
- Teachers are responsible for uploading assignments, projects, assessments, readings, etc., to Google Classroom or providing an email to Administration for packet distribution. All classroom assignments must be posted by 8:00 p.m. each night for the following day of instruction.
- Teachers are to be available to answer student/parent questions via email until from 8:00 am through 2:00 p.m.
- Teachers are responsible for providing students with formative feedback through email/ by phone and to provide students with the opportunities to resubmit assignments/assessments in accordance with their classroom syllabus.
- Teachers would grade and assess student work and post the grades to our Genesis system.
- Teachers would continue to contact parents, through email and/or phone, if students were failing to hand-in work.

Student Responsibilities

- Students are responsible for committing the equivalent of a full school day (four hours) to complete their learning activities.
- Students would be responsible for completing all classroom assignments and assessments by 2:00 p.m. each day.
- Students would reach out to their teachers via email with questions regarding their classwork.

Parent Responsibilities

- Parents are responsible for ensuring their son/daughter has a quiet place to complete their school work.
- Parents are responsible for monitoring their son's/daughter's progress through the Genesis Parent Portal.
- Parents are responsible for providing their son/daughter with support and advocating on his/her behalf.
- Parents are responsible for communicating, via email or phone, with Administration with any concerns, problems, questions, etc.

Meeting the Nutritional Needs of our Students

The Division of Food and Nutrition has submitted a waiver to the United States Department of Agriculture (USDA) to allow schools to serve meals in a non-congregate setting and at school sites during school closures due to an outbreak of any infectious illness, including COVID-19. During a school closure related to the outbreak of any infectious illness, meal service for students who receive free or reduced price meals will continue. A combination bagged breakfast and lunch will be available for daily (Monday through Friday) pick-up from 8:00 am to 11:00 am at CCTEC - 3400 College Drive, Vineland, NJ 08360. Students should enter through the main entrance of the building and proceed directly to the Media Center to pick up their meals.

Appendix A- Letters to Students/Staff/ Parents

March 9, 2020

Dear CCTEC Families:

I am writing today to update you on information regarding the Coronavirus Disease 2019 (COVID-19) and the measures being employed at CCTEC.

As with all matters of public health, CCTEC will always follow the guidelines and recommendations of the National Centers for Disease Control and Prevention (CDC), the New Jersey Department of Health and the Cumberland County Health Department. CCTEC has extensive daily cleaning protocols in place during flu season and will continue these practices during this event.

To assist in the prevention or spread of this disease, it is recommended that everyone employ the following practices:

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Wash your hands often with soap and water for at least 20 seconds. Use an alcohol-based sanitizer that contains at least 60% alcohol if soap and water are not available.
- If you are sick, please remain at home.
- Cover your cough/sneeze with a tissue, throwing the tissue away immediately.
- Clean and disinfect frequently touched objects and surfaces.

Additional information can be found by visiting www.cdc.gov/COVID19, by visiting our webpage at www.cctecnj.org or the web site of the New Jersey Department of Health at www.nj.gov/health. We will continue to update our webpage as information becomes available.

If you have any questions related to COVID-19, you can call the NJ Department of Health 24-hour public hotline at 1-800-222-1222 or the Cumberland County Health Department.

Lastly, the Administration and Staff continue to plan for and implement proactive measures. At this time, all school activities are continuing as regularly scheduled. District specific updates will be communicated through email or our phone system so please ensure that your contact information is updated with our office.

Thank you in advance for your cooperation. We remain committed to the health and well-being of our school families and our staff.

Sincerely,

Dina L. Rossi, Ed.D. Superintendent

