INTRODUCTION

In response to the New Jersey Department of Education’s request for school districts to best prepare for public-health related school closures, please find the collaboratively developed plan that 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.

Please note that an At-Home Technology Survey was sent to all full-time Denville campus parents. A process is in place to provide accommodations for those in need of a device or internet access.

Please consult our district website for relevant and timely information over the coming weeks.

1. EQUITABLE INSTRUCTIONAL ACCESS FOR ALL STUDENTS

Distance Learning Plan

In the event of a planned Distance Learning Term, 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.

School Day Schedule

- Students and teachers will maintain the current A/B school day and follow a distance learning schedule, including lunch.
- Learning will be continuous throughout the school day.
- All assignments for the day will be posted by 10 AM.

Attendance

- 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.

Grading

The purpose of each learning task is to continue instruction and measure learning with the goal of having students meet course objectives. Remediation will be provided as needed. Upon the conclusion of the Distance Learning Term, students can expect to be assessed on the material that was covered through the instructional activities.

During the distance learning term:

- All assignments will be weighted as 0%.
- Grades given will not impact a student’s GPA.
- Teachers will provide feedback to students and record grades in Genesis.
Distance Learning Schedule

(10:00 AM Start of School Day)

<table>
<thead>
<tr>
<th>Block</th>
<th>Start</th>
<th>End</th>
<th>Length of Block</th>
</tr>
</thead>
<tbody>
<tr>
<td>Block 1</td>
<td>10:00</td>
<td>10:52</td>
<td>52 minutes</td>
</tr>
<tr>
<td>Block 3A</td>
<td>10:56</td>
<td>11:26</td>
<td>30 minutes - Lunch</td>
</tr>
<tr>
<td>Block 3B</td>
<td>11:30</td>
<td>12:00</td>
<td>30 minutes - Lunch</td>
</tr>
<tr>
<td>Block 4A</td>
<td>12:04</td>
<td>12:34</td>
<td>30 minutes - Lunch</td>
</tr>
<tr>
<td>Block 4B</td>
<td>12:38</td>
<td>1:08</td>
<td>30 minutes</td>
</tr>
<tr>
<td>Block 5</td>
<td>1:12</td>
<td>2:02</td>
<td>50 minutes</td>
</tr>
<tr>
<td>Block 2</td>
<td>2:06</td>
<td>2:56</td>
<td>50 minutes</td>
</tr>
</tbody>
</table>

Full-Time Learning

- Teachers will provide 50-minute lessons (per block) via Google Classroom, Google Hangouts, EDU 2.0, or email.
- Teachers will be available during their scheduled class time to answer questions and provide clarification about assignments.
- Students can expect teacher acknowledgment to their questions and comments within the school day.

Share-Time Learning

- Where able, share-time teachers will provide online learning for students via Google classroom, software applications, online textbooks, videos, etc.
- Teachers may provide other appropriate hands-on learning activities such as project builds, demonstration of skills, etc.
- Teachers will be available from 10 - 11:30 AM and 12:30 - 2:56 PM to answer questions and provide clarification about assignments.
- Students can expect a teacher’s acknowledgment to their questions and comments within the school day.
**Share-Time Virtual Platforms**

<table>
<thead>
<tr>
<th>Class</th>
<th>Platforms for Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auto (both)</td>
<td>CDX &amp; Google Classroom</td>
</tr>
<tr>
<td>Auto Body</td>
<td>Icar &amp; Google Classroom</td>
</tr>
<tr>
<td>Building, Grounds &amp; Maintenance</td>
<td>OSHA</td>
</tr>
<tr>
<td>Carpentry</td>
<td>OSHA</td>
</tr>
<tr>
<td>Cosmetology</td>
<td>Milady &amp; Mindtap</td>
</tr>
<tr>
<td>Electrical</td>
<td>OSHA &amp; EDU 2.0</td>
</tr>
<tr>
<td>Food Services</td>
<td>Google Classroom</td>
</tr>
<tr>
<td>Plumbing</td>
<td>OSHA &amp; Google Classroom</td>
</tr>
<tr>
<td>Welding</td>
<td>Sense &amp; OSHA</td>
</tr>
</tbody>
</table>

**Practical Make-up Time**

For every two days share-time students are not in session, one extended school day may be provided for practical instruction.

**Full-Time Satellite Academies**

- We have coordinated efforts with the host districts of our satellite academies to ensure a continuity of educational services. All host districts have assured us that Academy students are included in their COVID-19 school health-related closure preparedness plans.

- All students will continue to follow the partner district’s schedule if MCVSD is closed. They will also follow the partner district’s closure plan and procedures if a partner district is closed due to COVID-19.

- We will also request a copy of the COVID-19 Closure Plan for the following partners:
  - CCM
  - Jefferson Township
  - Morris Hills Regional
  - Mountain Lakes
  - Pequannock Township
  - Roxbury Township
Share-Time Satellite Programs

CCM (CAST, Cybersecurity, and EDAM)

- **Year 1 Students** will:
  - Take our survey to determine the device and internet needs.
  - Be provided a Chromebook and/or hot spot access as needed.
  - Access, complete, and submit assignments using Blackboard and communicate with instructors via Blackboard and email.
  - Access online textbooks to keep up with the required reading and assignments.

- **Year 1 Instructors** will:
  - Update course syllabus to ensure that required reading and assignments are up to date and accurate.
  - Disseminate and review syllabus with students.
  - Ensure all required readings and assignments are accessible via Blackboard.
  - Provide tutorial on how to access assignments, retrieve messages and submit completed work using Blackboard.
  - Ensure students can access online textbooks and provide tutorials as needed.
  - Create and post new lessons and assignments. Review and provide students with feedback about the quality of their work.

- **Year 2 Students and Instructors** will continue to follow the CCM schedule if MCVSD is closed. They will also follow CCM’s closure plan and procedures if the campus is closed due to COVID-19.

Pequannock (Allied Health)

- All students will continue to follow Pequannock’s schedule if MCVSD is closed. They will also follow Pequannock’s closure plan and procedures if the Pequannock Township School District is closed due to COVID-19.

Structured Learning Experience (Full-Time – Internship / Share-Time – Work-Study)

- In the event of a public health-related school closure, students will not be expected to report to SLE sites for the duration of the school closure.
- The SLE agreement will not apply during the school closure period, as the site will not be supervised by MCVSD coordinators.
- A student who reports to a job site during a school closure is doing so independently of the SLE program. Therefore, hours accrued during the school closure period will not count towards the 120-hour requirement for full-time students.
- The district will provide students with a letter on District letterhead that can be presented to their worksite mentor. This letter will outline the reason behind school closure and the conditions around the SLE program during school closure. It will also contain contact information for questions and concerns.
- The district will provide accommodations for hours missed due to the school closure, as it relates to the 120-hour graduation requirement.
Health Office

- Nurses will be available for consultation via email during modified school hours with families/students (e.g. prevention methods, health plans).
- Collect any data on MCST students and staff requested by NJDOE/NJDOH.
- Submit any required reports on health status of students and staff to NJDOE/NJDOH.
- Provide Administration with local and state health updates.

Field Trips

- MCST students competing at national competitions (DECA, HOSA, SkillsUSA) will be subject to:
  - Declarations/requirements of the national organization hosting the event.
  - Assessment of the hosting location of the competition (local DOH reports).
  - Administrative assessment of practicality of participating (e.g. chaperones, additional expenses, logistical issues, etc.).

- All non-essential field trips will be cancelled during the shutdown.
  - Example – social studies

Extracurricular Participation

- Spring athletic seasons subject to NJSIAA and/or NJAC mandates.
- MCST club meetings can be conducted remotely.
- MCST club events subject to school closures.

2. SPECIAL EDUCATION AND RELATED SERVICES FOR STUDENTS WITH DISABILITIES

Instruction

ICS: Special Education teachers will work with co-teacher to design specialized instruction to include accommodations and modifications. Teachers will follow their regular schedule.

Study Skills: Special Education teachers will provide resources and support for students.

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. Phone contact should be through conference line – no private phone numbers of staff provided.

Evaluations: Not completed until the children are face to face. Finish reports of evaluated students and send electronically to parents prior to due date – hold re-evaluation eligibility meeting.

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.

Accessibility: Case managers will be accessible for support and consultation with teachers.

Accountability: Monitor student attendance/participation.

Counseling: Virtual session will occur on Google Meet between 10:00 – 11:30 AM and 12:30 - 2:56 PM.

School Counseling

Student Support: Counselors will be available via email during virtual hours to support students’ needs.

Counseling Session: Virtual session will occur on Google Meet between 10:00 – 11:30 AM and 12:30 – 2:56 PM.

Parent Contact: Through email.

Accessibility: Counselors will be accessible for support and consultation with teachers.

Accountability: Monitor student attendance/participation.

Testing Schedule

Should MCST be closed during scheduled testing, it will be rescheduled for one week following the return to school.

3. SCHOOL NUTRITION BENEFITS OR SERVICES FOR ELIGIBLE STUDENTS

Due to the fact that MCVSD students are located throughout Morris County, it is not feasible to deliver meals to student residences. The district will be providing weekly payments to free and reduced meal eligible students for meal equivalents that would have been served during lunch under normal operating conditions. The district will not be seeking the federal reimbursement allowance for these meals during the period of distance learning as we cannot guarantee that nutritional meal requirements are being met.