

**CAPE MAY COUNTY SPECIAL SERVICES SCHOOL DISTRICT  
EMERGENCY VIRTUAL OR REMOTE INSTRUCTION PLAN  
County Code 09 District Code 0715  
Schools: Cape May County High School and Ocean Academy**

Cape May County Special Services School District (CMCSSSD) has developed a plan to continue educational, related services, and nutrition services to all students in Ocean Academy and Cape May County High School regardless of in-person or remote instructional programming. Per the August 17, 2022, 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.”

Students and teachers will engage in home instruction through the use of instructional packets, digital tools, software, and activities based on the student’s goals and objectives in their Individual Education Plan. All of the above, including related services and nursing services, will be in effect from TBD through TBD.

Cape May County Special Services School District serves 240 special education students ages 3-21 in grades Pre K-12. Over 50 percent of our students are eligible for Free and Reduced meals. In addition, 100 percent of our students receive special education and related services, less than 2 percent of our students are homeless and in foster care.

**Equitable Access and Opportunity to Instruction**

In the event of a public-health related district closure, CMCSSSD will pivot to full remote learning and academic instruction, social skills, transition planning, and related services will be provided virtually from home, as follows:

1. District Teachers will develop individualized instruction plans based on IEP Goals and Objectives. Students will have access to an online curriculum in grades Pre-12 and will also have access to teacher made folders with worksheets, manipulatives, novels, and activities to support instruction. Teachers will utilize Google Classroom and ClassDoJo, where appropriate.
2. Staff members will make calls to parents to ensure they understand how to review materials (online and folders) with their students. Teachers will review how to access digital resources with parents/guardians using a smartphone, laptop, or desktop.
3. Information on how to access district “hot spots” will be provided via our website and by phone by school case managers.
4. The district will keep families and stakeholders informed through “All Calls”, social media, emails, and our district website.

5. All students will have access to needed devices and the school district will assist families who do not have internet access by providing “hot spots.” In addition, those families that do not have access to the internet will be provided work in packets which teachers and therapists will create for their students to complete.
6. Staff will monitor student progress and will assign grades based on previously established policies and practices. Grades will be provided electronically.
7. Where appropriate, Google Meet will be used to meet with families, students, and other stakeholders for meetings and instruction.
8. Physical Education logs and activities will be recorded by teachers to support health and wellness.
9. A technology spreadsheet will be generated to ensure all students have ongoing access to the internet and technology.
10. Attendance will be recorded by student participation in activities, ClassDoJo, email, etc. Teachers will record attendance daily and phone calls home will be made if the student does not sign in or submit assignments, as appropriate.
11. The School Resource Officer will assist Administration with parent/guardian contacts when there is a lack of participation with remote learning. If a student is not participating for more than 3-4 days, the SRO will go to the student’s home for a wellness check.
12. Teachers will be expected to be in the district during the regular school hours of 8:15 am- 3:15pm, if conditions allow. In addition, teachers will be participating in PLC Meetings, PAC Meetings, Team Meetings, and CST Meetings to support ongoing instruction and supports.
13. Instructional Teacher Assistants and 1:1 Aides will support learning in student IEPs through technology, weekly calls with families, and making instructional packets.
14. All work based 21<sup>st</sup> Century Community Based Instruction programs will continue, if allowable.
15. The district provides an Extended School Year Program which begins in July and continues through August for up to 19 days for 4 days a week.
16. All extra-curricular programs such as L.E.E.P., and Unified Sports will continue to be offered, if possible. Virtual options for extra-curricular activities will be considered as well.

### **Addressing Special Education Needs**

1. The Director of Related Services will oversee the development of online plans to ensure all goals and objectives are addressed. Related Service Staff will provide individualized activities to support goals and objectives in student IEPs. Activities and exercises will be made available for Speech, Occupational Therapy, and Physical Therapy. Therapists will reach out to parents/guardians 1-2 times per week to provide support and direction. Online resources, as well as therapist made activities, will be provided to parents/guardians.
2. Staff will be available (Case Managers, BCBAs, Speech Therapists, Physical Therapists, Occupational Therapists) for parental support with activities/exercises via email, ClassDoJo, and/or cell phone throughout the day.
3. Assistive technology, including communication devices, will be sent home to support instruction as per each student’s IEP. Instructions on how to use these devices will be given to parents by individual speech therapists.
4. Nursing Staff will make calls to parents daily with regard to medications and nursing care services.
5. Access to technology: Online learning opportunities will be based on a student’s ability and programming, as per their IEP. Free internet access opportunities will be shared with families (Hot Spots will be made available). Students will be sent home with Chromebooks (as

appropriate based on their IEP) and CMCSSSD will also offer Technology assistance for families M-F through the website, Tech Help Desk, and email.

6. Child Study Team case managers will send home letters to those families whose meetings (Annual IEP, Re-evaluations, etc.) will need to take place virtually. Letters will be sent home to families requesting virtual meetings as needed. IEP's, and reevaluations will take place throughout the school year and summer months to ensure compliance.
7. Teachers will complete Present Levels of Functioning consistent with present practice. Case managers will continue to plan for IEP's and reach out to teachers for information.
8. Guidance Counselors will communicate with families and send out high priority information through email and regular mail. Counselors and case managers will check in with students and families weekly, using email and phone calls. For any student experiencing a crisis, we will call Mobile Response, DCP&P, and/or 911 to get them the support/services they require.
9. CST will work with sending districts, families, and other staff to provide guidance and direction regarding how annual reviews, re-evaluations, and conferences will take place. These meetings will be rescheduled as needed due to school closures.
10. All CST members and Guidance staff are "On Call" to assist families via email, phone, or available internet platforms between the hours of 8:15-3:15pm Monday-Friday.
11. CST members and guidance staff will work with teachers to ensure students have access to meals, technology, and the internet.
12. The need for services will be determined by therapists and teachers based on skill acquisition or regression.
13. Students will participate in academic instruction, social skills, therapies, and prevocational training while on virtual programming. Transition services will also be provided by the guidance counselor and case managers. Mental health/emotional instability issues will be supported through counseling and lunch bunch groups with case managers. Personal hygiene and daily care will be supported through the use of hygiene kits that will be sent home to students. Length of instruction will be determined by a student's cognitive /behavioral ability to attend to tasks. Support of 1:1 Aides and Teacher Aides will be provided daily. Division of Developmental Disabilities (DDD) and Division of Vocational Rehabilitation (DVR) services will be shared with parents/guardians in a virtual format. Transition Information Meetings will be scheduled with families during the ESY Program.

### **Addressing English Language Learners (ELL) Plan Needs**

1. The district will provide ELL Services aligned with State and Federal requirements for any student identified as ELL or in need of bilingual programming. This programming will be in-person and virtual, as needed. Translation services will be provided to families, as needed, including interpretative services at the appropriate literacy level. The program will include the use of alternative methods of instruction, as needed, and will be designed to provide equal access to all ELL students. Resources will be in both English and Spanish. The CMCSSSD Website has direct links to Google Translate. Our Realtime student information system will identify Spanish speaking only families in an effort to ensure translation services are provided. Professional Development through NJDOE and other resources will be provided for staff, addressing areas related to culturally responsive teaching and learning, socio-emotional learning, and trauma-informed teaching for students affected by forced migration from their home country.

## **Attendance Plan**

1. Attendance will be recorded by student participation in activities, ClassDoJo, email, etc. Teachers will record attendance daily and phone calls home will be made if the student does not sign in or submit assignments, as appropriate.
2. SRO will assist Administration with parent/guardian contacts when there is a lack of participation with remote learning. If a student is not participating for more than 3-4 days the SRO will go to the student's home for a wellness check.
3. Due to the vast spectrum of abilities and disabilities of our special needs students, the impact on factors such as promotion, retention, graduation, and discipline will be determined on a case by case basis.

## **Safe Delivery of Meals Plan**

1. The district's food service provider, NutriServe, will continue to provide meals for eligible students.
2. A Google Form will be created and placed on the home page of our school district website to register for meals daily/weekly. Parents will also be able to pick up meals at our Food Pantry on Fridays from 10am-12pm with additional times as needed. "All Calls" will be made with regard to the availability of meals for students. Case managers will also follow up with parents/guardians via email/phone calls.
3. Students and families will be able to pick up meals daily or weekly. Additional pick up locations (sending district schools) will be provided, as needed.
4. Meals will be constructed of shelf stable products that fulfill meal components as directed by the Department of Agriculture.
5. The district will provide "All Calls" to families and stakeholders with instructions for acquiring food. In addition, our Food Pantry is open to families and we will be sending home food weekly to those identified as having a need for this service.
6. During school closure, in addition to teachers and educational support staff, there are essential staff who are needed for the daily operations of the school district. Essential personnel include technology, custodial/maintenance, transportation, administration, and support staff who effectively support learning, sanitation of buildings, assure ongoing administration of the district, prepare food for needy families, and assist with transportation of meals and instructional materials.
7. If feasible, staff will work on a rotating schedule with reduced hours in an effort to keep limited staff on campus. All essential personnel are in place to perform necessary and timely work.
8. Food Service Management Company Agreement:  
Agreement # 00900715  
SFA Name: Cape May County Special Services School District  
FSMC Name: NutriServe  
Date Meal Distribution will Begin: Meal distribution will begin when virtual or remote instruction begins  
Date Meal Distribution will End: Meals will be offered throughout the time the school district will be closed  
Schools/Site where distribution of meals will take place: CMC High School, 148 Crest Haven Road, CMCH NJ 08210

## **Facilities Plan**

1. Facilities staff is composed of three sections: Maintenance, Custodial, and Grounds. Each of the three sections will operate with limited rotating staff. Staffing will follow all guidelines established for health related closure from both Aramark internal management and administrative/external governmental sources. The Facilities Director will continue to oversee district long term projects during a school closure.
2. Maintenance Staff will continue the upkeep and daily operating functions for HVAC, Plumbing, Electrical, and Carpentry. Each skilled trade staff will perform functions needed on a daily basis. All systems will be maintained by maintenance staff during school closure.
3. Custodial Staff shall perform full disinfection at the announcement of school closure. Daily spot cleaning will be performed for all areas that are not in use during a school closure. For all areas that are in use during a school closure such as kitchens, offices, etc., a full cleaning will take place daily. Custodial staff will be available full time to support the needs of the district. Staff will practice social distancing at all times within our buildings, if required. Upon an announcement of schools being able to resume in-district instruction, schools will be ready within one week.
4. Grounds/Facilities staff will work with the County Office and Aramark to ensure grounds are maintained and all trash and debris will be removed daily, as needed.

## **Sharing of the Emergency Remote Instruction Plan**

1. As a County Special Services School District that receives special education students from other school districts, our plan is available to view through our district webpage at [www.cmcspecialservices.org](http://www.cmcspecialservices.org)

## **Essential Employees**

1. The Superintendent and Assistant Superintendent are responsible for oversight of the Emergency Preparedness Plan and its direct implementation. The Superintendent or Assistant Superintendent are also responsible for immediately notifying the Executive County Superintendent and County Department of Health if they become aware of a student or staff member with a pandemic related health crisis.
2. The Business Administrator and Payroll Clerk/Receiving Clerk is responsible for the oversight of all required financial reports and submissions and the management of all facilities. The Business Administrator is also responsible for the oversight and delivery of all USDA meals to families during school closure. The Business Administrator will work with the Interim Assistant Superintendent, Transportation Coordinator, and NutriServe for scheduling pick up/drop off locations of meals.
3. The Facilities Director is responsible for the oversight of cleaning, sterilization, and ensuring all custodians and maintenance workers follow established protocols and procedures. Custodial crews (4-5 daily) and at least one maintenance worker will continue to sanitize and clean the district during school closure.

4. The Director of Cape May County High School and Director of Ocean Academy are responsible for oversight of all instruction in grades PreK-12. The Directors will “virtually” meet with staff two times per week (minimum) and share any updates or concerns with staff at that time. All teachers will have Google folders that will be shared with Administration. The folders will 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.
5. The Director of Related Services will oversee case managers, therapists, nurses, and itinerant staff during school closure. The Director will virtually meet with staff a minimum of two times per week to address any student issues or NJDOE updates.
6. Instructional Staff will be responsible for providing instruction and assistance to all students in Ocean Academy and Cape May County High School and will be remotely available to families between 8:30-2:30 (Monday-Friday). Staff will be able to access the building for resources and materials, if safe, and will be required to schedule a time if doing so. If necessary, due to spacing requirements, no more than eight (8) teachers will be allowed in the district per two hour time slot. Teachers will be permitted to enter their classrooms for resources and materials (as needed to support specialized instruction). Teachers will create specialized folders for students based on IEP/Goals and Objectives. Transportation will deliver these folders to families, if needed.
7. The Guidance Counselor will be responsible for helping to keep families informed about new IEP dates, community supports, and transition services. He/she will also assist with the coordination of therapies and instruction with our related services staff, teachers, and families.
8. Case Managers, Specialists (OT, PT, Speech) and Nurses will be responsible for the oversight of all special education students and their progress against IEP goals and objectives. They will also be responsible for continued communication and collaboration with families, sending districts, and other stakeholders. Case Managers, Specialists, and Nurses will be remotely available to families 8:30-2:30pm and will be onsite as needed.
9. Support Staff/Secretarial Staff will assist with the daily operations of our schools and any required reporting. They will also assist with calls coming into the district and with updating student records. Staff will also assist with new applications, contacting families as needed, and checking district emails.
10. Food Services will provide meals that will be accessible to families at CMCHS on Mondays thru Friday from 9am-1pm.
11. Transportation (bus drivers) will deliver meals, as necessary, as well as deliver instructional packets to families who have transportation barriers.

## **School Closing**

In the event of a health related pandemic and due to the nature of the students at the CMCS SSD who may be at a higher risk of contracting diseases as well as a higher risk of complications, the district, in consultation with the CMC Department of Health, may be required to close classrooms in the school even though other classrooms in the district and in the community remain open. The Superintendent or designee will stay in close contact with the CMC Department of Health and our school physician when making decisions on closing the school district to in-person instruction and transitioning to virtual/remote learning. If, after consultation with these agencies, a decision is made to close school to in-person instruction, the following actions will be initiated:

1. The Superintendent will initiate an “All Call” to all families of students and staff members alerting them to the closing of school and the steps that are being taken. Lil Prodigy Daycare (currently located in our building) will be informed of the closing. Individuals using our community swim program will be alerted by the secretary of that department and will be informed to check the district website for information. The Transportation Department will be directed to make arrangements to cease operations.
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 Food Pantry. Hours for pick up will be posted on our website. Delivery services will be available to those that need this service.
3. The Superintendent, or designee, will direct the Technology Specialist 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 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 an “All Call” to families and staff members.
5. At all times, and as necessary, the district will address the social and emotional needs of staff and students through a variety of supports, including counseling and related therapies.

**CMCSSSD’s Emergency Virtual or Remote Instruction Plan was approved by the Board of Education on July 25, 2023.**