

WARREN TECH

REMOTE LEARNING GUIDE

1) Why did Warren Tech change to all remote learning?

Warren Tech made every effort to provide on-site instruction to our students using a Hybrid schedule. Unfortunately, a Hybrid model with a Fully Remote Cohort requires additional staffing. With an already streamlined staff due to budgetary cuts, summer resignations, current unfilled teaching positions, staffing required for equitable instruction, and a profound substitute shortage in Warren County, we simply do not have the staff to ensure the safety and security of students in our building based on the requirements of New Jersey's Restart & Recovery Plan. Although we were preparing for a hybrid start to the year, additional clarification from the Department of Health Guidelines just recently provided to all schools mandates additional staffing and space availability for safety procedures due to Covid-19. We simply do not have the extra staff to meet the guideline requirements, including staff directly involved in supervision of students or staff with Covid-19 symptoms. This delayed guidance is negatively affecting all schools across the state, but hitting small, rural schools particularly hard as we are already operating with tight budgets and minimal staffing.

Because of these staffing shortages, Warren Tech must start the 2020-2021 school year with 100% remote learning for all students. Without adequate staff, we cannot insure the safety of our students and other staff members. We are working closely with all relevant stakeholders to attempt to remedy this situation and to open to onsite instruction as soon as possible.

2) How long will Warren Tech use remote instruction?

Warren Tech will remain in a remote instruction model for the first marking period of the school year. During that time, we will work to obtain adequate staffing and resolve any outstanding safety and security concerns. The decision for the remaining marking periods will be **re-evaluated in late October** and communicated to parents as soon as possible. Remaining in a fully remote capacity for the first marking period provides continuity of instruction and allows for teachers and students to plan for the learning process without disruption.

3) What will my student's schedule look like?

Your student's schedule will not change with the shift to remote learning. In fact, the benefit to this change is that all Warren Tech students will now be taught by Warren Tech teachers every day. Monday-Thursday will look like a regular school day, just from home. Fridays will be dedicated to getting extra support from teachers and guidance staff. Fridays will also be the day that students complete a Guidance Check-In form. The Remote Learning Schedule and Student Daily Schedule can be found below:

Remote Learning Schedule

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<p>Remote Instruction</p> <p>School day will operate on Regular Bell Schedule* (Attendance Mandatory, Synchronous/Asynchronous Lessons)</p> <p>Guidance Check-In Individual Meetings via Google Meet</p>	<p>Remote Instruction</p> <p>School day will operate on Regular Bell Schedule* (Attendance Mandatory, Synchronous/Asynchronous Lessons)</p> <p>Guidance Check-In Individual Meetings via Google Meet</p>	<p>Remote Instruction</p> <p>School day will operate on Regular Bell Schedule* (Attendance Mandatory, Synchronous/Asynchronous Lessons)</p> <p>Guidance Check-In Individual Meetings via Google Meet</p>	<p>Remote Instruction</p> <p>School day will operate on Regular Bell Schedule* (Attendance Mandatory, Synchronous/Asynchronous Lessons)</p> <p>Guidance Check-In Individual Meetings via Google Meet</p> <p>*Guidance Check-In Form Distributed by 3pm</p>	<p>Guidance Check In Form Due by 8am (required for all students)</p> <p>8:00-11:00 Synchronous Learning Support as needed for all learners (small group/individual)</p> <p>Special Education Support for IEP/504 Plans (special ed)</p> <p>11:00-11:45 Teacher Lunch</p> <p>11:45-3:00 Teacher Preparation for Remote Learning Model</p> <p>Guidance Check-In Individual Meetings</p>

Teachers schedule Google Meet sessions for each class, take attendance, provide virtual instruction, assign classwork and homework, and assist students.

In-class support teachers join class Google Meet sessions, create small group/individual sessions based on needs, and provide accommodations and modifications

Each class will begin with a **required 10 minute Google Meet** session every day to take attendance and check in with the teacher.

Guidance counselors will send a Guidance Check-In form every Thursday by 3pm. Each student is required to complete this form to count for Friday's attendance.

Guidance Check-in Forms **MUST** be completed by 8am to count a student's attendance for that Friday.

Guidance counselors will schedule meetings daily based on feedback from the Guidance Check-in

Student Daily Schedule Monday-Thursday

Period	Start	End	Student Role Daily
Period 1	8:02	8:51	Students will join Google Meet for Period 1 and complete assignments
Period 2	8:55	9:39	Students will join Google Meet for Period 2 and complete assignments
Period 3	9:43	10:27	Students will join Google Meet for Period 3 and complete assignments
Period 4	10:31	11:15	Students will join Google Meet for Period 4 and complete assignments
Period 5A	11:19	12:03	Students will join Google Meet for Period 5A and complete assignments
Period 5A Lunch	11:19	11:44	LUNCH BREAK for 5A Lunch
Period 5B	11:48	12:32	Students will join Google Meet for Period 5B and complete assignments
Period 5B Lunch	12:07	12:32	LUNCH BREAK for 5B Lunch
Period 6	12:36	1:20	Students will join Google Meet for Period 6 and complete assignments
Period 7	1:24	2:08	Students will join Google Meet for Period 7 and complete assignments
Period 8	2:12	2:55	Students will join Google Meet for Period 8 and complete assignments

- Google Meet will be used for most synchronous instruction as our teachers will be fully trained in that platform. However, some career and science lab classes will be using specialized technology to livestream some coursework. Teachers may choose to use the Zoom platform where necessary and/or more effective.
- Warren Tech has taken every step possible to ensure safe use of synchronous learning platforms (Google Meet, Zoom). As they are essential to a quality remote learning experience, all students will be required to use these platforms.

4) What if my student didn't do well during remote instruction in the Spring. How will this be different?

In March, our teachers were required to make a rapid switch to remote instruction with little training and resources. Students and staff did not have required times to be online and this was sometimes hard for students and families to navigate. For the start of the 2020-2021 school year, our fully remote learning will look very different. Our teachers, guidance staff, administration, and paraprofessionals will all be trained in remote learning by Eduscape, a NJ-based Google partner. Our beginning of the year professional development is dedicated to making sure all staff has the capacity to provide high-quality remote learning. Additionally, Warren Tech has purchased the technological equipment and technological resources necessary to provide our staff with exceptional instruction, whether it is academic or career-based.

Monday-Thursday, students will be in class from 8-3pm just as if they were in school. Each teacher will invite each class to a Google Meet during the scheduled class period. This Google Meet will last a minimum of 10 minutes to allow teachers to take attendance, check in with all students, and assign work. Some teachers will use the period for direct instruction, review of materials, and assisting students with questions. Others will use the flipped classroom method of providing content via instructional platforms and videos and using the Google Meet for discussion and review. Others may have break-out groups with in-class support teachers or small groups to provide individualized instruction. Our staff will be fully trained in best practices for remote learning and will provide a high quality learning experience.

5) What about attendance?

All students are expected to participate in remote learning from 8-3pm every day, with the exception of Senior Option. However, there is no expectation that your student will be in front of a computer screen for every period every day. There is an expectation that all students will log in to every class Google Meet session each day for the 10 minute timeframe for attendance. **If a student does not attend the Google Meet session scheduled for that day, the student will be marked absent.**

The Guidance Check-In will serve as attendance on Fridays. The form will be sent out by guidance staff every Thursday by 3pm. Students will be required to answer the questions and submit the form by 8:00am on Friday mornings. If the form is not returned, the student will be considered absent from school.

6) What is the Guidance Check-in on Fridays?

Our Guidance team will be available every day on a regular schedule to students to offer support, encouragement, and troubleshoot issues that may arise. They will be using the same methods as our teaching staff to provide synchronous and asynchronous support to students. On Fridays, students will complete a Guidance Check-in Form that serves as verification of their attendance on Fridays and allows for the Guidance team to identify student social and emotional well-being. The guidance staff and our CST counselor will schedule meetings with

students on Fridays and throughout the week to make sure students are supported. Additionally, Each week, the Guidance team will update the Child Study Team (as appropriate), the Assistant Principal, the Director of Curriculum and Instruction/Director of Special Services, and the Child Study Team (as appropriate), to identify and plan interventions for any students showing signs of academic or social-emotional risk.

7) How will students learn Careers if they aren't in the shop class?

Our career teachers will use a variety of methods to teach remotely, including the addition of online textbooks and interactive programs, moveable live-stream camera feeds, and distribution of “at-home” kits. Warren Tech has worked diligently to secure the technology and resources necessary for our career teachers to provide the best instruction possible under the circumstances. Our teachers will be on-site to have full access to the materials and equipment in each career class. Although students will not be able to use the equipment and materials, they will be able to see Warren Tech instructors in real-time as they stream from their classrooms.

8) What if my student has an IEP or 504 Plan?

Students with IEPs or 504 Plans will be given the accommodations and modifications in their individualized plans to the greatest extent possible in remote learning. Students will have the same level of support from teachers as they would have in the school environment as all support teachers and paraprofessionals will be part of the class Google Meet.

9) How is Warren Tech handling technology for students?

Every student at Warren Tech will be given a school-issued chromebook for instruction. If a student's career requires a higher-level system, that type of device will be provided. This will be communicated by individual career teachers to those students. Any student who needs internet access will be provided a Kajeet hotspot.

Devices will be provided on September 2nd and 3rd to all students in grades 10-12 and all 9th grade students who did not pick them up yet.

10) What is Virtual High School on my child's schedule?

Virtual High School (VHS) is the name for the coursework options provided for AP classes and many electives now offered at Warren Tech. VHS is new for the 2020-2021 school year and was created prior to the Covid-19 pandemic. If your student has VHS in their schedule, that means they will take the course via the Edgenuity platform at home. Support for VHS is available via virtual tutors in the courses as well as through the Warren Tech teacher overseeing the course. Students have the flexibility to complete VHS classes at any time of day, but it is highly recommended that they work on those courses during their scheduled VHS times as the teacher assigned to that period will be available for support.

11) Who should I contact if I have questions?

- ❖ Diana Mai, Director of Curriculum/Director of Special Services maid@wctech.org
 - Remote Learning
 - Special Education
 - Guidance Services
 - Virtual High School

- ❖ Jeff Tierney, Assistant Principal/Athletic Director tierneyj@wctech.org
 - Scheduling
 - Attendance
 - Athletics
 - Genesis

- ❖ Robert Cammarota, Technology Systems Manager cammarotar@wctech.org
 - Technology Issues
 - Chromebook/Hotspot distribution