

# Warren County Technical School



## Remote Instruction Plan 2023-2024

If the need for remote instruction and learning arises, the Warren Tech school community will follow the plan outlined below. All staff and students have been provided with the necessary technology, including hotspots, to progress through virtual school days.

Communications to stakeholders regarding any transition to remote instruction and learning will be sent via email, text and phone call, utilizing the Blackboard K-12 Communication System. In addition, we will update our school website, [wctech.org](http://wctech.org), with all necessary information pertaining to remote instruction and learning.

Much like the previous school closures and resulting home-based instruction and learning, Warren Tech will continue to utilize both the Google and Zoom online platforms for class meetings, instruction, tutoring, counseling and therapy sessions and anything else necessary for staff and student success, including special education/504-related situations.

1) Teachers will provide instruction via Google Classroom, Google Meet/Zoom platforms, and assignments through online textbooks, virtual classrooms, video instruction, email, and web-based resources. Accelerated learning opportunities and credit recovery will be provided via Edgenuity. Warren Tech staff members have many resources available and have been trained accordingly.

2) Teachers will track attendance and assignments electronically, using Genesis and Google Classroom. All students have Google Chromebooks with individual accounts.

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3) In the event of advance warning of a closure, teachers will also send textbooks and paper-based materials home with students for accessibility during closure.

4) In the event a student is unexpectedly unable to access the internet, all efforts will be made to provide alternative work. The student will not be penalized for missed assignments and will be afforded reasonable time to make up work upon return to school.

5) Any issues with equitable access that may occur during the period of home instruction will be directed to the attention of the Principal and resolved in a timely manner. The plan addresses the impact of virtual or remote instruction on the school lunch and school breakfast programs. Warren Tech will communicate to families the dates/times for food pick up at the various sending districts throughout the county. We worked with all sending districts in this regard previously, as well. Meal distribution information for each sending district will be posted on that district's website.

6) Teachers will hold virtual lessons and class meetings each day. Warren Tech will utilize the regular bell schedule (8:02am-2:55pm) unless otherwise communicated. The schedule can be found at the end of this document.

7) Case managers are also available via email. For Mary Henry, email [henrym@wctech.org](mailto:henrym@wctech.org). Email Kathy Nace at [nacek@wctech.org](mailto:nacek@wctech.org). In addition, IEP meetings will be held via Zoom. Title I tutoring, club meetings and peer mediation will be provided remotely. Guidance counselors will also be available to assist and support students, as necessary.

8) In addition to all teaching and support staff, administration and secretaries will be available via email and phone on a regular basis each day. Also, administrators and maintenance staff will be on-site consistently throughout any time period of remote instruction to monitor the building and surrounding property.

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## Important Contact Information:

For class-specific questions, students and parents are encouraged to reach out directly to the classroom teacher. Teacher email addresses can be found on our website, [wctech.org](http://wctech.org), under the “Faculty” tab. For any other questions, please refer to the staff members listed below.

Ms. Schubert, Attendance Secretary - [schubertmj@wctech.org](mailto:schubertmj@wctech.org)

Mr. Cammarota, Technology - [cammarotar@wctech.org](mailto:cammarotar@wctech.org)

Mrs. Lentine, Guidance Secretary - [lentines@wctech.org](mailto:lentines@wctech.org)

Mrs. Harper, Secretary to the Principal/Director of Special Services - [harperp@wctech.org](mailto:harperp@wctech.org)

Ms. Matias, Director of Curriculum and Instruction - [matiasn@wctech.org](mailto:matiasn@wctech.org)

Mr. Tierney, Assistant Principal/Athletic Director - [tierneyj@wctech.org](mailto:tierneyj@wctech.org)

Ms. Mai, Principal/Director of Special Services - [maid@wctech.org](mailto:maid@wctech.org)

Mr. Ray Gara, Transportation - [garar@wctech.org](mailto:garar@wctech.org)

Mr. Mengucci, Shared Facilities Director - [menguccij@wctech.org](mailto:menguccij@wctech.org)

Mr. Desrosiers, Maintenance/Custodial Team Leader - [desrosiersm@wctech.org](mailto:desrosiersm@wctech.org)

Ms. Barkman, Business Administrator - [barkmana@wctech.org](mailto:barkmana@wctech.org)

Mrs. Whittle, Business Office Secretary - [whittlel@wctech.org](mailto:whittlel@wctech.org)

Mrs. Lance, Business Office Secretary - [lanceb@wctech.org](mailto:lanceb@wctech.org)

Mrs. Drescher, Admin Assistant to the Superintendent - [dreschera@wctech.org](mailto:dreschera@wctech.org)

Mr. Derrick Forsythe, Superintendent - [forsythed@wctech.org](mailto:forsythed@wctech.org)