

# Warren County Technical School



## Remote Instruction Plan 2024-2025

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 the necessary information about 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, teaching, 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.

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

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- 4) If 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 promptly. 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 (8:02 am-2:55 pm) unless otherwise communicated. The schedule can be found at the end of this document. Synchronous and asynchronous virtual lessons will be provided to maximize student learning and a variety of formative and summative assessments will be utilized to assess student learning.
  
- 7) Case managers are available via email and will work with students, parents, and staff to ensure students are receiving necessary and appropriate support to the greatest extent possible. For Mary Henry, email [henrym@wctech.org](mailto:henrym@wctech.org). Email Kathy Nace at [nacek@wctech.org](mailto:nacek@wctech.org). Case managers will work with teachers to ensure IEP implementation, including the tracking of services, student progress, as well as provision of accommodations and modifications. In addition, case managers will communicate with students, parents and teachers to schedule and hold IEP meetings. The 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 regularly each day. Also, administrators and maintenance staff will be on-site consistently throughout any period of remote instruction to monitor the building and surrounding property.
  
- 9) The district's ELL program aligns with State and Federal requirements to meet the needs of English language learners. Translation devices have been provided to ELL students. ELL families can utilize these devices as well. Alternative methods of

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instruction will be provided, as necessary. Staff are aware of ELL students and have received relevant training.

## 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.

### Essential Employees

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

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

Ms. Colleen Schiller, School Nurse - [schillern@wctech.org](mailto:schillern@wctech.org)

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

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

Mr. Erick Bowers, Athletic Director - [bowarse@wctech.org](mailto:bowarse@wctech.org)

Mr. Jeff Tierney, Principal/Director of Special Services - [tierneyj@wctech.org](mailto:tierneyj@wctech.org)

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

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

Mr. Brett Liskowaski, Maintenance/Custodial Team Leader - [liskowaskib@wctech.org](mailto:liskowaskib@wctech.org)

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

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

Mrs. Tracy Rowe, Business Office Secretary - [rowet@wctech.org](mailto:rowet@wctech.org)

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

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

\*The entire maintenance/custodial team will be at the facility daily.