

**Burlington County Institute of Technology
Westampton and Medford Campuses
Dr. Christopher Nagy, Superintendent
Updated BCIT Covid-19 Master Plan Preparation**

Essential Personnel:

Due to the closure of schools by the Burlington County Department of Health due to the Coronavirus, students and teachers will be engaged in home instruction via virtual instruction and Google Classroom via Chromebooks organized by the teacher who will address the expectation of a minimum of 80 minutes per class period for instruction and assessment. Students have a minimum of three classes each semester. All of the above during the Coronavirus Closure will be in effect from March 16 until April 9, 2020 (Spring Break from April 10 - April 17, 2020). Classes on campus will resume on April 20, 2020. During this period of time in addition to teachers and educational support staff, there are key essential personnel who are needed for the operations of the school district. Essential personnel include technology, custodial/maintenance and administration and select non-aligned or non-union secretaries or personnel who effectively support learning, complete the ongoing sanitization of buildings, assure ongoing administration of the district, preparation of food for needy families and assist with bus runs for the delivery of prepared food for those families in the District who are in need and do not have transportation.

Custodians and Technology personnel will be on a special reduced schedule on Mondays and Thursdays on a rotating basis to continue the process of sanitizing the buildings or providing the technology support for teachers and students during the building closures. There will be no other shifts. Food service personnel and security will work needed hours for the orderly preparation and distribution of meals to families. Non-aligned secretaries and administration will be on campus on Mondays and Thursdays from 8am-4pm (as needed) and will be working remotely the other days. All essential personnel are in place to perform necessary and timely work. In any given area, there will be less than 10 individuals.

Instructional Format:

Teachers have been trained on Google Classroom and have been instructed to create online course content, synchronous or asynchronous, which equals 80 minutes per day per class. Instructors will have the option to use any of the tools below among others and must record grades for each assignment. Assignments **must** be disseminated via Google Classroom between 12:00 am and 11:59 pm each day class is in attendance and the students **must**

“submit” the assignment, even if it is completed on a different platform. A submission on a given day counts as a “present” in attendance for the student.

Lesson and unit plans are submitted via technology which is the usual form of submission at BCIT. Teachers and school administrators are regularly collaborating via the use of technology and Google applications such as Google Hangout, and Google Meet. Teachers, administrators, and other key district stakeholders are meeting as Professional Learning Communities, as well as in a format which supports the regular face to face meeting such as faculty meetings, department and team meetings, IEP Meetings, and student/parent conferences. Teachers are managing their classrooms via technology and with a strong use of Google Classroom. Google Classroom allows the teacher to store and share content resources, instructional video and media clips, web-based scholarly articles and resources, as well as a grading management platform.

Teacher Technical Support and Access: We have arranged for our Our Google PLT Leaders to hold office hours periodically and virtually to support the needs of their colleagues in the use of Google Classroom. Any teacher can call in during this time to the leader for assistance in setting up online tools. PLT leaders can discuss on the phone, via Google Hangouts, or can take over the computer remotely via Chrome Remote Desktop. The district will provide devices and related technology to teachers in need. We will also be surveying students periodically to check on their needs, connectivity and any technical questions.

Student Support Services:

In order to meet the social, emotional, and intellectual needs of BCIT students, the school counselors, Student Assistance Coordinator, members of the IR &S Team, the Crisis Response Team, the and the School Nurse at each campus is available on demand, as well as for a daily or weekly check in points based on the needs of specific students and families. Communication between the school district personnel and the members of the BCIT learning Community can be facilitated via phone, and with the use of various types of technology such as Google Hangout, Google Meet, and with specific call in lines which will protect the confidentiality of personal devices and phone numbers for school personnel and for BCIT students and families. The Director of Pupil Personnel Services regularly communicates with the BCIT School Counseling staff and CST team members via phone and video conferencing. The purpose of the scheduled sessions is to maintain a level of service to the BCIT students and families as if school was operating in person as a regular school day.

Home Instruction:

Home instruction services and resources are available to BCIT students in need. School Counseling teams facilitate the management and delivery of home instruction assignments via the Educere and Keystone learning platforms. Additional resources and layers of support are also offered to BCIT students who are placed on home instruction via tools in the Google Suite managed by student use of a district issued Chromebooks as part of our 1:1 technology initiative.

Remote Instruction:

Teachers and students are collaborating via the use of district-issued chromebooks and the use of the tools offered in the Google Suite. Teachers are leading content-based instruction with learning options supported by innovative, best practices which include a multitude of strategies and methods to address the learning styles of a diversified population of students. The use of Google Chrome and applications such as Google Hangout and Google Meet also help to foster an interactive learning community where students and teachers can experience a real-world classroom delivered via a technology based framework. Additional resources offered during BCIT remote instruction includes the use of a tool-kit of student-centered learning technology platforms such as Google Classroom, Flipgrid, Kahoot, ED Puzzle, Nearpod, and Everfi which will strongly support the Career and Technical Education classroom. Visual learners can also submit student created projects and assignments via the use of Zoom and Screen Castify.

Student Access:

Based on student and parent surveys, an assessment of student technology and access needs was done. Students in 9th and 10th grade have been issued 1:1 devices in September 2019. For upperclassmen, students have been surveyed on access to laptops, cellphones, and wifi as well. The district will provide devices and related technology to students in need inclusive of hotspots. Access to Google Classroom is essential for BCIT students for their educational development.

School Nutrition:

Our food service company SODEXO has been in contact with the BCIT administration regarding the number of students who are eligible for Free and Reduced breakfast/lunches and respective staging areas for pick up, i.e. outside two campuses of BCIT. Student Parents/Guardians will be contacted via Google and Blackboard to ascertain which parents will be going to the pick up points to obtain the meals, i.e. bagged lunch and dry breakfast. Sodexo will also plan accordingly based on which districts are open as to the preparation of meals. For parents who may not be able to travel outside of a certain perimeter, they are directed to a pick-up area of schools located in their municipality. They are encouraged to contact the local school district in their area for a meal distribution schedule. All meals will meet student nutritional and dietary special needs.

SFA Name: Burlington County Institute of Technology

Agreement #: 00500610

Date Meal Distribution will begin: March 16, 2020

Date Meal Distribution will end: April 9, 2020

*Schools/Site where distribution of meals will take place: **Burlington County Human Services Building, 795 Woodlane Road & BCIT Medford 10 Hawkins Road, Medford, NJ***

Meals to be claimed for reimbursement per day: Planning on 200 students (1 breakfast & 1 lunch) at Burlington County Services site and 100 (1 breakfast & 1 lunch) at BCIT Medford.

Distribution will be on Mondays (3 days worth of meals consisting of 1 breakfast & 1 lunch per student for each day) and Thursdays (2 days worth of meals consisting of 1 breakfast & 1 lunch per student for each day).

All items are cold-hold items that will be refrigerated until pickup by parent/guardian. Will follow daily HACCP procedures to make sure Food Safety requirements are met.

Special Needs:

- IEP Meeting where possible will be held through Google Hangouts with the team while under the mandated closure and other arrangements made following the return. Where appropriate home districts will be contacted.
- For related services, where services are not able to be fulfilled during this closure, compensatory services will be rendered to assure fulfillment of the IEP.
- Where an identified need by the Director of Pupil Personnel Services for fragile students, communication with the home will take place to check for student wellness and support.
- The guidance and CST departments will be in touch with students throughout the closure to assure connectivity, wellbeing and any related needs.
- A survey for technology needs and academic support has been conducted and will be done periodically to assure that all students are connected.
- Where English is not spoken, arrangements have been made by principals and Director of Pupil Personnel Services to have appropriate translations or related technology to assure continuity of instruction and timely communications.
- Special needs students have been provided Google Read/Write which will assist them in accessing rigorous text from home.
- LearningAlly provides audiobooks for students with reading disabilities.
- Students have been provided apps and extensions particular to their needs on their school-issued Chromebooks. Follow up by CST and guidance personnel will be made to assure connectivity of students and ability to complete work.
- NewsELA, Membean, and IXL can be used to differentiate instruction for students.

Equitable Access and Content Delivery:

- All students have been surveyed regarding technology and connectivity needs. Appropriate technology such as Chromebooks including access to Comcast or related connectivity access points where needed have been arranged.
- Where English is not spoken, arrangements have been made for translations or related technology to support the language to complete required work while remaining informed.

- Google Classroom: All teachers in the district have been trained extensively in utilizing Classroom. There are 12 Google Trainers on staff who can assist when issues arise at home.
- Google Hangouts: Hangouts have been used extensively in our blended learning classes and hybrid AP classes.
- Audible: Go to [stories.audible.com](https://www.audible.com/stories) for 60 day free access to young people books and literature.
- Nearpod: BCIT has a site license for NearPod which includes the ability to deliver student-led lessons created by the teacher as well as pre-made content by NearPod.
- EdPuzzle: BCIT has a site license for EdPuzzle which permits teachers to deliver interactive content via video.
- NewsELA: Our site license for NewsELA permits teachers to quickly and easily deliver content through text.
- Membean: Membean permits students to work independently and at their own level in vocabulary acquisition.
- IXL: IXL permits mathematics teachers to assign practice work in all levels of mathematics.
- Khan Academy: Khan Academy permits all academic teachers to deliver content and collect data.
- Parlay: Permits teachers to distribute reading or videos and hold online discussions around the content.
- Everfi: EverFi has a number of free courses that could be used for financial literacy, career exploration, prescription drug safety, STEM exploration, entrepreneurial exploration, investments, and African American history. Teachers can quickly set up coursework for students in these topics.
- Google Applied Skills has premade videos that can be implemented quickly and easily in resume writing, planning and budgeting, research, technology, ethics, and security, evaluating the credibility of resources and more. The courses can be disseminated through Classroom.

Assessment:

- NearPod, EdPuzzle, NewsELA, Membean, IXL, and Khan Academy permits teachers to collect assessment data.
- Linkit can be used to deliver assessments at home.
- STAR360 can be used to deliver assessments at home.
- Google Forms can be used to assess students.
- Goose Chase: Can be used to have students complete activities and take pictures or videos of them for submission.
- Floop is a feedback tool that permits students to submit pictures of their work in progress along with questions they need help with. Teachers can view the work and type in comments (specific to places on the photo) and send it back to students.