

Burlington County Institute of Technology

Chapter 27

Emergency Virtual or Remote Instruction Programs

Continued Safe Delivery of Meals to Eligible Students

In the event of an extended school closure, guardians will be surveyed via Blackboard to indicate whether transportation is available to pick up lunches at one of our pick up locations. If a guardian indicates that no transportation is available, lunches will be delivered to students' homes. Parents will be surveyed in September and again in January for transportation needs. In the event of inclement weather or a natural disaster that prohibits delivery, BCIT will work with our security team and the county emergency management representatives to create a course of action.

Required Length of Day

BCIT will utilize a full-day schedule, 8:20 am to 2:46 pm for remote or virtual instruction. This is the length of our full-day schedule and satisfies the state requirement.

Notification of Virtual Instruction

If the district decides to implement virtual instruction, parents and students will be alerted via Blackboard email and phone, as well as social media, at least 24 hours prior to the onset of instruction.

Technology and Broadband

In the event of a closure, the district will survey all parents to determine broadband needs. Hot spots will be provided to students in need. In addition, a link will be set on each schools' website where parents can indicate that there is an issue with internet connectivity for immediate assistance. As a 1:1 district, all students are provided with Chromebook computers for use at home and in school. Students can exchange non-operative Chromebooks in the media center at any time during the year.

Instruction

In the event of a closure, all Burlington County Institute of Technology classes will utilize Google Classroom as the learning management system. Students will be required to log into classes at the set time for eighty minutes of synchronous virtual instruction. Teachers shall utilize a mixture of whole group, small group, and individual instruction strategies to ensure continuity of instruction. BCIT will provide faculty with a number of instructional tools, such as NearPod, Padlet, Screencastify, Linkit, NewsELA, and IXL to assist in the delivery of content and collection of formative data. Linkit will be utilized in all tested areas to ensure student progress and outcomes. Teachers will also be supplied with laptops, webcams, and microphones to assist in virtual or hybrid learning.

Quarantine and Instruction

Students who are told to quarantine will be required to log into each class for the duration of the period. The focus of the lesson will be with the students who are present in-person, but students who are online should be checked on periodically. Online students can:

- Listen to lectures or small group discussions
- Work independently on assignments
- Participate in classroom discussions virtually

Students who are quarantining are responsible for the completion of tasks as assigned by the instructor and all labs and projects to the greatest extent practicable.

Individualized Education Programs (IEPs)

BCIT shall provide special education students with the same educational opportunities to the extent appropriate and practicable. Speech languages and counseling services will be delivered virtually as necessary due to school closures. Related services such as speech language, counseling, physical therapy, occupational therapy, and behavioral services will be delivered through the use of electronic communication in a virtual environment as indicated by district closures and to the greatest extent practicable. IEP meetings will be held virtually so that all members can attend.

English Language Learners

BCIT shall make every effort to continue services for our English language learners. Parents will continue to receive quarterly progress reports and WIDA assessment outcomes along with the ELL newsletter in English and the student's native language. Students will be provided with English language instruction through our online learning platforms such as Membean, IXL, and NewELA in a synchronous platform. All pertinent information will continue to be provided in our dominant languages. BCIT has one ELL teacher, two teachers who are studying to become certified as ELL teachers, and a cohort of instructional staff being trained in SIOP procedures.

Impact on administering State assessments

BCIT shall make every effort to avoid interruptions to the state testing schedule. In the event that this is not avoidable, BCIT will work with the county department of education to implement assessments in a manner acceptable to the NJDOE.

BCIT Essential Employees

BCIT has identified essential school personnel and shall provide the county office with this list in the event of remote learning.

Public School Employees/Collective

BCIT shall continue to compensate collective bargaining unit employees in the event of a closure. Employees covered by collective bargaining shall be entitled to compensation, benefits, and emoluments as provided in the collective negotiations agreement as if the school facilities remained open, except that additional compensation, benefits, and emoluments may be negotiated for additional work performed.

Public School Employees /non-collective

BCIT shall continue to pay any benefits, compensation, and emoluments to non-collective bargaining employees in the event of a state emergency or public health emergency declared by the appropriate institute for a period of longer than three consecutive days. Staff will be compensated as if they had performed the work for the duration of the closure.

Contracted Service Providers

BCIT shall continue to make payments of benefits, compensation, and emoluments pursuant to the terms of a contract with a contracted provider in effect on the date of the closure as if the services for such benefits, compensation, and emoluments had been provided and as if the school had remained open. Every effort will be made to provide services in a virtual or hybrid manner which would meet the terms of the contract. Payment will not include indirect costs such as tolls or fuel. BCIT will inquire if the entity has insurance for coverage for business interruption covering work stoppages.

Contracted Services Provider

BCIT shall continue to make payments for benefits, compensation, and emoluments and all payments required to an educational services commission or any shared services agreement with any other public entity. Payments shall be used to meet the payroll and fixed costs obligations of the contracted service provider or public entity. Payments shall not include indirect costs such as fuel or tolls. BCIT will inquire whether the contracted provider or public entity has insurance coverage for business interruption covering work stoppages.

Attendance Plan

In the event of closure or student quarantine, student attendance will be counted when they log into their block 1 class. Each class after that is a class attendance as either present or absent. Every student has the option to attend school virtually, and there is an appeals process for students who have a confirmed covid case. Guardian communication regarding a lack of participation is handled by individual teachers. If teachers are unable to resolve the issues, case managers, guidance counselors, and administrators will assist. Teachers are provided with additional office hours to contact students and parents.

Emails are sent home to guardians once a student has three absences, six absences, or five consecutive absences. A physical letter along with an email is sent home when a student reaches nine absences and credit is lost. Every effort will be made to ensure each student has equitable access to online instruction and can attend synchronous classes regularly.

Facilities

In the event of a closure or disruption in education, BCIT facilities shall be maintained as if on a normal schedule. Buildings and grounds will follow Covid safety protocol and cleaning procedures to ensure that all rooms are properly disinfected and sanitary. The buildings and grounds

department will ensure that there is a rotating on-site staff schedule with a minimum of one staff member onsite per day. Duties include checks of the following: exterior of buildings, boilers and pumps, water leaks in plumbing and roof, and refrigeration equipment. In addition, the department will ensure that all sinks, drinking fountains, and toilets are flushed and floor drains are filled weekly. When at home, employees will complete online training.

Title I and ESSER Learning Opportunities

During covid, BCIT provided students with multiple opportunities for accelerated learning, credit recovery, and extended learning opportunities. Students had the opportunity to remediate credit or accelerate learning through a series of after school classes which ran for four hours per week, after school, in science and mathematics. In addition, BCIT used ESSER funds to purchase Keystone and Educere courses for students for remediation. Students were also able to attend additional afternoon office hours of small-group or 1:1 tutoring in every class and small-group tutoring in mathematics in the evenings. Our CTE programs ran a series of after-school programs to remediate hands-on learning for our students. Lastly, BCIT provided students with multiple opportunities to participate in Kaplan SAT prep classes. In the event of further closures or educational interruptions, these methods would be employed again. Most of our classes were virtual, so transportation was not an issue. The courses that were face-to-face, accelerated learning and CTE remediation, were offered immediately after school with busing.

Social and Emotional Health of Staff and Students

The school psychologist and our student-assistance coordinator are providing a comprehensive program for social and emotional health of staff and students. Last year, all staff attended multiple professional development days which addressed mental health needs of staff and students. The schools increased the number of activities related to mental health and team-building. BCIT procured additional sessions of 1:1 mental health counseling for staff and students as well as an additional part-time temporary counselor.