

Burlington County Institute of Technology
Westampton and Medford Campuses
Dr. Christopher Nagy, Superintendent
Updated(May 22, 2020) BCIT Master Emergency Preparedness Plan

Equitable Access to Instruction:

The Burlington County Institute of Technology School District (BCIT) remote learning plan is a comprehensive plan which addresses the social, emotional, and intellectual needs of all learners enrolled in the District. The remote learning plan reflects the use of an initial survey instrument to determine the accessibility and technology needs for each student in the Burlington County learning community. The administrative team from BCIT regularly monitors the use of technology as represented by the evidence supported by the faculty and staff charged with facilitating and managing online learning platforms to ensure that learning goals, state standards, and student growth are measured within the level of modifications and guidelines set forth by the NJDOE during the COVID-19 school closure.

The introduction to the BCIT remote learning plan includes a detailed specific blueprint of the demographic profile of the district, as well as an identified level of awareness to continue to serve the homeless, migrant, students with disabilities, and ELL populations where applicable and within the parameters of the BCIT standard operating procedures(SOP's). All students enrolled at BCIT were surveyed before the school closure about accessibility to the internet, wifi and computer access. Students were given Chromebook computers. In September 2019, we migrated to a 1:1 Chromebook environment starting with grades 9 and 10 and grades 11 and 12 received other district issued Chromebooks. Students were provided information on free internet connectivity and/or hotspots purchased by the district. Technology support continues to be made available since the start of the closure two days a week at each campus. The IT department has provided Chromebooks, related technologies and support to students and staff who have technology issues during the closure. The staff at BCIT are available between the hours of 7:30am-3:30pm. Staff usually respond to students after hours as well providing them with the support needed. Students have been participating in lessons and counseling sessions via Google Meet, Google Chat, Facetime, Zoom, and voice calls.

Addressing Special Needs:

BCIT faculty, staff, and administrators continue to work to serve the special needs populations in compliance with the laws, mandates, and special education regulations required at the local,

state, and national level. The team at BCIT works in tandem with the Director of Pupil Personnel Services to continue to address the needs of all learners, and continues to monitor student progress as it pertains to the goals and objectives of the IEP, as well as the social/emotional needs of the students and their families. Throughout the school closure, the child study team, school counselors, and district student assistance counselor (SAC), continue to monitor both the academic progress and need for enhanced services for all special needs students attending school remotely during the school closure. IEP review meetings are being scheduled and completed virtually with parent and staff participation. Currently, and for the remaining weeks of closure, counseling services and support sessions are available for students and their families as needed. Students with IEPs are still receiving services via Google Meet, Facetime, Zoom, and voice calls. Students and parents received electronic copies and a hard copy was mailed to the home. All activities are documented in Genesis and IEP Direct. Sending school case managers have been in constant contact regarding special education students. We are also working with the Child Study Team (CST) to ensure any related services are being met. Service providers are maintaining services logs and recording the date and time of the sessions. Parents and students are contacted weekly to maintain a school to home contact with students experiencing academic and emotional difficulties. A good faith effort has been made in accordance with District Policy and State guidelines to ensure students with IEPs are receiving services to the best of the school's ability and where applicable, compensatory services scheduled. Special education and related services are being delivered as prescribed by the student's individual education plan. Adjustments and accommodations are being made during the remote learning process.

Addressing ELL and Bilingual Needs:

BCIT faculty, staff, and administrators continue to work to serve the English Language Learners (ELL) and Bilingual populations in compliance with the laws, mandates, and regulations required at the local, state, and national level. The Assistant Superintendent of Curriculum and Instruction and the Director of Curriculum and Instruction for the District have ensured that students identified as English Language Learners (ELL) have been provided with Chromebooks for access to platforms that offer modification tools for auditory and written language. On-line learning Apps such as GoogleClassroom, NearPod, Parlay, and Padlet are being implemented to meet the specific needs of our students who are English Language Learners and/or Bilingual. All identified students have regular communication via individual virtual meetings to assist students in all classes. Adjustments and accommodations are being made during the remote learning process. All communications have been sent to parents in native languages to disseminate information and collect data. BCIT recently upgraded the website template to include the ability for viewers to change text and documents into home language to support our ELL and Bilingual communities. The website has been upgraded to be an updated resource for parents, students and the community.

School Nutrition:

Our food service company SODEXO has been in contact with the BCIT district and building level 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. Since the closure, meals have been provided to all BCIT families who demonstrate a need. Student Parents/Guardians have been 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. Depending on responses of parents, the administration will seek to devise alternative plans for parents who may not be able to travel outside of a certain perimeter. All meals will meet student nutritional and dietary special needs. Meals will continue to be made available during the duration of the closures and until guidance from the Governor and Department of Education indicates otherwise. Meals are currently being distributed at two locations: Burlington County Human Services Building parking lot and BCIT Medford High School.

SFA Name: Burlington County Institute of Technology

Agreement #: 00500610

Date Meal Distribution will begin: March 16, 2020

Date Meal Distribution will end: Ongoing until Governor of NJDOE indicate otherwise

Schools/Site where distribution of meals will take place: BC Human Services Building Parking Lott & BCIT Medford High School

Meals to be claimed for reimbursement per day: Planning on up to 200 students (1 breakfast & 1 lunch) at BCIT West and 200 (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. A chef is on staff where special dietary needs are required.

Safe Delivery of Meals:

The Director of Transportation in collaboration with the Director of Security have instituted a system to provide regular delivery of meals to students in need. The component of meal delivery has been encompassed in the BCIT Meal Grab N Go system which provides approximately up to 2000 meals, two times a week to the students and families of Burlington County. The principals first surveyed families who may have a need and then arranged for the appropriate pick-up or delivery of meals based on each family's situation. Students receive meal delivery facilitated by BCIT or may elect to pick-up meals at BCIT twice a week with multiple days of meals provided. The location of pick up is at the Burlington County Human Services Building from 9-11am and at BCIT Medford Campus. Staff and administration are in contact with any families that need accommodations related to meal pick up or delivery. Based on ongoing guidance from the NJDOE Office of Emergency Preparedness, the Grab N Go stations have been re-evaluated for efficiency and safety of all involved as more and more is learned as the closure period is extended. Added tables and procedures to enhance social distancing awareness during pick-up have been updated and have allowed BCIT to streamline the number of district staff to be available during pick-up times for the safety and security of all involved. Our meal distribution plan is based on recommendations from the New Jersey Department of Education Emergency Preparedness Office. We will continue to deliver meals and have meals picked up at our two designated locations with distancing recommendations and de-sanitizing areas (tables). Employees will continue to wear Personal Protective Equipment (PPE) during the distribution of meals. Until notified by the Governor or local authorities, we will continue to provide meals on the designated days.

Length of Remote Learning or Instruction:

The BCIT remote learning plan is a robust foundation for learning which provides a high priority on serving a diverse population of learners at the Medford and Westampton campuses. The Director of Curriculum and Instruction and Assistant Superintendent of Curriculum and Instruction work collaboratively to implement continuous updates and innovative best practices to infuse multiple strategies, methods, and resources to drive student-centered learning in the virtual classroom environment. Tools such as those encompassed in the Google Suite, as well as those delivered via the use of programs such as Zoom, Membean, Newsela, Flipgrid, Kahoot are just a few of the teacher-student friendly resources actively engaged in the BCIT learning community. Staff have been provided extensive professional development over the past two years in the use of Google Suite and other remote resources. Over 20 staff have gone through intensive training in the District's Future Ready Institute. These staff are either a Level 1 or 2 Google Certified Educator and have supported staff as coaches during the closure to assist with any online learning needs of fellow staff.

Instructions and expectations have been communicated to students at the on-set of remote learning and continue to be reinforced during instruction. Learning is conducted in synchronous and asynchronous formats with an emphasis on maximizing student growth. Students have four classes each day. The staff at BCIT are available between the hours of 7:30am-3:30pm. Staff usually respond to students after hours as well providing them with the support needed.

Attendance Plan:

The BCIT learning community attendance policies remain in place as approved by the BOE for the 2019-2020 school year. The process by which attendance is taken reflects the remote learning environment at BCIT. Students are required to login via a district created Google Form which manages student attendance records in a Google Sheet for district records. The attendance policy guidelines and expectations have been sent to parents and students. The policy was changed last school year to be more robust. The form is posted on district and school web pages and students must fill in and make an entry between the hours of 8am-12pm to be marked as present. Student attendance is monitored and parents/guardians are notified of attendance violations in accordance with the policies and procedures set forth by the BOE. Counselor and CST case managers contact parents and students when frequent absences are recorded. Student attendance does not equal automatic completion of grades, assessments and assignments. Student performance is monitored by the faculty, staff, and administrative teams at BCIT. Student infractions for missing work or failing grade point averages will be regularly assessed and monitored. Parents and guardians will receive communication with specific case by case scenarios in correlation with the standard BCIT operating procedures for successful course completion, and credit completion. The BCIT 4th Marking Period Grading Policy was modified to create a fair and equitable playing field for district compliance, as well as student success during the COVID-19 school closure. The administration has taken proactive steps to address students who are falling behind and monitoring needs at home as it pertains to the impact on student learning and engagement. As per the District Attendance Policy, there is an appeals process that is in place to address specific individuals situations.

Facilities Plan Component:

The Director of Facilities works to schedule and maintain each campus location during the school closure. In addition to the normal routines and procedures in place for cleaning and disinfecting campus locations, the director and assistant director regularly work with their staff who are assigned on staggered schedules to assure the safety and social distancing protocols are followed as well as to communicate the plans, schedule and train for the effective and efficient cleaning and disinfecting of facilities following best practices, as well as to provide constant

reminders as to how to keep themselves safe and well. All staff are provided the appropriate PPE. In addition to the added layers of cleaning and disinfection protocols and assignments embedded into the everyday, established routines, regular building maintenance and upkeep continue to remain a high priority at all campus locations.

The Director of Facilities has worked to analyze, assess need and obtain equipment and deploy resources needed to adequately assure that stock levels of appropriate cleaning and disinfectant supplies are available, as well as the use of a disinfectant application sprayer to apply the proper levels of products in the classrooms, and throughout the campus common areas in each building. A process is also in place when a staff member must enter the building to retrieve instructional materials that includes appropriate disinfecting of areas visited.

In addition, the director attended a virtual COVID-19 training webinar to enhance knowledge on protocols and procedures to follow while receiving the most current updated best practices for BCIT cleaning and disinfecting during these unprecedented times. During the webinar, the director was made aware of an innovative piece of technology that is a futuristic way to evaluate the cleanliness of buildings to ensure the highest level of student safety. BCIT is exploring the need and ability to purchase this equipment if available and if funding supports the purchase. Other technologies are also being considered by the technology department to support a multi-layer approach to maintain the highest safety and building sanitizing techniques to assure the safety and wellbeing of all.

The staff have been placed on a limited schedule which was staggered the last few months since the closure and for half days. As we approach the end of the school year, the schedules will reflect more frequent presence of staff to clean out lockers, assist with the distribution of student and staff personal items as well as to assure an orderly sanitation process of facilities leading up to commence and during the summer.

Summer Program Planning:

The updated BCIT Remote Learning Plan located on our district website addresses the cancellation of summer camp, the plans for virtual graduations, and extended academic virtual support camp funded with local and Title I funds to support students with additional academic needs during the school closures to complete assigned work. The updated plan for remote learning also includes the introduction of the Career Safe and Softskills learning platforms to provide non-credit recovery, as well as the virtual platforms such as Educere, Keystone, and coming soon, Apex Learning, all of which will allow students to complete a virtual credit recovery plan. BCIT will offer expanded summer synchronous programs this year due to the

alternate format of learning during the school closure with an emphasis to assess and remediate learning loss during remote learning for students for whom it is applicable.

Both campuses (Westampton & Medford) will be utilizing a **virtual graduation** platform and will be broadcast at a time still to be determined on a social media platform beginning Friday, June 19th, the scheduled graduation date. The ceremony will follow the same order as in the past with the speeches, awards, and graduate roll call recorded prior to the event. Senior portraits will be displayed as names are announced. Social media permission will need to be provided for all seniors. Caps and gowns have been ordered, and upon their arrival, dates and times will be selected for their distribution in accordance with the meal distribution protocols. In addition, the Google Classroom will post a request for items needed to create a graduation video which will include pictures from graduates in the caps and gown and other less formal photographs. As part of the celebration, students will have a “graduate” lawn sign delivered to their residences in the upcoming weeks. After the ceremony, a schedule of diploma pick-up times will also be distributed in accordance with protocols for social distancing and compliance of return of district owned materials. [A detailed letter](#) was sent to all parents/guardians to review all steps that will be taken to allow students to retrieve personal items as well as drop off of district owned effects. The letters are also placed on the district website. Meetings were held with Senior Class advisors and class officers by the administration to provide details of the virtual graduation, to listen to student issues and concerns and to incorporate feedback as well as to address other senior activities. Students were given the opportunity to provide ideas that would make their senior year more memorable. In addition, families were given an open invitation by the NJDOE to provide suggestions for graduation from a statewide perspective and a link being provided in the parent letter to which to respond. Suggestions were considered while keeping in mind the orders issued by the governor. The state' survey was provided to the students as well.

Essential Employees:

During this period of time of school closures in addition to teachers and educational support staff, there have been key essential personnel who have been needed for the ongoing operations of the school district. Essential personnel include technology, custodial/maintenance and district and building administration and select non-aligned or non-union secretaries or personnel who are on staggered schedules and on an as needed basis to allow for social distancing and to 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 work daily from 7:00am until 3:30pm on staggered and alternating days to allow for social distancing unless otherwise specified 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 work needed hours for the orderly preparation and distribution of meals to families. Non-aligned secretaries and administration work on campus or district offices on Mondays and Thursdays from 8am-4pm and work remotely all other days and where applicable, work entirely from home to honor personal situations. All essential personnel are in place to perform necessary and timely work. In any given area, there will be less than 10 individuals and social distancing protocols followed and appropriate PPE worn.

Protocol for retrieval of personal items:

A survey was created for students to indicate which personal effects were left in the building. BCIT Buildings & Grounds Department along with the administrative team will empty lockers/desks/classroom items and bag/label each student's belongings for pick up outside the school on a staggered schedule with no contact. Security will radio in the name of the student and will be placed on a table to be retrieved. Items will be housed in a predetermined location in the building; students will be scheduled to pick up their items according to a schedule provided by school. Upon arrival to school, students will provide name and locker number, the items will be retrieved and delivered to the designated area outside the school. Security and administration will monitor.

If a staff member must enter the building, in coordination with the principal and director of buildings and grounds, the visit will be scheduled, duration in building be short and monitored and social distancing protocols followed in accordance with local Department of Health guidelines inclusive of the wearing of appropriate PPE. Staff must wear masks and either use gloves or have access to hand sanitizer. When guidance is received from the Governor and/or Department of Education and Department of Health, the measurement of temperatures prior to entering the building will be part of consideration for eventual re-entry for students and staff.

Ninth and Tenth grade students were assigned a Chromebook. They will retain them while at BCIT. Arrangements will be made for upperclassmen to return Chromebooks where applicable. At an arranged time by administration, tables will be placed outside of schools in driveways marked by Grade Level, Teams, Library Books, Uniforms, etc. for no-touch drop off. This will require supervision by administration and security with social distancing protocols. Devices and materials to be sanitized and stored for the summer. Consider allowing students to keep devices and materials over the summer to reduce contact and minimize the task of sanitizing and storing devices, etc. More specific information can be found following this link.

https://drive.google.com/file/d/1NBiF32RWhQ7KD0_KJogpezWyXU0nUBhr/view?usp=sharing

Teacher Technical Support and Access:

We have arranged for our Our Google Profession Learning Team (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 who express a 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 (SAC), members of the Intervention and Referral Service (IR &S) Team, the Crisis Response Team, related services and the School Nurse at each campus are available on demand, as well as for 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:

In addition the section above entitled **Length of Remote Learning or Instruction**, Teachers and students are collaborating via the use of a 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 remote instruction at BCIT 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.

PPE:

All students and staff will have to wear Face Masks as per guidelines as part of social distancing protocols if intending to enter the building under supervision and arrangements with the building principals. Sanitation stations will provide students, staff and visitors at all entrances and will be available as they exit. This may be utilized instead of gloves. The District will continue to monitor state guidelines during the closures and eventual re-opening of schools.

Re-Entry Task Force:

BCIT is committed to exploring every avenue related to safe school re-entry. As a result, the superintendent has created a broad-based Re-Entry Task Force which will be composed of broad-based representation charged with the development of a plan, protocols and procedures to address under the Covid-19 environment, a safe learning environment for students and staff of BCIT. Based on extensive research by *Opportunity Labs*, the Task Force will adopt the *Return to School Roadmap* and will focus on the following areas related to schools: governance, wellness, instruction, facilities, school operations and technology. This roadmap will also incorporate guidelines provided by the Governor, NJDOE and the BCDOH. The roadmap focus areas are further defined below.

Governance:

A Re-entry Task Force has been created with key district stakeholders and will meet on a weekly basis to plan for re-entry in September or whenever determined by the Governor. All campuses and their unique needs will be considered. Communication tools will be developed with input from the Task Force and local health agencies and distributed to appropriate parties through the use of Blackboard, district website, and social media. Staff, parents, and students will receive communications outlining the steps being taken to ensure a safe return to school. Work will continue after school re-opens to communicate updates and adjust according to pandemic alert levels. Feedback will be sought from key district stakeholders and community partners to find ways to improve and recommend future actions.

Wellness:

The Re-entry Task Force will establish whether there is a need for external supports in terms of PPE or additional staff to assist with safe re-entry (such as taking temperatures prior to entering buses or prior to entry of buildings). Staff mental and physical health readiness will be evaluated through direct outreach by supervisors and will develop a survey if need for one is established. Resources will be created and shared with staff regarding safety and re-entry to the building. The guides will outline what has been done, what is being done to ensure a safe re-entry.

Instruction:

The Superintendent has engaged the Assistant Superintendent for Equity and Diversity and compliance to assist him to create the Re-Entry Task Force composed of diverse and representative stakeholders on the district and school-level, such as school leaders and teachers that will set an ambitious goal to ensure that every student is on track for success academically and socially and emotionally by the end of the 2022 school year. This will include developing a process for schools to develop a plan for assessing students' learning progress and loss when students return that includes multiple forms of assessment (e.g., diagnostics, formative assessments, student work, conferences, advisories, parent feedback), inventory all intervention programs and services that are available to students when they return to school, through the district, and on the school-level, and identify any gaps. The group will work to Identify the most vulnerable students (students with disabilities, English-language learners, students who are homeless or live in temporary housing, migrant students, and students who live in poverty or whose families face other challenges, and students directly affected by Covid-19 due to a death or job loss in their family) to recognize and prioritize their needs. The Assistant Superintendent of Curriculum and Instruction will seek guidance from the New Jersey Department of Education about changes to testing, grading, report cards, and promotion policies, and outline decision points and communicate with stakeholders. The Director of Curriculum and Instruction will ensure that schools and teachers are engaging in intentional curriculum planning and documentation, inclusive of curriculum maps, pacing plans and calendars, and lesson plans, to ensure continuity of instruction during a second wave in school year 2020 -2021, should it materialize as well as securing resources and plan restorative supports and professional learning offerings for teachers around Covid-19 and trauma, equity and implicit bias, Social Emotional Learning , inclusion and appropriate use of digital and online learning tools and systems, and Culturally Responsive Education.

Facilities:

The Director of Facilities will continue to audit necessary materials and supply chain for cleaning, disinfecting, and preventing spread of disease, provide guidance for cleaning and disinfecting all core assets, including school buildings and playgrounds commensurate with the alert level when school resumes and alert school-based janitorial and infection control staff of any changes in recommended cleaning guidelines issued by OSHA and CDC. This guidance will be updated in real-time based on circulating levels of the virus in local geographies.

School Operations:

The Re-Entry Task Force will continue to assess and update student enrollment and student and staff attendance policies and communicate any student enrollment or attendance policy changes with school leaders and families. The Task Force will create a liaison with state and local agencies to understand and access new resources, to understand the ability to amend school schedules and provide guidance and best-practices to school leaders for recruiting, interviewing, and hiring staff remotely.

Technology:

The Re-entry Task Force has surveyed families to collect information about the numbers, types, and condition of devices used in their homes to support remote learning and followed up with information on useful websites and apps for learning remotely. The Task Force is in the process to assign technology process leaders to key efforts and publish their contact information on the district intranet and/or internet. The Technology process leaders will be responsible for the development of a procedure to return technology and communicate connectivity issues and resolutions. The IT department has installed tracking devices for the management of technology devices.

Board Approval:

The BCIT/BCSSSD Board of Education will approve the revised Master Plan at its May 2020 meeting.

Website Posting:

The updated BCIT Emergency Preparedness Plan is posted on the main BCIT webpage.