

**Burlington County Institute of Technology
Westampton and Medford Campuses
Dr. Christopher Nagy, Superintendent
Updated BCIT Covid-19 Fully Remote Instruction**

Due to the constantly evolving situation related to COVID-19 in the district, we will be transitioning to remote learning at various points during the school year when necessary, and in consultation with the Burlington County Department of Health and our Board of Education. The following plan will be put into place during the remote learning period.

Essential Personnel:

During any period of time when there is a need to have schools go to 100% remote learning for students, in addition to teachers, child study team, related services, 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.

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 December 4, 2020 until January 4, 2021. 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 work daily from 7:00am until 3:30pm 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 will work needed hours for the orderly preparation and distribution of meals to families. Non-aligned secretaries and administration will

be on campus on staggered schedules during 100% remote closures but all buildings will be opened and covered each day for the entire day from 8am-4pm. All essential personnel are in place to perform necessary and timely work.

Instructional Format:

Teachers have been trained on Google Classroom and have been instructed to create online course content, synchronous, 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 each day at designated time period according to the teacher's schedule. Students will be required to log in for attendance.

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 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 Loom 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 has provided devices and related technology to students in need inclusive of hotspots. Access to Google Classroom is essential for BCIT students for their educational development. The administration conducts surveys of students throughout the year to make sure that access information is up to date and all students are supported.

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. 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.

SFA Name: Burlington County Institute of Technology

Agreement #: 00500610

Date Meal Distribution began: March 16, 2020

Date Meal Distribution will end: June 22, 2021

Schools/Site where distribution of meals will take place: BCSSSD Westampton Campus & BCIT Medford Campus

Distribution will be on Mondays (3 days worth of meals consisting of 1 breakfast & 1 lunch per student for each day) and Thursdays (4 days worth of meals consisting of 1 breakfast & 1 lunch per student for each day) from 9am-11am.

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.
- 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.
- Participation in Google Meet classroom activities

Facilities:

The Director of Facilities works to schedule and maintain each campus location during school closures or move to 100% remote learning. The details of the steps taken by facilities personnel may be found in the [Restart and Recovery Opening Plan Appendix G](#). 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 safety and social distancing protocols to communicate the plans, schedule and train for effective and efficient cleaning and disinfecting best practices, as well as be provided 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 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.

Also, 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 BCSSSD 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. BCSSSD 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 staff and students.

Re-entry Protocols & PPE:

The district has taken proactive steps to arrange a plan for safe re-entry of staff and students as well as a plan to support ongoing operations under the Covid-19 environment.

The district has currently implemented no-touch technology to monitor temperatures of everyone who enters the building as part of this re-entry plan. All visitors will be approved for entry into the building - maximum capacity will be adjusted to accommodate social distancing requirements. All staff and students will be required to wear face masks and gloves or have access to hand sanitizers. The District provided PPE to appropriate staff and continues to monitor needs. Everyone who enters the building (staff, students, visitors) will be asked to complete a Covid-19 screening form which identifies travel alerts and reviews the presence of any of the following list of symptoms and which will trigger a denial of entrance if any are present:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

Pandemic Response Teams at Each Building:

BCIT is committed to exploring every avenue to provide a safe school environment and to put into place and evaluate every aspect of the Restart and Recovery Plan for the District established for the 2020-2021 school year based on the Covid-19 pandemic and school closures in March 2020. As a result and as per the [Restart and Recovery Opening Plan Appendix M](#), BCIT sought to centralize, expedite and implement COVID-19 related decision making based on the Master Reopening Plans, action plans and contingency plans, each school shall have a cross sectional committee of administrators, teachers, staff and parents of various gender and race to support all planning, management and decision making as it relates to the COVID-19 response actions upon the start of the school year whether in person, hybrid or virtual. Each Building Pandemic Response Team is comprised of the following positions: school principal or assistant principal, teachers representing various grades or CTE areas, Child Study Team member, school counselor or mental health expert, subject area supervisor or director, school nurse, school safety personnel, member of the school safety team, director of buildings and grounds and/or custodian and parents.

The Building Pandemic Response Teams have the following responsibilities: a) oversight of each school's implementation of the District's Reopening Plan; b) based on oversight, adjust or amend school health and safety protocols; c) provide needed training and support to staff d) Review ongoing building level data as it pertains to health, wellbeing and safety of students and staff under the COVID-19 environment; e) oversight and implementation of procedures to

support, nurture and maintain safe and supportive school climates under COVID-19 environment; f) provide ongoing and necessary communication with school community and District administration; g) maintain avenues to capture the voice of the community, families and students to inform the decision-making process of the building pandemic response teams
RESTART & RECOVERY PLAN.

The Building Pandemic Response Teams are critical to the operationalization of District Reopening Plans. They will meet a few times a month and provide the community with timely updates as well as changes to protocols. Each community is different and it is important to respect how communities evolve under the COVID-19 environment. It is important to listen to the community, families and student concerns on an ongoing basis to inform the decision-making process. The nature of schools under COVID-19 must be fluid and the committees play an important role to address concerns or contingencies as they arise. The actions of the committee must be timely, accurate and transparent within the school community.

Plan updated: December 3, 2020