

# **Bergen County Technical Schools**

## **Plan to Maintain Continuity of Instruction**

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During this extended school closure, Bergen County Technical Schools will deliver curriculum and instruction through two different learning management systems (LMS): *Google Classroom* and *Schoology*. These delivery systems will enable teachers to deliver content, post assessments, and provide students with timely feedback. In addition, these systems will be used to facilitate real-time interaction with students. In the event that teachers are unable to provide instruction through this system, we will transition students to our automated, online learning platform which is provided by *Apex Learning*.

In preparation for this situation, we conducted a detailed needs assessment of teacher readiness and student internet and hardware access. All teachers were provided with the time and support needed to manage a fully online classroom. Alternate, “paper and pencil” options and personal “myfi” equipment are being developed for students for whom accessing the internet is an issue, and any student in need will be provided with a Google Chromebook.

### **Delivery of Instruction:**

- Teachers will use *Google Classroom* or *Schoology* to deliver asynchronous instruction
- Teachers will use live chat features in *Google Classroom* or *Schoology* to engage students in real-time, virtual learning
- Teachers will use *Screencastomatic* (or other similar applications) to build online, content tutorials that allow for more personalization as students can stop and review based on their own individual needs
- Teachers will design expanded, two week sub plans for alternative instruction in the event of their own absence

### **Scheduling:**

- Teachers will design 1.5 - 2 hours of assignments per week per course
- Teachers will use their regular scheduled class times to do any real-time interactions. This will be used for the introduction of new content and/or for providing support for the 1.5 - 2 hours of weekly assignments.

- Schools will be following a customized half-day schedule in the morning, followed by a one hour break, with the rest of the school day being used to plan, grade, and provide students with a scheduled time to answer questions and get extra-help. This Q&A/extra-help session will be provided through the live chat features on *Google Classroom* or *Schoology* or email.
- Provided assignments are being completed, students will be assumed present unless notified otherwise by parents or guardians. Teachers will submit attendance as usual through Powerschool.

## **Staff Roles & Responsibilities**

*Central Office Administration (6) will:*

- Will provide, at their discretion, onsite anchoring for remote administration of programs
- Ensure that the critical functions of the district continue uninterrupted throughout the course of the event
- Ensure the plan for continuity of instruction is fully implemented
- Remain in communication with all principals and supervisors on a continuous basis via video conference, phone, and email
- Communicate updates to all faculty and staff frequently and as needed

*Principals/Supervisors (18) will:*

- Ensure all preparations to provide remote instruction are completed and the continuity of instruction plan is ready for implementation
- Conduct virtual walkthroughs to ensure quality of instruction and identify areas of need
- Distribute the devices needed to both students and staff, and maintain an inventory of said devices.
- Set up system for educational teams to be able to cover for each other should the teacher become unable to provide instruction
- Conduct periodic needs assessments of staff and students
- Remain in contact with all staff via phone, videoconference, and email on a daily basis for the duration of the event.

*Teachers (288) will:*

- Continue to prepare lessons for each content area on an ongoing basis

- Create & send home individual student folders/large bags of the following items: “paper and pencil” materials, manipulatives, books, visual schedules, miscellaneous supplies in cases where internet access is an issue
- Utilize iPads/Chromebooks to deliver instruction
- Set up Student Folders via google drive where additional work/instruction can be placed
- Utilize email and/or phones for contact with the educational team and administration on a daily basis
- Record attendance in our *Powerschool* student information system
- Provide instruction remotely and work their regular school hours.
- This includes non-certificated instructional support staff (i.e. lab assistants)

*Nurses (5) will:*

- Compile list of students and their medical needs & health issues
- Contact families of students on caseload to check in and provide support as needed via phone or email. Contact will be documented.
- Utilize email and/or phones for contact with the educational team and administration on a daily basis

*Secretaries/Clericals (35) will:*

- Perform office functions remotely as much as possible
- Enter daily attendance and updates in *Powerschool* on a daily basis

*Custodians/Maintenance/Drivers (60) will:*

- Working on rotating/reduced schedules to provide “facility observation” coverage at all district worksites, limited USPS and intra-district mail delivery, and limited building maintenance as may be needed
- Assist, as needed, with the implementation of our district nutrition plan
- Custodians/maintenance/drivers/supervisory staff working rotating/reduced schedules.

*IT Department Staff (65) will:*

- Working on rotating/reduced on-site schedules to provide network/hardware/application installation, instruction and support at district worksites as needed

- Working remotely to provide network/application installation, instruction and support all district staff working remotely as needed; providing

### **Special Education Services:**

- Students who are classified and receive modifications for instruction will have modified lesson plans and homework included in with the general education instruction. These modified plans will include differentiated resources, graphic organizers, modified assessments, and/or other modifications as defined in their I.E.P.
- Counseling and speech will be done through weekly check-ins via email
- Speech teachers can provide work through worksheets and exercises via *Google Classroom/Schoology*
- ToSD/TOH's will provide support in both the scheduled classroom meetings as well as the Q&A/extra-help sessions
- Case managers will contact families on a weekly basis to check in and provide support, as needed. CSTs will contact families via phone or email.
- On a regular basis, case managers will contact individual students to whom they provide counseling during the regular school day via email.
- CST will utilize email and/or phones for contact with the educational team and administration on a daily basis
- Our ESL instructor is providing “push-in” support for our ELL’s in their virtual, core classroom sessions as well as providing “pull-out” support in her own Google Classroom sessions

### **Nutrition:**

- Lunch will be provided for students who qualify for free and reduced lunch at predetermined locations within their local districts around the county. The district will work collaboratively with the Departments of Education, Agriculture, and our food service vendor (Chartwells)
- Meals are provided for pick up at two central locations (Paramus at our 296 Building & the BCTS Teterboro Campus) each day from 10:00 am – 1:00 pm utilizing 2 food service workers.
- BCTS will collaborate with sending LEAs in ensuring that eligible students are provided meals through either BCTS or the resident district due to accessibility issues.

