

Bergen County Technical Schools (0290)

Health-Related School Closure Plan

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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, *Zoom* web conferencing will be used to facilitate real-time video interaction between teachers and 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 were developed for students for whom accessing the internet was an issue, and any student in need was provided with a Google Chromebook.

District Demographic Profile:

			ETHNICITY						
Gender	Disability	ELL	Asian	Black	Hispanic	Indian	Pacific	White	Total
F	AI	0			1				1
F	AUT	0			1			3	4
F	CI	0			5			6	11
F	ED	0						2	2
F	ESLS	0	1						1
F	MD	0		3					3
F	OHI	0	1	3	12			28	44
F	OHI	1						1	1
F	SLD	0		6	20	1	1	21	49
F	SLD	1			2			1	3
F	VI	0						1	1
F	(blank)	0	415	63	138	1	7	368	992
M	AI	0						1	1
M	AUT	0	1	2	1	1		12	17
M	AUT	1	1						1
M	CI	0	2	4	6			3	15
M	CI	1	1						1
M	ED	0						2	2
M	ESLS	0						1	1
M	MD	0	2	2	1			6	11
M	OHI	0	4	8	24			68	104
M	OHI	1			1				1
M	OI	0						1	1
M	SLD	0	3	12	31			42	88
M	SLD	1			3			1	4
M	(blank)	0	345	34	119		9	359	866
Total			776	137	365	3	17	927	2225

Delivery of Instruction:

- Teachers will use *Google Classroom* or *Schoology* to deliver asynchronous instruction
- Teachers will use *Zoom* web conferencing and live chat features in *Google Classroom* or *Schoology* to engage students in real-time, virtual learning. Real-time web conferencing through *Zoom* will allow teachers to connect with students on a more human level and engage visual and interpersonal learners.
- 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

- As per our district curriculum maps, these remote instructional programs are differentiated by grade bands, subject, and course
- Ongoing student surveys will be used to assess student engagement, wellness, and access (digital divide)
- Summer Remediation: The district will provide remote, summer remediation for students who are struggling, with an emphasis on math, writing, world language, and select areas of career and technical training. This will include ESY for our special education students as well as our usual enrichment and credit recovery programs, all delivered remotely. Remediation will be provided by certified district instructors or online course providers (i.e. Apex Learning) depending upon the number of students in need per subject and course.

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.
- Attendance: Provided assignments are being completed, students will be assumed present unless notified otherwise by parents or guardians. Teachers will submit class attendance as usual through Powerschool. Guidance counselors will call families of students who are being reported as absent for the day or for individual classes. All district policies pertaining to attendance, and how attendance impacts promotion, retention, graduation, discipline, will remain in effect.

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 (i.e. surveys)
- 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
- The district is maintaining two daytime shifts (8 hours each campus). For example, one person works from 9 AM to 1 PM and another person 1 PM to 5 PM M-F. Operations staff are continuously checking security, HVAC, water intrusion, refrigeration, etc. This is in addition to maintaining grounds and also cleaning up after essential workers.

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

Essential Workers:

- BCSS employees who are required to come to work for certain amounts of time:
 - Custodians
 - Drivers

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.
- IEP implementation is done through virtual team meetings, which includes a case manager, student, general education teacher, technical teacher, and special education teacher through Zoom conference call after consent is obtained by a parent. IEP drafts are created and emailed to parents for review prior to meeting and a finalized IEP is completed and sent by email to parents for final consent and implementation. All documents, correspondence with parents, and associated documents such as teacher comments, educational, psychological, social, and neurological information are entered into the Frontline IEP Direct system. Modifications and accommodations are shared with teachers working with students. Teachers also have the ability to view IEP for proper implementation in the classroom.
- IEP meetings are conducted through Zoom conferencing. Evaluations for identification and reevaluations are temporarily suspended due to the need to maintain validity and confidentiality of the norm-referenced tests administered. Students due for reevaluations have had and will continue to have their current accommodations and modifications reviewed and implemented as agreed upon at their reevaluation planning meeting. The district is currently looking into remote testing procedures, which will be implemented by fall of 2020. Students who have been identified and will be tested are receiving temporary accommodations and modifications under the I&RS services, which are used to first identify and assist struggling students.
- Counseling and speech will be done through various tele-practice methods (ex. Telephone, *Zoom*, *Google Classroom*) as per the students IEP to the maximum extent possible.
- Speech teachers can provide work through worksheets, exercises via *Google Classroom/Schoology*, and small group instruction through *Zoom* web conferencing, allowing for prompting and more human connection. This approach provides more engagement for visual learners and classes can also be recorded for additional differentiation.
- ToSD/TOH's will provide support in both the scheduled classroom meetings as well as the Q&A/extra-help sessions. By participating in Zoom class sessions, ToSD/TOH's will have enhanced capabilities to prompt students in need. Real-time Zoom sessions will also provide all teachers with additional tools to engage students.

- 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. The district will continue to access both in-house and contracted interpretation services to support outreach efforts to families of ELL’s.

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)
- Update: Meals are provided for pick up at two central locations (Paramus at our 296 Building & the BCTS Teterboro Campus) on Mondays from 11:00 am – 1:00 PM utilizing 2 food service workers. Families will be provided one weeks’ worth of meals each Monday.
- 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.
- All meals are being distributed district buildings by a healthy, properly trained team wearing gloves, masks and maintaining proper social distancing.