

Bergen County Special Services Continuity of Instruction REVISED 3.26.2020

In the event of an extended school closure, Bergen County Special Services School District will deliver curriculum and instruction in the core content areas and to include related and support services. This will be done through a learning management system (LMS) and/or instructional methodology that is most appropriate for our diverse and exceptional student populations. One such learning system will be Google Classroom. This delivery system will enable teachers to deliver content, facilitate online discussion, post assessments and provide particular students with timely feedback. We will make our Webex platform available for learning experiences that require real-time, video interaction with students. In addition, teachers and students will be able to access appropriate supplementary online curriculum tools to which BCSS subscribes, i.e. IXL, Learning A to Z, BrainPOP.

In preparation for this response, we conducted a detailed needs assessment of teacher readiness and student internet and hardware access. We provided any teacher in need with additional support to manage a fully online classroom. Alternate, "paper and pencil" options were developed for students for whom accessing the internet is an issue, and any student in need was provided with a Chromebook or an IPAD. These afore mentioned methodologies ensure equitable access for all of our diverse student populations.

Roles & Responsibilities

Central Office Administration (6) will:

- 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 phone and email
- Communicate updates to all faculty and staff frequently and as needed

Principals/Supervisors (14) will:

- Ensure all preparations to provide remote instruction are completed and the continuity of instruction plan is ready for implementation
- Distribute the devices needed to both students and staff. Keep an inventory.
- Set up system for educational teams to be able to cover for each other should the teacher become unable to provide instruction
- Remain in contact with all staff via phone & email on a daily basis for the duration of the event.

Teachers (183) 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, etc.
- 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
- Maintain attendance logs, contact logs etc.
- Communicate student attendance to the program secretary each day.
- Art, Music and Physical Education teachers will identify learning resources and develop a bank of activities, lessons and/or exercises that will be distributed to students/families.
- Provide instruction remotely and work their regular school hours.

Child Study Team/Teacher Case Managers (26) will:

- Contact families on a weekly basis to check in and provide support, as needed via phone or email.
- Continue to monitor communications with LEA, respond as needed, provide updates etc. Contact will be documented.
- On a regular basis contact individual students to whom they provide counseling during the regular school day.
- If and when permissible, related service of counseling may be provided via tele practice in accordance with NJDOE guidance.
- Utilize email and/or phones for contact with the educational team and administration on a daily basis

Related Service Providers (OT, PT, ST) (107) will:

- Prepare and send home activities that support IEP therapy objectives for each student on caseload
- Provide instruction regarding therapeutic activities, movements, exercises that could be completed at home to support objectives.
- Contact families on a regular to provide support via phone and/or email. Contact will be documented.
- If and when permissible, related service of speech may be provided via tele practice in accordance with NJDOE guidance.
- Utilize email and/or phones for contact with the educational team and administration on a daily basis

Behavioral Specialists (40) will:

- Ensure that current BIPs are provided to each student 's family
- Contact each family minimally twice a week
- Complete a Home Instruction Log for each contact
- Utilize email and/or phones for contact with the educational team and administration on a daily basis

Teacher Assistants (291) will:

- Assist teachers in the preparation of materials.
- Assist teachers, as needed, during this period of time.
- Utilize email and/or phones for contact with the educational team and administration on a daily basis
- Volunteers will be sought to assist certificated staff members in communications/translations with families.

Nurses (15) 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 (24) will:

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

Support Services

Technology:

- Deliver the devices needed for both students and staff to the schools
- Provide training needed in order for staff to be able to manage remote instruction.
- Turn on email accounts for all students
- Establish a list of technology personnel with phone numbers available to support staff in utilizing the technology/software throughout the event.
- Resources and support available through our assistive technology specialists (4) as needed/requested

Provision of Free and Reduced Meals:

- We are providing the required for free and reduced eligible students by establishing meal pick up sites within 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 starting 3/30/2020 from 11:00 am – 1:00 pm utilizing 2 food service workers. Families will be provided one weeks' worth of meals each Monday.
- BCSS will collaborate with sending LEAs in ensuring that eligible students are provided meals through either BCTS/BCSS or the resident district due to accessibility issues.

Language Translation:

- Staff members within each school will volunteer to provide translation services for families whose primary language is not English.
- Administrators have also volunteered to translate as needed.
- A master list of translators available for the district at large will be generated
- District will collaborate with sending LEA in ensuring that eligible students are provided meals through either BCTS/BCSS or the resident district due to accessibility issues