

**Burlington County Special Services School District**  
**Dr. Christopher Nagy, Superintendent**  
**UPDATED BCSSSD COVID-19 Master Preparation Plan**

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 and responses to individualized packets prepared by the teacher will address the expectation of a minimum of four hours per day for instruction and assessment. All of the above and related services and nursing services during the Coronavirus Closure will be in effect from March 16 until April 9, 2020 (Spring Break from April 10 - April 17, 2020). Classes on campus will resume on April 20, 2020. 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, 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, prepare 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 a special, reduced schedule on Mondays and Thursdays, on a rotating basis, to continue the process of sanitizing the buildings or providing 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 Mondays and Thursdays from 8:00 a.m. to 4:00 p.m. (as needed) and will be working remotely the other days. All essential personnel are in place to perform necessary and timely work. In any given area, there will be less than 10 individuals.

**School Nutrition:**

Our food service company Sodexo has been in contact with the BCSSSD administration regarding the number of students who are eligible for free and reduced breakfast/lunches and respective staging areas for pick, i.e. two locations for BCSSSD students and two locations for BCIT students. Student parents/guardians will be contacted at BCSSSD 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. For parents who may not be able to travel outside of a certain perimeter, they are directed to a pick-up area of schools located in their municipality. They are encouraged to contact the local school district in their area for a meal distribution schedule. All meals will meet student nutritional and dietary special needs.

The following are the specifics related to the plan:

***SFA Name: Burlington County Special Services School District***

***Agreement #: 00500605***

***Date Meal Distribution will begin: March 16, 2020***

***Date Meal Distribution will end: April 9, 2020***

***Schools/Site where distribution of meals will take place: Burlington County Human Services Building, 795 Woodlane Road, Westampton (across from Wawa) & BCSSSD Lumberton Campus***

***Meals to be claimed for reimbursement per day: Planning on 150 students (1 breakfast & 1 lunch) at BCSSSD West and 50 (1 breakfast & 1 lunch) at BCSSSD Lumberton Campuses.***

***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) from 9:00 a.m. to 11:00 a.m.***

***All items are cold-hold items that will be refrigerated until pick up by the parent/guardian. Will follow daily HACCP procedures to make sure Food Safety requirements are met. For students with specific dietary needs, the chef will be present to individualize the meal to daily specifications.***

**Special Needs(CST and Related Services):**

- Social workers, Speech/Language Therapists, Occupational Therapists, and Physical Therapists have prepared relevant and developmentally appropriate activities and strategies related to students' IEP goals and objectives; extent of activities will correlate with the service delivery indicated in each student's IEP; all information will be submitted to classroom homeroom teacher to go home with students in their

**backpacks and where appropriate compensatory services will be provided to meet IEP goals and objectives.**

- **Teacher assistants or 1:1 staff will support student learning in IEPs.**
- **IEP meetings will be conducted through Google Hangouts unless otherwise agreed upon by parents/guardians and appropriate communication made with sending school districts and case managers.**
- **Where IEP goals and objectives as it pertains to related services are not able to be addressed at all due to the shutdown, compensatory services will be provided to assure that students receive what is required in IEPs.**
- **Where there are non-English speaking students, appropriate translations will be provided to assure that language is not a barrier to communication and related needs for the student and families.**
- **Nursing letter with contact information was sent home in student backpacks.**
- **Currently in communication with Adler's Pharmacy, Cherry Hill, in the event of school closure; most students on Westampton Campus utilize Adler's as a delivery service for their medication; parents/guardians of approximately 15 students drop off medications to school.**
- **All Child Study Team and Related Services staff "on call" to assist families via email and/or phone calls between the hours of 8:05 a.m. and 3:05 p.m.**
- **CST Secretaries to assist contacting families as needed.**
- **CST Secretaries to promptly respond to email inquiries.**
- **CST to ensure accuracy in SEMI, IEP Direct, and Genesis (User Flags & User Texts).**
- **CST Secretaries to process incoming student applications to the fullest extent possible, per their responsibilities**
- **A plan is in place to have grab and go meals accessible at two locations for families from 9am-11am on Mondays and Thursdays during the shutdown. Arrangements have been made for those without transportation to have meals delivered. For medically fragile students, a chef is on site to prepare individually that meal plan needed for that student's needs.**
- **Student medications have been returned back to parents for their children by the nurses. Nurses will be checking in during the week to check on these families as well as families who have children who are medically fragile.**

**Equitable Access to Education:**

Based on phone calls and surveys of parents and guardians, data has been collected as to the various needs of families. All attempted communications to homes by various staff will be documented. We have also accounted for students whose primary language is not English. We have identified those with medical needs, meal plans, technology where appropriate and are providing necessary supports to be connected to the school district.

<b>Westampton</b>				
<b>Program</b>	<b>MD</b>	<b>BD</b>	<b>AU</b>	<b>Sensory</b>
<p>BCSSSD Westampton Campus</p> <p>Elementary Middle High</p> <p>Two hours of instruction per day, core content areas</p> <p>In addition, CTE shops will provide project based instruction.</p> <p>All instruction will be organized and assigned to each student based on ability level reflected within the IEP</p>	<p>Internet Access: OneDer</p> <ul style="list-style-type: none"> <li>- Daily activities</li> </ul> <p>IXL</p> <ul style="list-style-type: none"> <li>- Homebound instruction units carried out per account</li> </ul> <p>Reading Ally</p> <ul style="list-style-type: none"> <li>- Assigned library</li> </ul> <p>Starfall</p> <ul style="list-style-type: none"> <li>- Homebound instruction units carried out per account</li> </ul> <p>Google Classroom</p> <p>Students without internet access: Developed education plans with resources</p>	<p>Internet Access: OneDer</p> <ul style="list-style-type: none"> <li>- Daily activities</li> </ul> <p>IXL</p> <ul style="list-style-type: none"> <li>- Homebound instruction units carried out per account</li> </ul> <p>Reading Ally</p> <ul style="list-style-type: none"> <li>- Assigned library</li> </ul> <p>Starfall</p> <ul style="list-style-type: none"> <li>- Homebound instruction units carried out per account</li> </ul> <p>Google Classroom</p> <p>Students without internet access: Developed education plans with resources</p>	<p>Internet Access: OneDer</p> <ul style="list-style-type: none"> <li>- Daily activities</li> </ul> <p>IXL</p> <ul style="list-style-type: none"> <li>- Homebound instruction units carried out per account</li> </ul> <p>Reading Ally</p> <ul style="list-style-type: none"> <li>- Assigned library</li> </ul> <p>Starfall</p> <ul style="list-style-type: none"> <li>- Homebound instruction units carried out per account</li> </ul> <p>Google Classroom</p> <p>Students without internet access: Developed education plans with resources reflective around current academic. EdHelper Go Math Science Fusion</p>	<p>Internet Access: OneDer</p> <ul style="list-style-type: none"> <li>- Daily activities</li> </ul> <p>Reading Ally</p> <ul style="list-style-type: none"> <li>- Assigned library</li> </ul> <p>Starfall</p> <ul style="list-style-type: none"> <li>- Homebound instruction units carried out per account</li> </ul> <p>Google Classroom</p> <p>Students without internet access: Developed education plans with resources reflective around current academic. EdHelper Go Math Science Fusion</p>

goals/objectives and state standard.	reflective around current academic. EdHelper Go Math Science Fusion  Communication with parents Blackboard Google classroom Classroom dojo Remind app Staff website page Week overview (paper)	reflective around current academic. EdHelper Go Math Science Fusion  Communication with parents Blackboard Google classroom Classroom dojo Remind app Staff website page Week overview (paper)	reflective around current academic. EdHelper Go Math Science Fusion  Communication with parents Blackboard Google classroom Classroom dojo Remind app Staff website page Week overview (paper)	Communication with parents Blackboard Google classroom Classroom dojo Remind app Staff website page Week overview (paper)
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**BCSSSD West Campus/Transition Campus**

- Staff have take home assignments completed for each student with daily instructions. Internet resources are present throughout for alternative assignments. Folders will be ready to send home by Thursday, March 12, 2020.
- Class rosters have been shared with assigned students to classroom placement with contact information.
- Encouraging staff to utilize group emails to parents daily with read receipt option; allowing for daily reporting.
- Attendance will be reported through google doc reflecting teacher contact through phone, email, or alternative tech application (RemindMe, Google classroom participation)
- Teachers will then update Genesis each day reflective of the google doc.
- Secretaries will review previous day attendance and call or email parents/students who have not been marked as contacted by the teacher. IE - Day 1 attendance is completed, 15 students have not been checked by teacher as confirmed contact. Secretary will then make the attempt to contact via phone or email.
- Secretaries will review google doc attendance and Genesis attendance each day for consistency.
- Supervisors will oversee day to day operations; updates will go out daily through email and/or GroupMe app.
- Food services will be provided at a central location for those who are under "Free and Reduced" for breakfast and lunch.
- Each campus has organized a GroupMe chat room and administration has their own group within GroupMe.
- Staff are expected to be available from 805AM - 305PM; twelve month employees will be available until 4PM.
- Any extensive communications with parents will be documented through Genesis notes tab.

**CST & Related Services**

- Social workers, Speech/Language Therapists, Occupational Therapists, and Physical Therapists have prepared relevant and developmentally appropriate activities and strategies related to students' IEP goals and objectives; extent of activities will correlate with the service delivery indicated in each student's IEP; all information will be submitted to classroom homeroom teacher to go home with students in their backpacks and where appropriate compensatory services will be provided to meet IEP goals and objectives.
- Teacher assistants or 1:1 staff will support student learning in IEPs. In collaboration and cooperation with the class teacher, direct contact with families via calls, emails and other tools will be made.
- IEP meetings will be conducted through Google Hangouts unless otherwise agreed upon by parents/guardians and appropriate communication made with sending school districts and case managers.
- Where IEP goals and objectives as it pertains to related services are not able to be addressed at all due to the shutdown, compensatory services will be provided to assure that students receive what is required in IEPs.
- Where there are non-English speaking students, appropriate translations will be provided to assure that language is not a barrier to communication and related needs for the student and families.
- Nursing letter with contact information was sent home in student backpacks.
- Currently in communication with Adler's Pharmacy, Cherry Hill, in the event of school closure; most students on Westampton Campus utilize Adler's as a delivery service for their medication; parents/guardians of approximately 15 students drop off medications to school.
- All Child Study Team and Related Services staff "on call" to assist families via email and/or phone calls between the hours of 8:05 a.m. and 3:05 p.m.
- CST Secretaries to assist contacting families as needed.
- CST Secretaries to promptly respond to email inquiries.
- CST to ensure accuracy in SEMI, IEP Direct, and Genesis (User Flags & User Texts).
- CST Secretaries to process incoming student applications to the fullest extent possible, per their responsibilities
- A plan was established to have grab and go meals for families from 9am-11am on Mondays and Thursdays during the shutdown. Arrangements have been made for those without transportation to have meals delivered. For medically fragile students, a chef is on site to prepare individually that meal plan needed for that student's needs.
- Student medications have been returned back to parents for their children by the nurses. Nurses will be checking in during the week to check on these families as well as families who have children who are medically fragile.

**Outliers**

- Freeze daycare payments

Transition				
Program	MD-ATTAIN/ACCESS AU-ACCESS/ASPIRE	MD-ASPIRE	AU- ATTAIN/ ACCESS	ACHIEVE- RCBC
<p><b>Transitions at BCSSSD</b></p> <p>Two hours of instruction per day, Transition and Leisure areas</p> <p>All instruction will be organized and assigned to each student based on ability level reflected within the IEP goals/objectives.</p>	<p><b>Individualized Planning:</b> Developed education plans with resources reflective around current goals.</p> <p>Chore checkoff list Money activities Completing job applications Physical Education Log</p> <p><b>Internet Resources:</b> EdHelper abcya.com Aaamath.com HSFPP.org ( money Management)</p>	<p><b>Internet Access:</b> OneDer Academy Aaamath.com Reading Ally Assigned library</p> <p><b>Students without internet access:</b> Developed education plans with resources reflective around current goals-</p> <p>Vision Board project Create a budget activity Build your resume Filling out job applications Physical Education Log</p> <p><b>Internet Resources:</b> superteacherworksheets.com EdHelper HSFPP.org ( money Management)</p>	<p><b>Individualized Planning:</b> Developed education plans with resources reflective around current goals-</p> <p>vocational tasks (printable) Chore chart check off list Task analysis sheets Social stories with comprehension questions/pictures Physical Education Log</p> <p><b>Internet Resources:</b> superteacherworksheets.com EdHelper</p>	<p><b>Internet Access:</b> OneDer Academy Khanacademy.com Studygs.net</p> <p>Reading Ally Assigned library Google Classroom</p> <p><b>Students without internet access:</b> Developed education plans with resources reflective around current academic.</p> <p>Comprehension questions for novel Read novel Essay/Book Report Create powerpoints on the problem solving method Physical Education Log HSFPP.org ( money Management)</p>
Parent Communication	<p><b>Communication with parent:</b> Blackboard, Google classroom, Staff website page, Assignment overview (paper), Phone calls, emails All phone calls and email communication with students or families will be in Genesis notes. Administration readily available by email, text or cell phone.</p>			

**Alternative Lumberton**

Surveys of students and parents/guardians have identified key supports needed and appropriate arrangements made as it pertains to food, technology, communication channels or special needs.

All teachers have put together google classrooms for the students. Student work has been uploaded into the google classroom.

Arrangements have been made for students whose primary language is not English where applicable.

Students will all have access to Plato to complete online work as well.

Chromebook carts have been made available to Capital students and any other student who needs technology to remain connected and in position to complete assigned work.

Packets have been made by each teacher to provide to the students too. This provides opportunities for ALL students to have learning opportunities.

CST conferences will be handled through Google Hangouts unless otherwise agreed upon by parents/guardians.

Staff will document any contact with students or families in genesis notes. This includes phone calls and emails.

Administration readily available by email or cell phone.

All staff are in Remind app group for ongoing communication.

Student attendance tracked through Google Classroom. Staff will then update genesis. This will be reviewed by secretary and contact will be made by secretary next day for any students absent on the previous day.

**Alternative Mt. Laurel (MS & HS)**

Google Classroom will be loaded with all assignments and lessons.



Where appropriate, Google Hangouts will be used for meetings with parents/guardians or school districts.

Physical Education Activity Logs will be available to all students to record activities done on a daily basis.

Google Meet/hangouts will be utilized for students to receive instruction. This will allow the student and teacher to interact.

Students will be invited to the Google Classroom sections that coordinate with their transcript needs.

Credit sheets and grades will still be generated and delivered to students and families via email.

Counselors all have school cell phones. These phones will be used for Facetime/Voice calls for counseling or other questions. The parents have access to the counselors cell phones as well.

A spreadsheet has been created listing student computer/internet access. Students without computers will be issued a Chromebook.

Students will also be given the option to collect assignments in the traditional forum and submit via email.

Attendance will be recorded by student participation in the Google Classroom forum. A master spreadsheet will be created to log attendance accurately. If a student does not sign in for the day a phone call home will be placed and documentation will be logged into Genesis.

A letter will be sent to the students and parents with tutorials for Google Classroom/Google Meet. Students will meet with teachers to learn how to use Google Classroom/Google Meet.

If staff are also home they will communicate through the app GroupMe to discuss issues.

Administration have work cell phones and will also be available to assist students and parents any way possible.

Teachers will be expected to be available during the regular school hours of 7:30am-2:30pm. BCAS starts each day with a team meeting. This team meeting will be conducted via Google Meet to discuss any issues or concerns surrounding the day.