

Camden County COVID-19 Preparedness Plan

DISTRICT NAME: Black Horse Pike Regional School District
DISTRICT CONTACT: Dr. Brian Repici brepici@bhprsd.org
856-227-4106 office
609-929-7559 cell

Essential Employees (list all):

Julie Scully, Assistant Superintendent - jscully@bhprsd.org

Frank Rizzo, Business Administrator - frizzo@bhprsd.org

Matthew Szuchy, Director of Curriculum - mszuchy@bhprsd.org

Anthony Tarsatana, Assistant Business Administrator - atarsatana@bhprsd.org

Mariellen Habina, Administrative Assistant - mhabina@bhprsd.org

Staffing Considerations:

- The district will determine whether staff will be required to report to the school building and/or work from home based upon contractual requirements and capacity. A detailed staff member chart is attached. **See [Appendix A](#) (Also listed below)**
 - Due to social distancing, students will be required to stay home starting March 17, 2020 until Governor Murphy lifts Executive Order #104, while staff are required to continue to provide educational services remotely.
 - The district will make considerations for staff members who may bring in doctor's notes who believe that they are possibly infected or have a presumptive positive or confirmation.
 - In cases where teachers are actually sick and not able to interact with students remotely or prepare assignments, the District Curriculum Supervisors will develop substitute teacher plans.

Remote Learning Environment

- The district defines a "remote learning environment" as an environment for learning outside of the school building that consists of a *minimum* of 10 hours of remote learning per week (instruction and/or learning opportunities) where students will have electronic access to teachers. Under this learning method, all instruction will be developmentally appropriate. **[A memo to our teaching staff is attached.](#)**

- Teachers will be post office hours and be available electronically every day. Teachers will post lesson objectives and activities in Google by 9:00 a.m.
- Students are expected to engage in learning opportunities on a daily basis via the Google platform as directed by their teachers. Students are expected to log in every weekday by 9:00 a.m; complete assignments in a timely fashion; and contact teachers through Classroom, Email, Hangouts, or Meet for questions. Students must demonstrate participation in order for online learning to count towards the 180-day mandate.

Alternatives to Remote Learning

Should the district determine that remote learning is not appropriate for the students it serves, the following may be considered:

- Working with Comcast and other providers to assist students to attain hotspots and web integration at home, so that paper materials are not necessary. If this cannot be done, we will provide textbooks and materials. We have posted Comcast free internet services our webpage and placed an all-call to families providing them the Comcast contact information. Only 89 students, who responded to our survey indicated they did not have internet service in the home. The free internet service information should be available to these families before remote learning begins.

Accommodations for Vulnerable Populations

The district is committed to ensuring that it considers all vulnerable populations within the district who may require special considerations to address issues of equity and access. For example, if a student has technology concerns, then the District will have a technology repair service at the high schools.

School Counseling services will be available remotely through the use of email, phone and Google Hangout/Meet. For extensive leaves Center For Family Guidance via telecounseling for mandate counseling services will be used. In the event of a crisis the school counselor, student assistance counselor, and/or mental health counselor will:

- Attempt to call the parent with available information
- Provide Crisis resources and follow normal protocol
- Contact police immediately if no parental contact is established
- Inform Counselor, VP, Principal and Director of Counseling via email

Reading Specialists, librarians and other support personnel will be available to assist students virtually. They will be checking in with the students that frequently seek services to provide support.

Special Education

- The district has communicated with those high school students that receive specific services and will provide services for speech.
- The district may consider sending home packets for services and checking in with students through Google applications.
- The district will require special education teachers to differentiate instruction to meet the requirements of students' IEPs.
- The district will review all IEP's to maximize the ability to meet the student's needs.
- [A memo to our Child Study Team is attached.](#)
- [A memo to our Special Education Aides is attached.](#) They will be expected to professionally develop during the closure.

Accommodations of Meals (for students eligible for free and reduced lunch)

- Bagged lunches and grab-and-go options will be prepared and made available. The cafeteria managers have evaluated our inventory of food and are ordering appropriate items for bagged lunches and grab-and-go options.
- Meal options would include items that are less temperature-sensitive (for example, a peanut and butter jelly sandwich, deli sandwich; fruit and vegetable, and juice, water, or milk). **All meals will be pre-bagged. We would serve any student between the age of 4 and 20 and are members of our community. We will communicate who receives food services with sending districts. Menu options served will minimize touch exposure by wearing disposable gloves and using pre-wrapped food products when available. Disposable products such as utensils, napkins and plates will be utilized.**
- Each school will have the bagged meals available for "drive by" pick-up at each school's main entrance location between the hours of 10 a.m. and 12 noon. If the Department of Health determines this is not a viable option, then the schools will not be serving any meals.

Attendance

- For the purpose of identifying a student as "present" the district will affirm that students are being instructed from home.
- To the extent possible, the district will try to make sure that at least one teacher has contact with a student every day. When a student is not participating online, the teacher, vice-principal and/or school counselor will contact parents to ascertain the reason the

student is not participating in the online learning to properly code attendance and address any issues.

Grading

Teachers will identify how students will receive “credit” or “grades” for completed work. Grades posted as usual using our Student Information System so that parents can monitor progress.

Technology

For students that have a device, but no internet access

- The district will partner with Comcast or other “hotspot” applications to determine whether additional access can be offered to eligible families.

The district will ensure that students with devices, have devices that are in working order.

- The district will set up a repair center in a centrally located area and will have technicians available on site by appointment

Communication plan to inform community of school shutdown

In the event of a closure, the district will immediately communicate with parents and the community. Some of the options include:

- Phone blast
- Announcement on Website
- Daily or weekly communication to parents with updates and reminders of the school status.
- Social Media outlets

Large Group Gatherings

- Until told otherwise, starting on Tuesday, March 17, 2020, all use of facility requests will be canceled, all events, activities, and athletics will be closed.

Fields Trips

- All field trips have been cancelled until at least April 30, 2020.

Counseling/Social Emotional Considerations

- Upon reopening, the district will make considerations to provide support around COVID-19 and any possible family related incidents/deaths that students may have experienced during closure.
- Counselors and School Administration will maintain a “watch list” of students that may be of concern. In the event of a crisis or a need for additional services upon return the

district is prepared to utilize the contract with Center for Family Guidance to provide additional counselling services to supplement our in-house school counseling team.

Testing

ACCESS testing is on-line, so we have plans to continue testing where necessary and viable.

Athletics

The Olympic and Tri-County Conferences have suspended scrimmages and game play. Once the school closes, all athletic programs will be discontinued. All co-curricular activities, events, and games are canceled, post-poned, starting March 17, 2020 through March 31, 2020.

Resource Sharing

The district commits to partnering with other districts and community partners to maximize its ability to meet the needs of its students.

APPENDIX A STAFFING RESPONSIBILITIES

- **Teachers**

- teach classes electronically and remotely, and students will complete the assigned material throughout the day and submit on the due date as prescribed by the teacher.
- post assignments, daily, by 9:00 a.m.
- be available for District/parent calls and emails during each school day.
- post office hours and communicate those office hours to students.
- will be checking and responding to electronic communication from the district, school, parents, and students daily.
- will provide on-gong feedback to students on their progress and learning outcomes.
- will update their Genesis gradebook as soon as possible after remote assignments are due.
- will accept assignments until 11:59 p.m. on the due date, in order to be flexible for families with varying device needs and internet access.
- will attend virtual meetings as scheduled during the regularly scheduled work week.
- will address special education accommodations and modifications, with text to speech, video applications, shortened assignments, chunked assignments, extra notes, modified work assignments, etc.
- will leverage software that adapts to student needs.
- will differentiate assignments and objectives through Google Classroom to targeted groups of students where appropriate.

- **Office Staff**

- Will remain home and will be required to work from home
- Answer emails between the hours of 7 am and 2 pm with in 24 hours of receiving the emails
- Return phone calls that may appear as Voice Mails in your email. You can block your phone number when returning these calls by *67.
- Complete assignments as given by your immediate supervisor and/or the building principal and central administration (i.e. you may asked to plan for or create documents that you usually do during the summer months)
- Maintain a log shared with your immediate supervisor of tasks you completed daily. Link to log format please save a copy with your name:
https://docs.google.com/document/d/1_FwauKTTA1ge1zB_0-it-dleFSoPr_UEVwxYSAftt_nE/edit?usp=sharing

Social Distancing Close: Tuesday and Thursday 9 am - 12 pm - Central Buildings and School Buildings open for drop off/pick up or need to do a task in the building.

- **Maintenance Staff**

- Maintenance staff may still be asked to report to a school or the grounds of a school to do preventative maintenance work, vehicle maintenance, grounds maintenance, or other assignments. Work hours for maintenance staff may be adjusted as needed and the work day may be abbreviated. Should a member of the department need to have their shift adjusted to accommodate any family issues, we will make every attempt to help them.
- Custodians will continue to clean and sanitize the buildings, our skilled mechanics will work on the HVAC project, outside crew will continue to prepare our fields for the spring season, vehicle repairs, and any additional needs they have, and building mechanics will work on the daily basic repairs the buildings need.
- Large group use of facilities have been canceled up to April 30th. Any smaller group UOF meetings will need to have the areas/rooms sanitized as soon as possible.

- **School Counselors:**

- Utilize daily email (and voicemail) to respond to student, parent, staff and teacher requests
- Utilize Remind to communicate student updates, assignments and reminders
- Utilize Counselor's Google classrooms to keep students up to date
- Continue to process Senior students' college applications via Naviance
- Respond to teacher/administrator/parent email concerns
- Respond to online student counseling requests for appointments
- Schedule a time to "meet" electronically with students

- Utilize Google live https://meet.google.com/_meet or Google hangouts to conduct student conferences/groups
 - Continue to work on ASCA online SGO course modules
 - Keep log of all virtual student contact via Genesis and Google doc
 - Provide a specified daily two hour window to be available for immediate response to student inquiries each school day (Ex: Google Meet, chats, answer email, chatting in Google Docs, etc...)
- **SAC Counselor:**
 - Utilize daily email (and voicemail) to respond to student, parent, staff and teacher requests
 - Organize and setup next year's Challenge Day program
 - Continue counseling groups virtually via Google hangouts
 - Respond to teacher/administrator/parent email concerns
 - Respond to online student counseling requests for appointments
 - Schedule a time to "meet" electronically with students
 - Continue to work on ASCA online SGO course modules
 - Coordinate student use of outside resources as needed (SERVE, Perform Care etc.)
 - Plan for Pre-prom activity, School Safety Team and School Climate Committee
 - Provide a specified daily two hour window to be available for immediate response to student inquiries each school day (Ex: Google Meet, chats, answer email, chatting in Google Docs, etc...)
- **MHAC Counselor:**
 - Utilize daily email (and voicemail) to respond to student, parent, staff and teacher requests
 - Organize and set up Mental Health Awareness Night program
 - Continue to work on ASCA online SGO course modules
 - Email students (BC:) who are seen daily with a "check in" note
 - Continue counseling groups virtually via Google hangouts
 - Respond to teacher/administrator/parent email concerns
 - Respond to online student counseling requests for appointments
 - Schedule a time to "meet" electronically with students
 - Provide a specified daily two hour window to be available for immediate response to student inquiries each school day (Ex: Google Meet, chats, answer email, chatting in Google Docs, etc...)
- **Crisis Response for Counselors/MHAC/SAC:**
 - Attempt to call the parent (block #) with available information
 - Provide Crisis resources and follow normal protocol
 - Contact police immediately if no parental contact is established
 - Inform Counselor, VP, Principal and Director of Counseling via email

- **School Counseling Secretaries:**

- Utilize daily email (and voicemail) to respond to student, parent, staff and teacher requests
- Update monthly calendar for department
- Look for missing emails in Genesis for incoming 9th grade students (pre-registration)
- Continue to organize the Academic Awards Banquet materials and event
- Review Counseling department website tabs for accuracy/current info
- Respond to any electronic requests for transcripts, records or employment verifications
- Process grade changes in Genesis that are send via email from teachers
- Process teacher home instruction timesheets received via email with Director
- Clean up Google folders in Drive

- **Director of School Counseling:**

- Monitor that students are being met with via online requests and email
- Work on sectioning and master schedule
- Email secretaries and counselors as needed with student follow up needed
- Monitor Counseling website for updates and changes needed
- Coordinate information with District Administration. Relay information as needed

- **Child Study Team**

- Utilize daily email (and voicemail) to respond to student, parent, staff and teacher requests
- Utilize Remind to communicate student updates, assignments and reminders
- Start Senior exit summaries, as appropriate
- Respond to teacher/administrator/parent email concerns
- Respond to online student counseling/meeting requests for appointments
- Schedule a time to “meet” electronically with students
- Utilize GoogleMeet https://meet.google.com/_meet or Google hangouts to conduct student conferences/groups
- Use www.freeconferencecall.com to create an account to hold virtual IEP meetings. This means sending out the phone number AND access code to all required meeting members including teachers.
- Continue to work on IEP documentation (i.e. writing Annual reviews, progress monitoring, goals/objectives)
- Review assessment data and craft evaluation summary reports to maintain compliance deadlines
- Keep a log of all virtual student and parent contact via Genesis (NOTES).

- Provide a specified daily two hour window to be available for immediate response to student inquiries each school day (Ex: Google Meet, chats, answer email, chatting in Google Docs, etc...)
- Provide IEP driven counseling (School Psychologist and Social Worker) via google meet, or phone
- Hold IEP Meetings through platforms such as www.freeconferencecall.com or etc.
- Communicate with CST Secretary upcoming meetings that need to be scheduled/rescheduled.
- Check on caseload grade reports and reach out to students and parents to address academic concerns that arise.
- Provide case management services to assigned caseload. (monitoring grades, student progress, goals, etc)
- Upload teacher resources to Google Classroom.

- **Child Study Team Secretaries**

Meetings:

- Create rescheduled parent/student meeting invites
- Generate new coverage memos for rescheduled meeting dates and required teacher coverages
- Update google calendar and send updated meeting information to teachers, counselors and main office (for coverages)
- **Progress Monitoring** - Prepare for MP3 mailing (3/27/20)

SEMI:

- Enter Case Manager logs
- Enter Speech logs (if received)
- Maintain monthly report for any outstanding case manager logs
- Incoming 9th grade outstanding consent follow up
- Incoming 9th grade data entry
- **Seniors:** Prepare "Destruction Letters" (to be dated 7/15/20)

Incoming 9th Grade:

- Data entry into Frontline for rollover (once 8th grade meetings are held)
- Related services coordination/spreadsheet for SY20-21
- Prepare "Transfer of Rights" letters (to be dated 7/15/20)

Misc. Tasks:

- Continually check email and voice mail in order to provide support to case managers, parents and students as needed
- Inform Case Manager of any requests that are made via the online CST request button
- Manage caseload and SEMI reports

- Create a compliance "watch list" in order to prioritize meetings upon return
- Contact sending district to request records in the event of a new registration
- Work on SY20-21 Supply Order

- **Nurses**

- Will remain home and will be required to work from home
- Review students records
- Update Nursing Services Plan
- Run immunization reports - contact parents regarding this
- Call homes of all students that were out sick days prior to close to check on their status
- Create a Google Classroom; post 2-hour office hours daily
- Monitor student illness via email notifications from parents
- Monitor staff illness via email notifications from staff (if requested by Mrs. Scully)
- Communicate with Assistant Public Health Coordinator (Caryelle Lasher) to monitor updates on County Notifications (Camden County Health Department)
- Review Genesis database to review chronic health conditions, create lists in Genesis, follow-up on Independent Health Plans (communicate electronically with families - i.e., asthma care plans, etc.)
- Update Annual Mandatory Health Training Power Points to be used next school year

- **Athletic Trainers**

- If sports are still practicing then they come in. If not they do the following.
- Check their email daily and respond to any inquiries.
- Follow up via email or phone with any students on athletic injury. Create home PT plan if necessary.
- Athletic trainers will make up the hours missed from work during Saturday practices once we resume school again. They will also use the additional hours in June when to prepare their office for the following year.

- **Librarians**

- Prepare book order for next school year
- Posting 2-Hour Office Hours in their Google Classroom; students can request assistance via email requests
- Being available to students to edit Research Papers, resumes, etc. to assist with work from home
- Update Resource Lists in Google Classroom
- Conduct research in School Library Databases and post content supports to assist students with independent learning at home by content
- Review and updated School Library website (check links, add resources by content to assist student learning)

- Under FAQs, Identify and post video clips (by content) - in response to student requests for supports
- Update Alexandria Database; data clean-up
- Update Alexandria Database; mark-record clean up by Genre (Can print labels upon return)

- **Reading Specialists**
 - Will remain home and will be required to work from home
 - Virtually meet with students in their caseload.
 - Maintain Log.

- **Cafeteria**
 - Will report in to prepare lunches and distribute. May need to report to a different school.
 - Make free/reduced breakfast/lunch meal for each day.
 - Run Kiosk 10 am -12 pm for student/parent pick -up at school's main entrances
 - Clean and organize the kitchens
 - Monitor food and commodities in the refrigerator/freezer for expiration dates. Re-supply if necessary.

- **Special Education Aides**
 - 20.5 hours training on RELIAS
 - ASSIGNED additional 20 hours of training through GCN

- **ELL Aides**
 - ASSIGNED additional 20 hours of training through GCN
 - Be available 2 hours a day (office hours) for students in the ELL program virtually for assistance. Email these students with hours and coordinate with the ELL teacher.

- **Technology - Network Support Speci/ Computer Techs/AV Techs**
 - Will be taking their work phones home with them. We checked with RFP and this will work.
 - Be on call for teachers and support staff via phone and email. This will include how to set up VPN and online programs.
 - The District established a technology helpline (any school phone # plus 4357) and helpdesk@bhprsd.org email so that students/parents can make appointments for technology assistance.
 - May need to pick up or be available for drop off of broken chromebooks.
 - Repair broken chromebooks, provide chargers, and provide assistance when logging in.

- **Front Desk Security**

- Do not report in. Do not get paid.