

Virtual Learning and

Emergency Preparedness Plan

**UPDATED June, 2020**

**In-person ESY Addendum (pp 10-12)**

Alpha School

2210 West County Line Rd

Jackson, NJ 08527

(732) 370 – 1150

John Gonzalez, Principal

Lee Vodofsky, Supervisor of Instruction

## Foreword

This virtual learning/emergency preparedness plan describes the procedures that will be used by Alpha School to ensure the continuity of services to our students. This plan is meant to address extraordinary circumstances of a long-term school closing. The procedures outlined hereafter constitute those measures that will be taken to provide home instruction through electronic means in the event of such a closure.

This plan ensures equitable access to instruction for all Alpha School students. It also addresses the provision of appropriate special education and related services as well as the provision of school nutritional benefits or services for eligible students.

This plan shall be submitted to the Executive County Superintendent.

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EMERGENCY PLAN

### PURPOSE

* To provide for the protection of children and staff in the event of a directive from the New Jersey Department of Health or health officer of the jurisdiction to institute a public health-related closure.
* To assure continuity of services for Alpha School students.

1. SITUATION AND ASSUMPTIONS

* Alpha School is located at 2210 W County Line Rd, Jackson NJ 08527 and normally has 60 students and 75 staff.
* Alpha School’s Virtual Home Learning Plan is designed for students with multiple learning disabilities, ages 5-21
* Normal operating hours for the facility are 8:00 a.m. to 4:00 p.m., Monday through Thursday, and 8:00 am to 3:00 pm on Fridays. The facility assumes responsibility for the health and safety of the children attending the facility.
  + ESY 2020
  + Normal operating hours for the facility are 8:00 a.m. to 3:00 p.m., Monday through Friday.
* The New Jersey Department of Health or health officer of the jurisdiction instituted a public health-related closure of the facility for an extended period of time.
  + Pursuant to Governor Murphy’s Executive Order 149, along with the New Jersey Department of Education on Friday, June 12, 2020, school districts and receiving schools are permitted to conduct summer educational programming in-person, including ESY, on or after July 6, 2020. The New Jersey Department of Health’s New Jersey COVID-19 Youth Summer Camp Standards will be applicable to all summer programs operated by school districts and receiving schools, including ESY.
* As per memo dated March 5, 2020, the NJ Department of Education stated its willingness to permit schools to utilize home instruction services to count towards the 180-day requirement.
* Emergency plan is drafted in compliance with N.J.S.A 6A:16-10.1

1. OPERATIONS AND CONTROL

* General
* Direction and Control — Principal, John Gonzalez, or his designee in his absence, will assume responsibility for the directive to commence this emergency plan.
* Principal, John Gonzalez, or his designee will alert parents, staff and community partners the necessary emergency actions.
* Training and development of materials will be conducted to
* Orient staff, including per-diem employees; and
* Orient children/parents on emergency procedures and responsibilities
* Accountability
* Administration and Educational Leaders shall monitor plans effectiveness on a daily basis.
* (Updated May 18, 2020) For purposes of school operations the following personnel will enter the premises of Alpha School on a need basis:
  + John Gonzalez, Principal
  + Lee Vodofsky, Supervisor of Instruction
  + Secretarial staff: Wanda Pratola, Cathy LaFrance
* (Updated May 6, 2020) Minimal maintenance and custodial staff will remain on school premises for monitoring of facilities, utilities, and sanitation.
* (Updated March 30, 2020) For purposes of maintenance of facilities, the following personnel will enter the premises of Alpha School on a need basis:
  + Building maintenance
  + Boiler & HVAC maintenance & Repair
  + Security/vandalism
  + Utility maintenance
  + Grounds maintenance
  + Fire alarm maintenance
* (Update May 18, 2020) Procedures for the safe reopening of Alpha School
* Alpha School has created a committee that will design a Re-Entry Plan. The committee consists of Administration, School Nurses, and other staff members. The Re-entry Plan will be written with guidance from the Health Department, CDC, and New Jersey Department of Education. Alpha School will also consider its current school programming when designing the Re-Entry Plan. Upon return to school, Alpha School will implement its School Re-entry Plan. This plan will include:
* Re-entry Training – Alpha School staff will receive training on protocol and procedures
* Family Communication – Alpha School will share information with families to support their child’s return to school:
  + Protocols regarding student exclusion for illness
  + School mandated protocols to include use of sanitizers, etc.
  + School protocols for PPE
  + Changes in school programming
* Health and Safety Protocols:
* Hand sanitizing
* PPE – gloves/masks/face shields and goggles
* Social distancing
* Ill students and staff
* School Programming:
* Planning activities and events
* Scheduling/Class rosters
* Work Program/Structured Learning Experiences
* After School Social Skills Program
* Specials -Art, Music, Adapted Physical Education
* Meetings:
  + Staff
  + Committee
  + Department
  + Leadership
* Physical Space:
* Movement throughout the building
* Classroom layout/design
* Arrival and dismissal procedures
* Supervision:
* Observations
* Evaluations
* Technology:
* Information technology
* Continuation of virtual platforms
* Visitors Procedures
* Intake Procedure

1. RESPONSIBILITIES

* Alpha School Principal, John Gonzalez, and will.
  + Be familiar with the health-related school emergency plan
  + Notify parents/guardians to tune to local media for information during the closure.
  + Keep the staff aware of the status of the closure.
* Principal will:
  + ~~(Edited May 7, 2020) Ensure families are in receipt of up to thirty (30) days of written material.~~
  + Ensure material is individualized based on the students' IEP.
  + Ensure continuity of services for students receiving school nutrition benefits
  + Monitor home instruction effectiveness with parental follow-up and daily discussions with staff

4a. INSTRUCTION and RELATED SERVICES (Updated May 7, 2020)

* As guided by the NJDOE, all instruction, related services, and other supports as outlined in the students’ IEP will continue to the greatest extend possible.
  + Services will be provided by means which are appropriate to the individual student as well as to the capabilities by which the home and family are able to facilitate.
* Staff will:
  + ~~(Edited May 7, 2020) Provide students/parents with up to thirty (30) days of materials, including, but not limited to the following:~~
  + Classroom teachers will continue to maintain lesson plans in their web-based version of planbook.com.
  + Plan learning activities to provide learning activities appropriate to the ability level of each student and able to be implemented at home to the greatest extent possible.
  + Learning Activities will be aligned to Students IEP Goals and Objectives
  + Coordinating Procedures including daily schedules and learning tasks
  + Data Forms in order to track student progress to the greatest extent possible
  + Written Worksheets
* Ensure materials are individualized based upon the student's IEP, focusing on the following:
  + Math
  + Language Arts
  + Science
  + Pre-Vocational Skills
  + Life Skills
  + Socialization
  + Behavior
  + Related Services
    - Occupational Therapy
    - Speech Therapy
    - Physical Therapy
* 1:1 paraprofessional support services
  + Students with additional support services will continue to have access to their support personnel through phone, email, or video conferencing
  + Support personnel will be available during normal operating hours of 8:00 am and 3:00 pm
* Be available between the normal school hours of 8:00 am to 3:00 pm via Phone, Email, and/or Video Conferencing
* Monitor progress of students daily
* Maintain a log of all student/parent contact to ensure adequate participation and continued academic progress
* Parents/Guardians are requested to:
  + Maintain daily contact with Alpha School Staff
  + Be present, or require another adult to be present while student is working with material
  + Sign off on all worksheets
  + Submit all worksheets to school upon completion
* Students/families that qualify for free or reduced lunch are eligible for continued services through their home/sending district.
  + Students/families may arrange services by contacting their local board of education, school, and/or case manager
* **Electronic Devices and Internet Access (Added May 7, 2020)**
  + Alpha School has surveyed the technology needs of its families. Devices will be provided by Alpha School or a request will be made to a student’s district to provide a device. Families that may not have internet access will be provided with resources to attain access.
* **Progress (Added May 7, 2020)**
* Progress reports are generated quarterly, which will continue during virtual home learning. Progress reports will demonstrate each student’s progress, retention, and/or regression. The next progress reports will be generated around the end of June 2020.

4b. IEP MEETINGS (Updated May 18, 2020)

* Alpha School will participate in student IEP meetings with districts via video conferencing platforms, including Google Meet, Zoom, GoToMeeting, etc.
* Such meetings will not be exclusive to annual reviews. Additional meetings will include:
  + Eligibility meetings
  + Planning meetings
  + Any other meetings determined necessary at the request of members of the IEP team.

1. ATTENDANCE (Added May 7, 2020)

* Attendance will be monitored and recorded daily.
* Present attendance will be determined by successful contact with student/family including a response to communication.
* Present attendance will be considered based on the following (this list is not exhaustive):
  + Attendance of video conference
  + Response to email communication
  + Record of response to phone communication
* Attendance will continue to be submitted to districts monthly.
* District case managers will be provided a letter for any student considered absent for five (5) consecutive school days.

1. (Added May 7, 2020) Summer Programming (Extended School Year/ESY)

* In the event the decision is made by the Governor of New Jersey that we are permitted to return to the school building, Alpha School will implement the following:
  + All returning staff and students will return to their previous assignments prior to the initial lockdown which began on March 16, 2020.
    - Alpha School’s intention is to provide familiarity and comfortability in order to aide in the transition back to school.
  + The anticipated transition period is 30-days (subject to change).
  + During the transition period staff and students will be introduced to new procedures and protocols including but not limited to:
    - Requirement for PPE (Personal Protective Equipment) and their appropriate use.
    - Sanitation expectations and requirements.
    - Procedures for navigating the building.
    - Access to areas of the building.
    - Counseling and other mental health support.
    - Procedures for responding to ill students/staff.
* In the event of an extension of school closures as determined by the Governor of New Jersey, Health Officials, and the New Jersey Department of Education, Alpha School will update and continue Distance Learning as outlined in this Virtual Learning/Emergency Preparedness Plan during all Summer programming/ESY.
* All services will continue as outlined in this plan including, but not limited to, all instruction, therapeutic, and support services as outlined in the students’ Individualized Education Plan (IEP) to the greatest extent possible.
* The Extended School Year/ESY Program is scheduled to run as scheduled for a full school day (8:30am – 2:30pm), Monday through Friday, beginning Monday, July 6, 2020 to Friday, August 14, 2020.

6a. (Added May 18, 2020) Compensatory Services

* The determination of compensatory services will be determined by the members of the IEP team once we are permitted to return to the school premises.

ADDENDUM - ESY, Extended School Year

* As of Monday, July 6, 2020 Alpha School will implement its COVID Operational Plan with July 15, 2020 being the first day of in-person student participation.

Preliminary Outline-Extended School Year-

* Participation in ESY will be determined in collaboration between Alpha School, sending Districts, and families/guardians
* Alpha School’s ESY will be a 6-week, 5 days per-week, full-school day extended school year (ESY) program.
  + ESY Dates – July 6th – August 14th
  + Day 1 – July 6, 2020
    - Virtual programming July 6 – 10, 13, and 14
      * Continued virtual programming available for the duration of ESY
    - July 15th - First day for in-person participants
  + In essence, the ESY addresses all IEP goals and objectives in a manner that permits the student to sufficiently retain skills and reduce the need for excessive instructional time and recoupment of lost skills in the subsequent school year.
  + Any decision regarding the reopening of schools will be done after the NJDOE permits schools to return to on-site in-person instruction, otherwise the remote learning plan will continue for the Extended School Year as written, with modifications as necessary to meet any additional mandates or requirements. Below are preliminary plans which are potential campus re-opening plans and subject to change or modification based on NJDOE guidance, CDC guidance or Governor’s executive orders, etc.
* ARRIVAL
  + Arrival time will remain the same; 8:30am
  + Students will be retrieved by staff in the order in which their transportation arrives
  + Staff and students will report directly to screening. Once screened they will report directly to their assigned classrooms.
  + Once clear, the next sequence of students will be retrieved off their transportation.
* DISMISSAL
  + Dismissal time will remain the same; 2:30pm
  + Students will be dismissed from their classrooms in the order in which their transportation arrives.
  + Students will be escorted to their transportation by staff.
  + Once clear, the next sequence of students will be escorted to their transportation.
* SCREENING – STAFF and STUDENTS
  + Staff and students will be screened upon arrival
  + Screening protocols will follow the guidelines as set forth in the COVID-19 NJ Youth Summer Camp Standards pursuant to Executive Order 149
  + Nursing and health office plan in place for ensuring school employees and students are health and symptom-free, such as temperature checks, questionnaires, separate virus area, hand washing protocols, etc.
  + Revised school student illness and dismissal policy will be in place to clarify school health office expectations when a student is ill
* BUILDING USE, PRACTICES, and TRANSITIONS
  + **Staff training** - 100% of faculty on campus to learn social distancing practices
  + **Instruction practices/delivery -** provide on-site and remote instruction
  + **Staff and student training -** receive additional in servicing on school practices regarding social distancing, virus protection and prevention, etc.
    - Teaching programs in place to encourage students to wear face coverings and masks during school day.
  + **Personal Protective Equipment (PPE)** - Alpha School has acquired Personal Protective Equipment (PPE) and medical supplies, such as facemasks and face shields, hand sanitizer and hand soaps, thermometers, plastic gloves, and specially formulated disinfectants to conduct operations on-site.
    - Maintain a supply of hand sanitizer, wipes for all offices and school classrooms.
  + **Classroom -** Re-design of classrooms to maintain 6 foot spacing of student desks and all facing same direction.
    - Prepare designated individual student materials rather than shared materials in classrooms and common areas (life skills materials, pre-vocational materials, etc.
  + **Transitions** - Classroom transitions limited
    - When classes and students pass in hallway, prompt students to walk along the walls.
    - Occupational and Speech Therapy conducted in classroom to the greatest extent possible to avoid unnecessary transitions and focus on classroom related skills for students.
    - Minimize rotation and movement of faculty across classrooms for coverage.
  + **Adaptive physical education -** Physical education considerations: plan outdoors activities.
  + **Common areas -** All common areas will be sanitized between classes, and individual uses per CDC guideline regarding sanitation products.
    - Common areas have been assessed to determine maximum occupancy
  + **VISITORS -** Revised School Visitor plan will be in place
    - Parent drop-off and pick-up to be arranged from school visitor parking.
* **In the event of future closures -** Teachers will prepare “Remote Instruction Go-Kits” to include instructional materials, such as prepared materials and supplies, sufficient to efficiently return remote instruction in the event of a subsequent Health-Related School Closure.



# New Jersey Department of Education Checklist for School Health-Related Closure Plans (Updated 5.4.20)

On March 16, 2020, Governor Phil Murphy signed Executive Order No. 104 (EO 104), implementing aggressive social distancing measures to mitigate further spread of COVID-19 in New Jersey. Among other directives, Governor Murphy’s Executive Order indefinitely closed all public, private, and parochial preschools and elementary and secondary schools to students beginning on March 18, 2020. Executive Order No. 107, signed on March 21, 2020, superseded EO 104 and continued the necessary closure of all schools. As detailed in guidance issued by the New Jersey Department of Education (NJDOE) on March 5, 2020 and supplementary guidance issued on March 13, 2020, in order to count days during this closure period toward the statutory requirement to provide public school facilities for 180 days, school districts, charter schools, renaissance school projects and Approved Private Schools for Students with Disabilities (APSSD) were required to develop school health-related closure preparedness plans. These plans were designed to address continuity of critical school services such as remote instruction, special education and related services, and nutrition benefits. As a guidepost for districts in developing remote instruction plans, the NJDOE cited its regulations regarding home instruction due to a temporary or chronic health condition (N.J.A.C. 6A:16-10.1).

## Requirement to Update the District, Charter, Renaissance and APSSD Public Health-Related School Closure Plan as of May 4, 2020

On May 4, 2020, Governor Murphy announced that all New Jersey school buildings would remain closed for in-person instruction for the remainder of school year 2019-2020. Private schools with longer academic years will remain closed until at least June 30, 2020. To ensure that New Jersey students continue to receive high quality, standards-based instruction through the end of the school year, and to provide appropriate transparency, each school district**,** charter school, renaissance school project and APSSD **must update and post to its website its school health-related closure preparedness plan**. Pursuant to P.L. 2020, c.27, the revised plans must be approved by the district board of education or board of trustees.

# Checklist for School Health-Related Closure Plans (Updated May 4, 2020)

**\*Denotes the required updates/revision/additions to existing plans. Any other component of the existing plan can be updated as appropriate.**

## Contact Information

County: **Ocean**

Name of District, Charter School, APSSD or Renaissance School Project: **Alpha School**

Chief School Administrator/Charter or Renaissance Leader Name/APSSD Lead:

**John Gonzalez, Principal**

Phone Number of Contact: **732-370-1150**

|  |  |  |
| --- | --- | --- |
| **Equitable Access to Instruction Plan Component 1** |  |  |
| **Question** | **District**  **Yes or No** | **County**  **Yes or No** |
| Does the plan include equitable access to instruction for all students? | Yes |  |
| Does the plan include an overall demographic profile for your district, including student counts for state funded preschool, homeless, migrant LSE, Students with Disabilities, and English Language Learners (ELLs)? | Yes |  |
| Does the plan ensure that all students, with their varied and age appropriate needs, are addressed through the plan? | Yes |  |
| Does the plan demonstrate a working knowledge (data summary or narrative) of student access to technology for grades identified in your plan as being served by one or more online platforms? | Yes |  |
| \*Does the district’s plan account for measuring and addressing any ongoing digital divide that exists, whether it be network access or lack of sufficient access to devices? | Yes |  |

**Notes on Component 1 - Alpha School does not presently have students identified as preschool, homeless, migrant LSE or English Language Learners (ELLs)**

|  |  |  |
| --- | --- | --- |
| **Addressing Special Education Needs Plan Component 2** |  |  |
| **Question** | **District**  **Yes or No** | **County**  **Yes or No** |
| Does the plan address the provision of remote/virtual instruction to implement Individualized Education Plans (IEPs) for students with disabilities to the greatest extent possible, including accessible materials and platforms? | Yes |  |
| \*Does the plan address methods to document IEP implementation including the tracking of services, student progress as well as provision of accommodations and modifications? | Yes |  |
| \*Does the plan describe how case managers will follow up with families to ensure services are implemented in accordance with IEPs to the greatest extent possible? | Yes |  |
| \*Does the plan address procedures for virtual IEP meetings, evaluation and other meetings to identify, evaluate and/or reevaluate students with disabilities? | Yes |  |

**Notes on Component 2**

|  |  |  |
| --- | --- | --- |
| **Addressing ELL and Bilingual Needs Plan Component 3** |  |  |
| **Question** | **District**  **Yes or No** | **County**  **Yes or No** |
| \*Does the plan include ESL and bilingual education to meet the needs of English Language Learners (ELLs)? | N/A |  |
| \*Does the plan contain how the district communicates with ELL families, including translated materials and directions? | N/A |  |
| \*Does the district’s plan address alternate methods of instruction, differentiation, access to technology and strategies to troubleshoot ELL access challenges? | N/A |  |

**Notes on Component 3**

|  |  |  |
| --- | --- | --- |
| **Safe Delivery of Meals Plan Component 4** |  |  |
| **Question** | **District**  **Yes or No** | **County**  **Yes or No** |
| \*Does the plan contain how the district will provide continued safe delivery of meals to students? | Yes |  |

**Notes on Component 4 - Alpha School does not include a food services program. All families are directed to their sending district and/or case manager for all matters**

**regarding food services and availability of meal provisions.**

|  |  |  |
| --- | --- | --- |
| **Length of Virtual or Remote Instructions Day Plan Component 5** |  |  |
| **Question** | **District**  **Yes or No** | **County**  **Yes or No** |
| \*Is the virtual or remote learning plan designed to maximize student growth and learning to the greatest extent possible?  • Differentiateinstructional time, class assignments, independent work, and measures of student learning by grade bands. In each grade band, design virtual and remote learning plans to maximize student growth and learning to the greatest extent possible. | Yes |  |

**Notes on Component 5**

|  |  |  |
| --- | --- | --- |
| **Attendance Plan Component 6** |  |  |
| **Question** | **District**  **Yes or No** | **County**  **Yes or No** |
| \*Does the plan address attendance aligned to the district policy on including how the district determines whether a student is present or absent, and how a student’s attendance will factor into promotion, retention, graduation, discipline, and any other decisions that will affect the student? | Yes |  |
| \*Does the plan describe how the district is following up with the family when a student is not participating in online instruction and/or submitting assignments? | Yes |  |

|  |  |  |
| --- | --- | --- |
| **Facilities Plan Component 7** |  |  |
| **Question** | **District**  **Yes or No** | **County**  **Yes or No** |
| \*Does the plan contain an outline of how the building will be maintained throughout this extended period of closure? | Yes |  |

**Notes on Component 7**

|  |  |  |
| --- | --- | --- |
| **Summer Programming Plan Component 8** |  |  |
| **Question** | **District**  **Yes or No** | **County**  **Yes or No** |
| \*Does the plan contain a preliminary outline for the provision of summer services, including:   * Extended School Year (ESY) for students with disabilities including how ESY will be delivered * 21st Century programs * Assessment of credit loss or shortages for high school seniors and an initial plan to address credit recovery * Assessments of learning loss and an initial plan for potentially addressing learning loss * STEM or other programs using reallocated grant funds * Title 1 extended learning programs * Any preliminary plans for Class of 2020 graduation ceremonies | Yes |  |

**Notes on Component 8**

|  |  |  |
| --- | --- | --- |
| **Board Approval Component 9** |  |  |
| Is the plan board approved? **Yes** |  | Enter Date (mm/dd/yyyy): 05/21/2020 |
| **Notes on Component 9** |

## **Posted on Website Component 10**

\*Is the plan posted on the district/APSSD/Charter/Renaissance School Project Website? **Yes**

Enter Date (mm/dd/yyyy): 05/21/2020

**Notes on Component 10**

|  |  |  |
| --- | --- | --- |
| **Essential Employees Component 11** |  |  |
| **Question** | **District**  **Yes or No** | **County**  **Yes or No** |
| \*Does the plan contain a list of essential employees by job title? (can be an addendum) | Yes |  |

**Notes on Component 11**

## **APSSD Applicable Only: Sharing Plans Component 12**

\*Was the plan shared with all sending districts? **Yes**

**Notes on Component 12 - Updated plans forwarded to all sending district directors and supervisors on Friday, May 22, 2020.**