



Alexandria Township School District

School Health Related Closure Preparedness Plan

I. Introduction

Requirements to Implement a Public Health-Related School Closure NJDOH guidance identifies school closure as a potential strategy to limit transmission of illness within a community. In the event a board of education is provided a written directive by either the NJDOH or the health officer of the jurisdiction to institute a public health-related closure, the board of education may utilize home instruction to provide instructional services to enrolled students. The provision of home instruction services should be guided by N.J.A.C.6A:16-10.1 and may include direct services, online instruction, services provided through a contract with another district board of education, or any other means developed by the district to meet the needs of its students. Any day in which students impacted by a public health-related closure have access to home instruction services provided consistent with the guidance in this memo will count as a day in which the board of education has provided public school facilities toward its compliance with the 180-day requirement in accordance with N.J.S.A. 18A:7F-9. (Commissioner's Broadcast, March 5, 2020).

Alexandria Township's demographic profile is as follows:

Total Active Students: 480 Homeless: 0
Low Socioeconomic: 30/F 4/R
Student with Disabilities: 88 IEP 23 504
English Language Learners: 0
State-funded Pre-school: 0

II. Equitable Access

Alexandria Township School District provides and maintains 1 to 1 iPads for students in grades K-8. All iPads would be sent home with students to complete online instructional activities in addition to paper/pencil and project-based activities. In an effort to promote equity in our students' educational program, our virtual school plan will provide technology assistance to students via email and phone. A parent survey was sent out on March 12th to collect information on internet access at home. For families without sufficient internet access, options for addressing this include:

- Providing and paying for service to a hotspot for any families who indicate that they do not have internet access moving forward.
- Providing alternate paper-based assignments of comparable educational value to be picked up or mailed.
- Downloading offline activities to be completed on school-issued iPad.

III. General Guidance for Instruction

- All teachers will provide subject-specific assignments for students to complete utilizing a variety of familiar online platforms as well as consumable materials (if applicable).
- All teachers will provide appropriate grade level assignments in line with the NJSLs
- All teachers, including core arts teachers, will provide activities and assignments to ensure that mandated home instructional times are met. These will include new instruction as well as previously taught skills in an authentic meaningful way.
- Teachers will provide ongoing support and dialogue by providing feedback and answering questions. Google Classroom, Canvas or a currently used system of communication between students/parents and teacher (email, teacher websites, etc.) will be the primary tool used for the running dialogue.
- Regular assessment of student progress will be maintained and grades for assignments will be recorded by staff.
- Special Education teachers will provide modifications for lessons in accordance with student IEPs. They will communicate with General Education teachers to modify as appropriate and distribute those modifications directly to their students.
- Teachers will accommodate as appropriate student's section 504 plans.

Middle School (Grade 4-8): Primarily digital

Elementary (Grades K - 3: Combination of online & offline activities, digital & print

- Utilization of Google Education Suite (Classroom, Drive, Docs)
- Utilization of Canvas Learning System (Grades 5-8)
- Online resources (See addendum)
- Apps
- Teacher websites
- Project-based learning activities
- Family involvement activities
- Active, hands-on learning projects
- Real-world connected activities (learning measurement by cooking with a parent)

Preschool (3 & 4 year olds):

- Family involvement activities & games
- Active, hands-on learning projects
- Real-world connected activities (learning measurement by cooking with a parent)
- Learning Apps

IV. Attendance

- **Student Attendance:** The district will utilize our normal procedure for attendance. Parents are required to contact the nurse if their child is sick and will not be able to attend school remotely. Parents email or call the nurse to report an absence. The nurse will manage attendance.

- **Staff Attendance:** The district utilizes Frontline for teacher attendance. The staff will still have access to the system and will be required to report an absence or the need for coverage. The school secretary will monitor the system on a daily basis to ensure students have access to a certified teacher.

V. Food Services

- Maschios Food Services will provide meals for ATSDs' Free & Reduced Lunch students and deliver to Delaware Valley Regional High School. Delaware Valley Regional High School will deliver the meals to ATSD families.

VI. Special Education, 504, & ELL

- The case managers will be in communication with all special education teachers to ensure modifications are made according to IEPs as appropriate.
- Speech Therapist, Occupational Therapist, and Physical Therapist (Related) services will be banked and compensatory services provided upon the conclusion of the school closing.
- In-Class Support teachers will collaborate with the general education teacher to ensure all assignments are aligned with the modifications/accommodations outlined within each student's IEP or 504.
- IEP meetings and testing will be completed as possible (in-person or virtually) and based on guidance from the state in order to maintain timelines.
- Students currently receiving ESL instruction will be provided with support
- The case manager will consult with the families of medically fragile students and will remain in communication with any out-of-district placements regarding medical concerns and transportation. Alexandria will collaborate with Delaware Valley Regional High School and any other applicable transportation vendors regarding school closures.
- The case manager will communicate with out-of-district placements weekly to monitor the out-of-district remote learning.

VII. Special Subject Teachers

- As lessons or projects are designed, we will consult with special area teachers to ensure activities are embedded.

VIII. Parent Communication/Grading

- All teachers will provide on-going parent communication regarding student progress and other concerns.
- If parents/guardians express concerns regarding obstacles to their child's active participation in the teaching/learning process, these shall be reported to the administration and/or case manager who will be responsible for collaborating on possible solutions.
- Reporting periods (trimesters) will remain "as scheduled" unless otherwise advised by the administration.
- Student grades will be Pass/Incomplete.
- Counselors and nurses are in contact with families daily by cellphone and email. Cell numbers were given to families.

IX. Cleaning of Buildings

Preventative and proactive cleaning measures include:

- Daily wiping down of desks, furniture, bathrooms and other high volume touchpoints (door handles, railings, walls, phones, etc.) daily.
- Disinfecting all areas multiple times per week.
- Regularly changing of air filters in our HVAC equipment.
- Deep cleaning of the buildings each week.

X. Closing

The decision to close the district will be made in conjunction with the Hunterdon County Department of Education, the Hunterdon County Department of Health, New Jersey Educational and Health Services and Federal Agencies. The Alexandria Township School District continues to follow the directives coming from the county, state, and federal government agencies.

XI. ESY Summer 2020

ESY will be held virtually this summer. In order to prevent significant regression, the students who qualified for an extended school year will be offered the following academic and related services:

Pre K to grade 5 (there are no students in grades K, 7, 8)

Each student will receive their related services (OT, PT and speech) as written in their current IEP. Each student who attends ESY will have their IEP amended to include the following as appropriate:

ESY will run for a total of 6 weeks during the time period of July 6th to August 20th. Each teacher will select what 6 weeks they will teach. The days of instruction are Monday through Thursday.

Pre K will receive 45 minutes of academic instruction using the following platforms: Live sessions, learning activities on FlipGrid and SeeSaw. In addition, there is a 15 minute "office hour" session each day so that the teacher can meet individually with a parent.

Grades 1 to 5: Students will be taught by their current special education teacher. Rationale being that their present teacher knows their strengths and weaknesses and knows what essential topics need reinforcement/review. The total time on academics will be 2 hours per day focusing on ELA and Math. In addition, an additional 15 minute "office hour" will be offered for additional help. Platforms will be selected by teacher and include any of the following:

Google Meet

Google Classroom

Google Slides

Whole Class live instruction (no more than 6 in class)

Individual instruction during "office hours"

On-line assigned activities

Zoom Meeting

ELA will include instruction via the Heggerty and Sonday programs, MindPlay, Reading A-Z, Epic and writing. Math is grade level specific.

Wilson instruction provided to select students as per IEP will be done in addition to the 2 hours.

XII. September

The district will assess all students in September in all subjects. These assessments will be formal and teacher created in the summer of 2020.

Addendum

Current Distance Learning Resources

CORE RESOURCES		
Type of Resource	Name of Resource	Grade(s)
Learning Management System	Canvas	5-8
Learning Management System	Google Classroom	2-8
Online individualized instruction	IXL Spanish	4-8
Online individualized instruction	IXL Science	7-8
Online individualized instruction	IXL Math	K-8
Online individualized instruction	MindPlay	2-7
ebook	HMH Science textbook	6-8
ebook	Algebra	8
ebook & Digital Courseware	Envision Math	K-8
Digital books (individualized)	Reading A to Z	K-4
Digital portfolio	Seesaw	K-4
ebook	Social Studies	6-8
Online news articles	Newsela	2-8
ADDITIONAL RESOURCES		
App	Duolingo (Spanish)	K-8
App	Prodigy Math	K-8
App	FlipGrid	K-8
Video library	Discovery Education	K-8
Video animations	BrainPop	K-8
Online	Kahn Academy	K-8
	Renaissance Learning	K-8
	Zoom Classroom	K-8

List of Essential Employees by Category	Role of Employee	Duties/ Work Stream	How Many Essential Employees Per Category	Teachers Instruction Hours per day via remote learning
Example: Administration	Example: Oversee operations of school district	Example: Interact with BOE, community, & staff; student instruction; business office functions	Example: 4 people - CSA, BA, Principal & Director	
Administration and Administrative Assistants	Oversee operations of schools	Interact with community and business office functions	CSA, BA, Principal (2), Director (2) Administrative Assistants (8)	9am-1pm
Custodians	Cleaning buildings	Thorough cleaning	Custodians (4)	
All Staff	Summer Work	Clean/Close out	Staff (75)	

Disclaimer: These plans are subject to revision and do not require NJDOE approval.