

ALPHA PUBLIC SCHOOL
817 North Boulevard
Alpha, New Jersey 08865
Telephone: (908) 454-5000 Fax: (908) 454-4347
www.apsedu.org

Health Related School Closure - Preparedness Plan

Revised May 11, 2020

NOTE: On May 4, 2020, Governor Murphy announced the closure of all New Jersey schools for the remainder of the 2019-2020 school year. This plan will be in effect through at least June 30, 2020 or the plan is revised.

1. Communication

- a. The CSA will provide digital, and paper information blasts to all families containing the Department of Education's requirements.
- b. Provide the NJDOH hotline established for COVID-19 (Coronavirus) information 800-222-1222

2. Instructional Time

- a. Students in grades K-5 will be provided with 10-15 minutes of work in each subject daily.
- b. Students in grades 6-8 will be provided with 20 minutes of work in each subject daily.
- c. Special teachers will provide 15 minutes of work daily. For those subjects that the students only have once a week, work will be provided for the week.
- d. Students are expected to devote additional time and engage with these activities on every school day. Instructional and support staff work remotely to interact with students and to update guided learning experiences daily.

3. Instructional Expectations

- a. Pre-K
 - i. Students are engaged in guided learning experiences, meetings and assessments using Zoom and online, print, and other hands-on materials provided by their teachers.

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b. Grades K-5

- i. Students are engaged in guided learning experiences, meetings, and assessments using available online resources provided by their teachers through Google Classroom, Google Meet, Cisco Webex and Zoom.
- ii. The only exceptions are for the few students still having internet access issues on which the district continues to work with a goal of providing 100% access. In those cases, hard copies of guided learning experiences are being provided by the teaching staff.

c. Grades 6-8

- i. Students are engaged in guided learning experiences, meetings, and assessments using available online resources provided by their teachers through Google Classrooms, Google Meet, Cisco Webex and Zoom.
- ii. The only exceptions are for the few students still having internet access issues on which the district continues to work with a goal of providing 100% access. In those cases, hard copies of guided learning experiences are being provided by the teaching staff.

4. Internet Access and Digital Devices

- a. Students whose families do not have a computing device at home have been offered a district-provided device.
- b. Students whose families do not have internet access have been offered free internet through community partners including Comcast and Service Electric. A hotspot may also be provided if families do not meet the requirements of Comcast and Service Electric.

5. Special Learning Needs and Student Support Services

- a. All IEP and 504 accommodations will be addressed in materials in Google Classroom. Parents who feel their child's modifications are not appropriate can email the Special Education teacher and the work can be adjusted.

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- b. Any student with special learning needs who cannot participate successfully in remote learning will be provided hard copies of guided learning experiences in addition to other print materials.
- c. Student support services (i.e., OT, PT, speech, CST, counseling, nursing) are being provided remotely where possible. To address mental health needs, guidance counselors have established opportunities to meet with students virtually.
- d. Individual special education needs are being addressed through the CST case managers. Parents are being invited to do virtual IEP meetings. All requirements for IEPs will be met.

6. Attendance and Grading:

- a. Student attendance is based on participation in guided learning experiences and counts toward promotion and graduation according to district policy.
- b. Attendance calls will be received by our usual procedure in the event that a child is ill and unable to participate on any given day.
- c. Lack of participation is being addressed by staff phone calls to parents to address the issues.
- d. Students will be graded in the fourth marking period according to “Exceeds Expectations, Meets Expectations, and Does Not Meet Expectations.”

7. Free and Reduced Price Meals

- a. Meal pickup will occur daily from 8:30-9:00 a.m.
- b. Meal pickup will be at the Cafeteria side door next to entrance #9 behind the school building.
- c. The CSA will be onsite during this time.

8. Extracurricular Activities and Field Trips

- a. All school related trips, athletic competitions, and other extracurricular activities are cancelled for the remainder of the 2019-2020 school year.

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9. Building Access

- a. The school and district offices will be closed to the public through at least June 30, 2020. The only expectations will be for distribution of meals.

10. Building Maintenance

- a. Enhanced cleaning procedures include regular disinfection of any desks, tabletop surfaces, and touch points (door knobs, handles, handrails, sinks, faucets, toilets, urinals, etc.) that are used during the school closure. The procedures are used during normal cold and flu seasons and are effective preventive measures in the current situation.

11. Summer Programming

- a. Based on IEP needs, the district will be providing remedial services and extended school year programs remotely. The ESY program is being designed to meet individual needs as specifically as possible, including providing related services needs.
- b. The district will be providing summer enrichment for all students. The summer enrichment program will include suggested modules in the IXL program. Suggestions will be based on teacher recommendation of individual student weakness.

12. Promotion Ceremony

- a. In lieu of the traditional ceremony, administration and school board representative will deliver to each 8th graders door a package containing a yearbook, diploma, t-shirt, etc. No contact will be made, package will be left at door.

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13. Additional Information

- a. This plan may require adjustments during its implementation. If revisions become necessary, the revised plan will be resubmitted to the Warren County Executive Superintendent for review and communicated as noted above.
- b. The health-related school closure should not be cause for alarm or speculation. It should also not be cause for fear, stigma, or discrimination based on a population or nationality from a region that may be especially at risk for the disease.
- c. For up-to-date information on coronavirus and other health issues, please go to the State of New Jersey's website at <https://www.nj.gov/health/cd/topics/ncov.shtml>
- d. Feel free to contact the district at 908-454-5000 if you have any questions or concerns.

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Essential Employees

Essential Employees by Category	Role of Employee	Duties / Work Stream	Number of Essential Employees per Category
Teachers	Instruction	Designing guided learning experiences; interacting with students; assessing student progress	No employees onsite; 10-20 hours per week of guided learning experiences
District / School Administration	Managing school operations	Processing personnel and business services; interacting with staff, students, parents and community members, handling mail and deliveries; managing meal delivery	2 employees per school; all administrative staff have access to email
Custodial / Maintenance	Cleaning and maintaining facilities	Maintaining the cleanliness of buildings; fulfilling work orders; assisting with meal transport	1-2 employees on a daily basis; others as an on needed basis
Technology	Technology support	Supporting teachers with remote instruction; maintaining information systems; repairing equipment if possible	1 employee; combination of onsite and remote work
Food Service Company (Maschio's)	Meal service	Preparing and packaging meals; transporting meals to schools	No district employees onsite (meals are delivered to school)