



Alpha School

Providing Excellence in Special Education Since 1980

Virtual Learning/ Emergency Preparedness Plan

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.

EMERGENCY PLAN

1. 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.

2. SITUATION AND ASSUMPTIONS

- Alpha School is located at 2210 W County Line Rd, Jackson NJ 08527 and normally has 60 students and 75 staff.
- 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.
- 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.
- 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.

3. 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.

4. 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:
 - Ensure families are in receipt of up to thirty (30) days of written material.
 - 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

- Staff will:
 - Provide students/parents with up to thirty (30) days of materials, including, but not limited to the following:
 - Students IEP Goals and Objectives
 - Coordinating Procedures
 - Data Forms
 - 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