

Alexandria Twp School District
PLAN FOR REMOTE INSTRUCTION



Alexandria Township School District

*Building the academic, social/emotional and physical foundation our students
need to thrive in high school and beyond.*

This plan is designed to ensure continuity of high-quality, standards-based instruction and support services for all students in the event that the school is closed for more than three consecutive school days due to a declared emergency or health directive.

The Alexandria Township School District has developed and approved the following plan to guide the transition to remote instruction when an emergency is declared by the state or local department of health. If a closure extends beyond three consecutive school days, this plan provides procedures for instructional delivery, equitable access, technology, student support services, district operations, and communication. The goal is to maintain continuity of learning while supporting the educational and overall well-being of all students.

Remote Instruction/180 Day Requirement

In the event the Alexandria Twp. School District is required to move to an all remote setting, the following guidelines and schedules will be followed to assure continuity of services for all students.

Schools must be in session for 180 days to receive state aid.

When school is closed due to a declared state of emergency, declared public health emergency, or a directive and/or recommendation by the appropriate health agency or officer to the institute of public-health related closure, days of virtual or remote instruction commensurate with in-person instruction will count towards the district 180-day requirements. Should this be the case the following schedule will be followed. Students will be provided with 4 hours of instruction daily. Teachers will send out specific class information and schedules to parents/students. All classroom links will be shared with students by teachers so they have full access to materials.

Instruction for students while receiving remote instruction will continue through google classroom/meet. Students will complete work during the day via Google Classroom. This work will continue to be aligned to the curriculum and support students in achieving grade level expectations. Teachers will be available to assist individual students after daily instruction from 2:10-3:30 on an as needed basis.

Family Communication

ATSD will communicate regularly with families and the community through a wide variety of tools and in both English and Spanish (as necessary):

Communication from families

- Communication from families may take the form of written correspondence, email, phone calls, etc.
- 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 school counselors who will be responsible for collaborating on possible solutions.
- Teachers will report student issues with District-issued technology and internet access directly to the Building Principal.

Administration

- Principal's Newsletters
- Superintendent's letters to staff and parents with updates
- District website
- Social media - Twitter, Facebook, etc.
- Appage- automated phone calls, texts, and emails
- Constant Contact
- Virtual board meetings as needed
- Building Principal will hold a virtual faculty meeting at the start of the first day of virtual instruction

Teachers

- Teacher website (updating of Rooms)
- Emails and phone calls
- Class newsletters and sharing of student work
- Logs of parent communication will be kept
- Parent communication weekly

Automated phone, email, and text notifications will be used to maintain communication.

Remote Learning Schedules

K Remote Learning Schedule		1/4 Remote Learning Schedule		2/3 Remote Learning Schedule	
Morning Meeting	8:50-9:20	Morning Meeting	8:50-9:20	Morning Meeting	8:50-9:20
ELA	9:20-9:50	ELA	9:20-9:50	ELA	9:20-9:50
Break	9:50-10:00	Break	9:50-10:00	Break	9:50-10:00
ELA	10:00-10:45	ELA	10:00-11:00	ELA	10:00-10:45
Lunch	10:45-11:15	Lunch	11:00-11:30	Lunch	10:45-11:15
PE/RA	11:15-11:50	Math	11:30-12:30	Math	11:15-11:55

Math	11:50-12:50	PE/RA	12:35-1:10	PE/RA	11:55-12:30
Break	12:50-1:00	Class Activity and closure	1:10-1:20	Math	12:30-1:00
Class Activity and closure	1:00-1:20	Teacher office hours	2:10-3:30	Class Activity and closure	1:00-1:20
Teacher office hours	2:10-3:30			Teacher office hours	2:10-3:30

Related Arts/PE		5/6 Remote Learning Schedule		7/8 Remote Learning Schedule	
		Homeroom	8:50-8:54	Homeroom	8:50-8:57
9:00-9:30	7/8 PE/RA	Period 1	8:56-9:36	PE/RA	9:00-9:30
9:38-10:08	5/6 PE/RA	PE/RA	9:38-10:08	Period 3	9:33-10:13
10:10-11:12	Prep/Lunch	Period 5	10:11-10:51	Period 4	10:15-10:55
11:15-11:50	PreK/K	Period 7	10:52-11:32	Period 5	10:57-11:37
11:55-12:30	2nd/3rd	Lunch	11:34-12:04	Period 8	11:39-12:19
12:35-1:10	1st/4th	Period 8	12:06-12:46	Lunch	12:21-12:51
		Period 9	12:48-1:28	Period 9	12:53-1:33
		Teacher office hours	2:10-3:30	Teacher office hours	2:10-3:30

Full schedules may be adjusted by the Building Principal, as needed

- Attendance will be taken each day during homeroom and during each class period.
- The school day will consist of no less than four hours of instruction.
- If one class or grade level needs to quarantine, the students will follow their regular daily schedule.

Attendance

It is critical that students continue to log into daily instruction provided by their classroom teachers during remote instruction. Students must log in to all academic courses (ELA, Math, Sci and Social Studies) to be marked as present. Attendance will be taken and recorded by each core teacher, daily.

Students' attendance will be input into Genesis using District-approved codes. An additional code has been added for the specific purposes of tracking remote attendance, as required by the Department of Education.

If excessive absences are noted, the teacher will reach out to the student's parents/guardian to make sure they have appropriate technology and access to the internet. If there are disruptions to internet services the district will work with the family and internet provider to remedy the issue. Hot spots may be provided if deemed necessary.

Ongoing or excessive absences will be reviewed and addressed on an individual basis, with consideration given to the impact of attendance on a student's performance and ability to meet grade-level or course expectations. Attendance patterns, along with evidence of student performance and progress, may be considered when making decisions related to promotion, retention, graduation, discipline, and other educational determinations.

Student Outreach Protocol

First-Third Absence:

The teacher contacts the family via email and telephone.

Four or More Absences:

The principal contacts the family and develops a plan.

Technology Support

Student technical issues will be reported to the Technology Department

Technology Department members will address student technical issues through the following:

- The district's Technology Department will contact families directly to assess connectivity issues.
- Contacting parent/child to discuss the problem
- Providing directions to address the diagnosed problem
- Providing replacement devices
- All students in grades K – 8 will have a district assigned device. Students will not share devices.
- All students will be provided with district devices
- For families in need, the district has access to smart spot WIFI devices for home use.
- Instructional staff members have access to district devices for use at home as needed.
- All students will be provided with email and google accounts.
- In the event that a student is unable to gain internet access despite multiple measures by the district, hard copies of work will be made available to families

for pick-up or delivered to the home (within the district) via district personnel and vehicles.

Move to Remote Learning

- At some point, students may need to transition from on-site learning to remote learning. Situations that may cause a change to remote learning:
 - Executive Order from the Governor
 - Determinations to close on-site instruction will be made in consultation with the Hunterdon County or New Jersey Department of Health Department
- Families and staff will need to be prepared to change to remote learning with little notice. The district will make announcements regarding remote learning days via Atpetegy and communication alerts.
- Students who have district provided Google accounts (grades k-8) should be logged into these accounts during remote instruction. This allows teachers to utilize district tools and programs to interact with and monitor remote learners.
- Students should use district chromebooks, iPads (k-2) or be logged into the Chrome browser using their district google account and then log into their Google account.
- Technology support will be available as needed through the district.

School Lunch Program (for Eligible Students) During Remote Learning

School lunches will be available to eligible students each day the district is engaged in virtual instruction beyond the three days per policy 2425. Parents/guardians of eligible students will be contacted by the school district and inquire if the parent/guardian would prefer to come to AlexandriaTownship School to pick-up meals or have meals delivered to them by district personnel using a district owned vehicle.

In the event the school is closed to all personnel the parents will be provided with the option to pick up and/or have delivered groceries on a weekly basis that can be used for their child's lunch. The lunch bag will provide non-perishable items such as bread, tuna, mayonnaise, peanut butter, jelly, fruit juices, water, etc.

Weekly meal distribution schedules will be communicated to families.

Equitable Access to Instruction

- Professional services will be provided to support students' mental health. School counselors will also be available to students in need of support.
- Accelerated learning practices will be continued should students need to transition to remote learning.
- The district will work closely with the transportation department to assure students have access to all supports provided to students. This includes participation in summer and after school learning opportunities.

Special Education

All IEP and Section 504 accommodations will continue during remote instruction, including extended time, read-aloud supports, and other required accommodations to the greatest extent possible.

Special education programs and services will be provided during remote instruction, with the exception of physical therapy. Instructional time will be equal to that of students in our general education programs and in some instances exceed this number. Physical therapy sessions will be made up upon return to school.

Child study team members will maintain communication and conduct weekly student check-ins with classroom teachers and with parents to assure needs are being met via the remote setting and discussing additional supports which may need to be provided.

Special education teachers will continue to work closely with general education teachers to plan for and modify learning opportunities so all students have equal access to learning while remote instruction is required.

Individualized instructional plans may be developed/modified for students during remote learning as necessary. Meetings will be organized through the CST and coordinated with teachers and parents to assure timelines are adhered to.

Supervisor of Pupil Services will meet weekly with the child study team to review student needs and ensure compliance with required services.

Student progress will be monitored through IEP Direct and other approved data systems.

Virtual IEP meetings, evaluations, and annual reviews will continue as necessary to ensure timelines are met.

MTSS/NJTSS Programing

Students receiving tier 2 or 3 levels of support will continue to receive services while remote instruction is required, when possible.

Social-Emotional Learning and Mental Health Support

- The district will work with families to support the social and emotional needs of students and develop plans through a virtual I&RS meeting to support students during remote instruction.
- Virtual counseling services will be available through scheduled appointments and designated office hours.
- Staff will continue to receive ongoing professional development in social-emotional learning and providing instructional strategies to benefit students' well-being.

Multilingual Learner Programing

Services will continue to be provided to improve English reading, writing, speaking and listening. Services will continue to be taught in addition to the regular educational programming and include sheltered instruction techniques, differentiation, and strategies to support multilingual learners. Staff has been and will continue to be trained in Sheltered Instruction.

Small group instruction and push-in support by the multilingual teacher will continue whenever possible. ATSD will assure that the necessary resources are in place to communicate with the families of our ML students. This will include the understanding of the remote schedule and programs provided to them through a translator.

Gifted and Talented

Teachers will provide gifted and talented services including continued cluster grouping in classrooms with differentiated and enriched instruction and advanced extension activities aligned to grade level standards.

Student Progress

Student progress will continue to be monitored through formative and summative assessments. These include teacher generated assessments and online platforms such as IXL, Dibels and Map Testing. Students requiring additional support will be provided with programming in addition to their scheduled academic time.

Extended School Year (ESY)

Eligible students will continue receiving ESY instruction and related services through virtual instruction when appropriate.

21st Century Community Learning Center Programs

Virtual programs may include STEM activities, arts enrichment, wellness programming, or academic support when possible.

Credit Recovery

Upper middle school (7th/8th grade) students requiring credit recovery may be provided with online courses through:

- Progress monitoring
- Individualized academic instruction

Other Extended Student Learning Opportunities

The district will provide extra curricular programming through virtual formats whenever possible. These may include student clubs, family nights (ex: Back to School Night), or workshops.

The district will also explore working with local organizations to provide support for families under extended periods of virtual instruction.

Transportation

Transportation solutions for meal distribution and instructional materials will be coordinated, when feasible.

Facility-Related Considerations

Custodial Support

- Daily cleaning of high-volume rooms: main office, health office, cafeteria, art, music, computers, library, health classroom, bathrooms, etc.
- Periodic cleaning of high-contact surfaces (doors and knobs, handrails, bathroom fixtures, condiment dispensers, etc.)
- Ensure bathroom sinks and soap dispensers are working.
- During the closure, the custodial team is completing a deep clean of the school.

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 air filters in our HVAC equipment,
- Deep cleaning of the buildings each week.

CLEANING/DISINFECTION OF FACILITIES, AIRFLOW, AND VENTILATION:

Enhanced cleaning protocols established in the 2020-2021 school year have continued to date. Common touch points such as door handles, knobs, railings, water fountains, etc. will be disinfected on a rotating basis throughout the school day. Custodial crews will continue to thoroughly clean and disinfect daily once students are dismissed. The district recognizes the need to create additional passive air circulation and the introduction of increased outdoor air into the building to promote safety.

Ventilation: Schools with Air Conditioning

HVAC units will be adjusted to allow airflow into the building as required by code, and windows may be opened when feasible.

Ventilation: HVAC Maintenance Expectations

- ATSD will verify proper operation of all ventilation equipment, especially in the event of a localized outbreak.
- The district will replace filters per manufacturer's specifications.

ATSD will ensure the safety and health of all students and staff by implementing the following practices.

- Custodial Staff will conduct daily cleaning and sanitizing of classrooms, restrooms, cafeterias, kitchens, and hallways.
- Custodial staff will ensure that restrooms and high-touch areas are cleaned/sanitized on a rotational basis during the school day.
- Custodial staff will conduct periodic and/or necessitated deep cleaning using enhanced protocols.
- Custodial staff will ensure that an adequate supply of hand soap, disinfecting wipes, and hand sanitizing gel are available in each classroom, near main entrances, and other high-use areas.

Essential Employee Appendix

Alexandria Twp School District will ensure essential employees are identified and a list is provided to the county office at the time of the district's transition to remote or virtual instruction. The list will include appropriate Administrators, Support Staff, Faculty/ Staff members, drivers and custodians needed to provide continuity of instruction and services during health related closures.

This Virtual and Remote Instruction Plan provides a comprehensive framework for maintaining high-quality instruction, equitable access, and appropriate supports during extended school closures. The district is committed to ensuring that every student continues to receive an instructional program that addresses their academic and social-emotional needs.