Emergency Learning/Virtual Learning Plan

(Health Related)

2023-2024 School Year

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Alpine Learning Group's emergency plan has been developed to be consistent with the NJDOE requirements as listed in N.J.A.C. 6A:32-13.1 & 13.2. This document provides guidance in the event of declared emergencies resulting in a school wide closure for more than three days or for health-related conditions (e.g., quarantine, classroom closure). In the event that that the State or local health department deems it necessary to close due to a state of emergency, the superintendent/principal will have the authority to implement the school's virtual instruction plan. N.J.S.A. 18A:7F-9 allows for virtual instruction to count towards the 180-day school requirement. This virtual learning plan has been submitted to and reviewed by the Alpine Learning Group Board of Directors.

Alpine Learning Group will resume all procedures used with remote learning during mandated shut down and health related conditions, including:

- Notifying the sending school district.
- Issuing a laptop/iPad as needed to the student and teacher.
- Requiring daily attendance.
- Scheduling the remote learning session with the classroom teacher or designee (e.g., certified substitute teacher) under teacher guidance.
- Maintaining a file accessible to family and student on the Alpine Learning Group website containing resources such as activities and assignments.

Remote learning specifics:

- Each learner's IEP will guide the learner-centered plan implemented for each student including individualized goals, objectives, modifications, and materials.
- As per the IEP, each student will receive small group and/or 1:1 instruction or assistance from a classroom staff member guided by certified teachers.
- The level of support provided to both the learner and the parent(s) will be based on needs of the learner and the family.
- There will be at least 4 hours of virtual instruction per learner per day (excluding lunch and recess), 1:1 staff member are available virtually (e.g., via phone, email, video conferencing) from 9am-2:45pm for implementation of the remote learning and fulfillment of the IEP to the greatest extent possible.
- The Alpine staff member will arrange a time for remote learning to occur each day that is convenient for parents but should be between the hours of 9:00 am and 2:45 pm.
- Accommodations can be made upon request.
- Alpine Learning Group leadership will work with families experiencing challenges to ensure remote opportunities are accessible and that IEP objectives are being met.
- Grades (data on behavior reduction programs and skill acquisition programs) will continue to be recorded in the Rethink electronic platform and accessible to staff and learners' families in real time. This is the same platform used throughout the school year and familiar to all staff and families.
- During the remote learning sessions, the assigned staff and a representative caretaker (if needed) will initiate a learning activity from the learner's IEP. The learning activities are individualized for each child and can include a variety of activities.

- o For example: For some learners, online lessons may be provided as appropriate utilizing BrainPOP, IXL, Boom Learning, Smart Exchange
  - o For other learners, certain programs may be able to be taught to the child through Zoom, FaceTime or Skype by their teacher with support from a family member (e.g., if needed for prompting, token delivery).
  - o Staff can model and walk family members through the delivery of instruction and provide feedback as the instruction occurs.
  - o Staff may provide videos to families demonstrating skills, as well as video models for students to follow.
- Monthly or bi-monthly clinics will continue to be held for each learner with the parent, 1:1 staff member, teacher, and classroom Behavior Specialist and/or Supervisor to discuss progress and address any challenges.
- Intermittent doctorate level Board Certified Behavior Analysts will also attend.
- Certified teachers will hold daily office hours throughout the remote learning to provide guidance and instruction to learners, families and paraprofessionals working 1:1 with the student as per each learner's IEP.
- Weekly classroom meetings are held with all classroom staff.
- All program staff (e.g., administration, teachers, BCBAs, paraprofessionals, nurse, facility manager, IT staff) are available for consultation to meet the needs of colleagues, learners and families.
- Weekly staff meetings are held to sustain professional development and to provide updates and discuss the implementation of the remote learning program.
- Alpine Learning Group staff maintain a log of all tasks completed during working hours from 1:1 instruction, material preparation, parent training.
- Staff will provide materials as needed through electronic delivery, postal service, or no-contact delivery with proper PPE (e.g., gloves, mask, hand sanitizer, sanitizing wipes).
- Alpine Learning Group staff will provide all sending school case managers updates on the remote learning program as well as progress reports as per the IEP, and individualized reports on how learners are performing (e.g., photos of permanent products, videos of virtual instruction being provided, data graphs).
- Alpine Learning Group will continue to provide written input prior to all IEP meetings and will participate through virtual IEP conferences set up by the sending school district upon invitation.

Attendance

- Attendance will be collected daily by the classroom teacher and submitted to the Principal.
- The principal will contact the parent/guardian of any student not in session or not participating in instruction.
- All absences will be reported to the main office and documented.
- Families participate in a weekly check in with the classroom teacher and supervisor. During this meeting, attendance and participation is discussed.
- Once a learner is absent for five consecutive days, the principal will alert the sending districts case manager as to follow reporting protocols.

Related Services

Special education and related services, including speech language services, physical therapy, occupational therapy, and behavioral services, may be delivered to students with disabilities through the use of electronic communication or a virtual or online platform as required by the student's IEP, to the greatest extent practicable. These services are provided by the student's sending district.

Addressing English Language Learners (ELL) Plan Needs

We currently do not have any students who receive services for ELL. We have 1 family with limited English. We provide a translator (certified staff member) to translate all meetings, IEP's, and conferences. This staff member translates materials and information to this family.

Staff receive training and professional development in the area of culturally responsive teaching, socio-emotional learning, trauma-informed teaching and diversity, equity, and inclusion.

Scope and Expectations of Fulltime Remote Learning

A student participating in fulltime remote learning will have the same quality and scope of instruction and other educational services as any other student otherwise participating in Alpine Learning Group's program such as access to standards-based instruction of the same quality and rigor as that afforded to all other students of the school.

Equitable Access

Alpine Learning Group will make its best effort to ensure that every student participating in remote learning has access to the requisite educational technology, and the provision of special education and related services to the greatest extent possible. Like in-person and hybrid programs, fulltime remote learning will adhere to length of school day requirements pursuant N.J.A.C. 6A:32-8.3, local attendance policies, and any other local policies governing delivery of services to, and school expectations of, students participating in remote programs and their families.

Digital Divide

All students at the Alpine Learning Group participating in remote instruction will have access to appropriate educational technology (including hardware and connectivity). This technology can be provided by the family, Alpine Learning Group (if able) or the sending school district upon request.

- Parents and the staff member determine the best mode of communication during these sessions. We strongly recommend Skype, Zoom, Teams or FaceTime so that the staff member can observe and "interact" with the child via the communication platform.
- Parents and staff will be regularly surveyed about their technology needs and laptops or iPads will be provided on loan as needed.

- Information technology (IT) services are available to trouble shoot any issues that may arise for both staff and learners/families.
- Citrix Sharefile (a web-based server) holds a folder for each classroom teacher which is accessible to all paraprofessionals and learners/families for assignments, recommendations, resources and coaching/tutoring in order for the teacher to guide the instruction provided by the teacher, paraprofessional and/or parents.
- Alpine will continually check in to ensure all families and staff have access to what is needed for remote instruction to occur

State Assessments

All state assessments (i.e., DLM) will be conducted virtually according to schedule

Food Service and Distribution

Alpine Learning Group does not provide meals to students. However, if a family is in need, Alpine will refer them to their sending district to access meals. Alpine will assist in identifying location and time for pick up of meals from sending district .

Alternate Plans
1. Split week cohort model.
    a. Cohort A (50%) will attend in person Monday and Tuesday 9:00-1:00.
    b. Cohort B (50%) will attend in person Thursday and Friday 9:00-1:00.
    c. Wednesday will be a designated cleaning day.
    d. All students will receive virtual instruction on the days they are not in person.
    e. Families have the option for full remote instruction.
    f. Alpine reserves the ability to provide last-minute notice to parents for virtual instruction if staffing does not allow for 1:1 in-person instruction safely for their child's classroom.
2. In home/In person and virtual model
    a. Students will receive 1:1 in home instruction daily for 4 hours.
    b. Families can opt for 3 hours in person instruction with 1 hour virtual instruction.
    c. Families have the option for full virtual instruction.
3. Virtual Instruction
    a. All students will receive minimum of 4 hours virtual instruction per day

Building Maintenance During Closures
Alpine Learning Group's facility manager will be an essential employee during school closures in order to maintain the building and campus and ensure the building is ready for reopening at any time. The following items are to remain in good condition and be monitored during closures.
    a. Electricity
    b. HVAC
    c. Building cleanliness

d. Pest control
e. Water testing
f. Lead testing
g. Plumbing
h. Ensure all educational supplies are in working condition (e.g., iPads, computers)

Essential Employees

A list of all essential employees will be provided to the county office at the time Alpine Learning Group transitions to remote instruction.

Personnel	Remote/In Person	Notes
Teachers	Remote	Provide lessons, participate in meetings.
Paraprofessionals	Remote	Provide assistance with lessons and participate in meetings.
BCBAs	Remote	Provide supervision, conduct assessments as needed, and participate in meetings.
Principal/Building Administrators	Remote	Monitor and support virtual instruction, participate in meetings, all other daily tasks.
Executive Director	Remote	Oversee operations of the building, provide support to virtual learning, participate in meetings.
Administrative Assistant	Remote	Assist with attendance, billing.
Nurse	Remote	Provide support to students and families.
Facilities Manager	In Person	Cleaning and maintenance of grounds.
IT	Remote/In person as needed	Provide support to families and staff as needed for virtual instruction.
Human Resources	Remote	Continue to process payroll, benefits, and billing.

Other Considerations

Accelerated Learning Opportunities
Accelerated learning opportunities will be provided via remote instruction. Learners will have the opportunity to participate in small group instruction in addition to 1:1 instruction.

Social and Emotional Health of Staff
The Principal, Executive Director and Director of Human Resources will communicate regularly with staff to provide support, guidance, and promote the social and emotional well-being of staff.

Social and Emotional Health of Students
The Principal, Executive Director, and Nurse will be available to address any concerns related to student's social and emotional well-being. The principal, executive director, and nurse will provide resources to instructional staff to help develop instructional lessons and materials to address SEL concerns during virtual sessions.

Title I Extended Learning Programs
Alpine Learning Group does not have Title I Extended Learning Programs.

21st Century Community Learning Center Programs
Alpine Learning group does not have any 21st Century Community Learning Center Programs.

Credit Recovery
Learners do not receive credit hours.

Other Extended Student Learning Opportunities
Extended learning opportunities will be conducted virtually as appropriate during virtual instruction (e.g., classroom group, virtual field trips, yoga, music).

Transportation
Alpine Learning Group does not provide transportation.

Extra-Curricular Programs
Alpine Learning Group does not provide extra-curricular activities.

Childcare
Alpine Learning Group does not provide childcare.

Community Programming
All learners that participated in community instruction will continue to receive instruction related to community participation and their goals in a virtual format. The instructional staff will modify and individualize instruction (e.g., a learner will learn to get items from a list using an individualized BOOM deck that the instructor made).