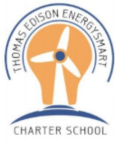




**Thomas Edison EnergySmart  
Charter School**  
*School Health Related Closure  
Preparedness Plan  
March 2020*



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*School Health Related Closure Preparedness Plan*

***A. Declaration of Closure***

TEECS is working with the local districts and following State and County Board of Health advice. Our School Nurse will continue to monitor and provide information on implementing CDC's recommendation and consult with primary care providers, local, and state health departments as needed.

***TEECS' Administration will declare a school closure, when given the directive from the local health department to do so.***

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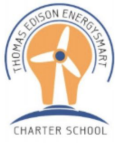
***B. Communication:***

- Will be provided from administration on updates and latest information to staff/student/parents via the district social media accounts , website, email, and phone.
  - [www.teecs.org](http://www.teecs.org)
  - <https://www.facebook.com/EnergySmartCs/>
- Administration will cancel group activities as directed by the NJ Health Department, or the County Superintendent's Office, on a case-by-case basis.
- All parent communication will be sent through PowerSchool messaging (K12 Swift).
- The student database/Google Classroom will be updated with homework and assignments in accordance with the e-Learning plan (see below).
- Staff email will be used as the primary source of communication for instructional purposes during school hours.
- Parents should email [info@energysmartschool.org](mailto:info@energysmartschool.org) if a child is ill, and be sure to attach the doctor's note.

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***C. Delivery of Instruction (Home Instruction/e-Learning)***

In the case of an emergency closing due to the pandemic detailed instructions for classwork will be delivered by individual teachers to the students. However, the following will be implemented by teaching staff:



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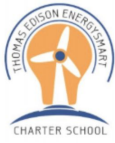
1. Grades K-2 students will use the following resources:
    - a. Workbooks
    - b. When appropriate, paper copies will be made available to students that are in need
    - c. Online textbooks
    - d. Additional Instructional Videos
  
  2. Grades 3-11 students will use the following resources:
    - a. All assignments will be assigned on Powerschool/Google Classroom/Pearson/Khan Academy/Wordly wise (7-11)
    - b. Supplemental classwork will be uploaded on Google Classroom and questions can be answered in PDF and/or separate documents files.
    - c. Instructional Videos (recorded by teaching staff)
- 

***D. Grading***

Students will be held accountable for the work they submit.

Please note the following:

1. Collection and assessment of materials will vary based on grade level.
  2. In the event of advance warning of a closure, teachers will send necessary materials home with students for accessibility during closure.
  3. All grades will be entered into the database on a regular basis.
  4. Assessments, skills checks, and/or essays will be graded and follow the same guidelines as a working day for deadlines.
  5. Participation grades will be given to students who are actively working on it based on the assigned grading policy.
  6. If students are not submitting assignments on time, they will not receive full credit and parents/guardians will be contacted.
  7. Newsletters will be sent on what material was covered in the previous week and what will be covered in future.
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***E. Special Education***

1. All IEP and 504 Plan modifications and accommodations will be provided to students through assignments posted on Google Classroom or hard copies.
  2. Teachers will continue to provide modified coursework, testing, and materials to all students who qualify for those services.
  3. Students requiring extended time for assignments will be given extended-time based on a school day schedule.
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***F. Food Services (Free/Reduced Lunch)***

- The kitchen manager will provide a packaged breakfast and lunch for free/reduced students
- Pickup timings would be as follows:
  - Breakfast - 7:45 to 8:15 am
  - Lunch - 11:00am to 12:00 pm
- Parents/guardians will be permitted on school grounds to pick up the prepared lunches,
- *\*In the event of an emergency closure, our prepared food vendor will only be able to make food available within 48 hours of notice.*

***G. Contacts***

- TEECS Main Office (732) 412-7643
- School Nurse - x212
- Somerset County Department of Health
  - Namitha Reddy – Health Officer
  - [nreddy@co.somerset.nj.us](mailto:nreddy@co.somerset.nj.us)
  - Office: (908) 203-6029