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THE GRAMON SCHOOL • GLENVIEW ACADEMY • NEW BEGINNINGS

March 10, 2020

To: All Sending Districts

The Gramon Family of Schools administration has received several updates from the New Jersey Department of Education regarding the Novel Coronavirus (COVID-19) and directives on how to maintain a clean and sanitary school environment. The NJDOE has also sent guidance on how to prepare for possible health-related school closings. As of today, the Gramon Family of Schools is open and operating normally.

As you know, the New Jersey Department of Education made the decision that districts may instruct students remotely if the need to close school arises. Although this poses a challenge for the students who attend the Gramon Family of Schools, we are taking the necessary steps to modify and individualize instruction in order to meet the unique needs of our students.

Some of the steps that the Gramon Family of Schools have taken include:

- 1) Teachers and related service providers prepared two weeks of lesson plans and materials to be sent home.
- 2) Families have been surveyed of their access to technology so appropriate provisions can be made.
- 3) We have created interactive parent/teacher portals to deliver instruction remotely.
- 4) A modified breakfast and lunch menu with non-perishable items will be sent home with students who qualify for free or reduced breakfast/lunch.
- 5) Our maintenance department has increased daily cleaning and disinfecting procedures for high-volume spaces.
- 6) Additional cleaning and health-related supplies have been delivered to the schools.

Please know that our teachers, support staff, and administration will maintain continuous contact with parents and guardians to ensure our students' unique needs are met. We will be sending our plans to our county Executive Superintendent, so that the days school is closed will count as school days and will not need to be made up prior to the end of the school year.

We will continue to work closely with our sending districts and child study teams and will keep you informed of any changes or updates.

If you require more detailed information regarding our plans, please contact me at 973-808-6279 or by email at Cgalvez@gramon.org.

Sincerely,

Candace Galvez
Executive Director