

Gramon Family of Schools  
(New Beginnings, Gramon School and Glenview Academy)  
Emergency Health-Related Preparedness Plan – COVID-19  
March, 2020

The Gramon Family of Schools, an approved private school for students with disabilities, serves students on the autism spectrum and other related disabilities from ages 3 –21 from over 65 local school districts across nine New Jersey counties. This includes 42 students from Bergen County; 50 students from Essex County; 22 students from Hudson County; 46 students from Morris County; 68 students from Passaic County; 4 students from Somerset County; 7 students from Sussex County; 6 students from Union County, and 1 student from Warren County.

Continued communication with student’s sending districts during this health-related school closure is imperative and will be guided by our districts’ emergency preparedness plan in order to meet the needs of the students in a manner that is consistent with the student’s Individualized Education Program (IEP) and Mandated Tuition Contract to the most appropriate extent possible.

Instruction provided to students during school closure due to COVID-19, and as part of the Gramon Family of Schools’ documented discussions and agreements with the students sending districts, will be considered allowable costs and each day that such agreed-upon services are available to students will count toward the 180-day requirement for APSSDs.

The health and well-being of the students at the Gramon Family of Schools is our top priority. In order to prepare for the health-related school closing due to COVID-19, and to meet the needs of our students, the following steps will be taken:

1. Notification by letter in both English and Spanish as well as by the Gramon Family of Schools automated alert system regarding a health-related school closure to:
  - a. Parents/Guardians
  - b. Sending School Districts
  - c. Bus Companies

Additional communication will be sent to students’ sending school districts, and to bus companies as needed to keep everyone updated regarding the schools’ closure.

Parents/guardians will also continue to be informed of any changes or updates via the Gramon Family of Schools automated alert system. The Gramon Family of Schools also has a dedicated “Hotline” phone number (862-227-0498) for parents/guardians to call and

leave a message. The hotline will be continuously monitored, and all phone calls will be returned to parents/guardians within 24 hours.

2. A separate notification to the County Superintendent of Schools, the New Jersey Department of Health, and the New Jersey Department of Education ([Dominic.Rota@doe.nj.gov](mailto:Dominic.Rota@doe.nj.gov)) will be sent by email and phone. Sending districts will also receive communication by phone or mail chimp. If a message must be left for the sending districts and no return call is received within one (1) hour, another call will be made to the special services department and to the central office of the school district to relay the information about the health-related school closure.

The Gramon Family of Schools will continue to be guided by the New Jersey Department of Health and the New Jersey Department of Education during this COVID-19 pandemic.

3. In preparation for continued educational instruction of our students, a parent survey has been distributed to parents/guardians regarding Remote Learning. If a student's household does not have a computer or internet access the school will provide the parent/guardian with a laptop and an internet access hotspot so the student will be able to access Remote Learning.

Teacher/Related Service individualized lesson plans will be completed and ready to be distributed to students to take home as a packet as well as uploaded to the Gramon Family of Schools Blackboard (group message) system as needed. Lesson plans will be developed to include developmentally appropriate strategies and materials consistent with the student's Individualized Education Plan Program (IEP). Teachers will provide time in their daily schedules to interact with district Child Study Teams and parents/guardians to ensure that students with disabilities have the necessary supports, including medical supports, in order to provide continuity of instruction to the most appropriate extent practicable.

Additionally, upon return to school, we will work with the students sending districts / child study teams to adjust compensatory related services that were not available to student's during the COVID-19 pandemic.

Teachers will be available to interact with parents/guardians through the blackboard system on a daily basis. Because instruction will be provided, students will be recorded as present for the instructional day unless the teacher or related service provider determines that a student did not participate in any of the instructional days during this health-related school closure. Student attendance will be taken daily and recorded by the classroom teacher. Districts will be notified if a student does not participate on a specific instructional day.

1:1 Aides will be required to participate in the Remote Learning sessions with their students which will be discussed with an agreed to by the sending districts in order to maintain continuity of instruction for students. 1:1 Aides will also be required to take

virtual professional development sessions during this health-related school closure. Attendance will be taken and recorded by the classroom teacher.

Teachers will continue to communicate with districts via video-conferencing, email, or phone during the health-related school closure.

4. Teachers and related service providers are also required to log their time/interactions with students and their families. If the COVID-19 pandemic lasts longer than two (2) weeks, teachers and therapists are able to remotely add additional lessons for students onto the Remote Learning site.
5. Video-conferencing accounts have been created for teachers and therapists to get in touch with parents/guardians.
  - a. Teachers will be in contact with parents/guardians daily
  - b. Therapists will be in contact with parents/guardians according to the students' schedule
6. Non-perishable food for breakfast and lunch will be sent home with students who receive free and reduced lunch for two (2) weeks.
  - a. Parents/Guardians will be notified by phone regarding district food stations that are set up to pick up their free and reduced lunch items.
  - b. Gramon Family of Schools will work with student's sending districts to ensure that students who need meals have access at the school district level.
  - c. If this health-related school closure lasts longer than two (2) weeks, essential personnel will pack and distribute student meals.
  - d. Gramon Family of Schools will also be in contact with parents/guardians and distributing food as needed.
7. Timeline for Meetings.

Individualized Education Plan (IEP) meetings, evaluation/re-evaluation meetings, as well as annual reviews will remain in place as scheduled, unless mutually agreed upon with the sending districts to reschedule to a later date. Attendance at all meetings will be documented including if parents are unable or unwilling to meet by phone or by virtual meetings. The Gramon Family of Schools and the sending districts will communicate to parents the importance of keeping all scheduled meetings in place as well as the importance of their attendance at the meetings in order to support their child's Individualized Education Plan.

8. Statewide Testing:

The Gramon Family of Schools recognizes the annual district-wide assessment of students with disabilities, where applicable, and will continue to seek guidance and direction from the New Jersey Department of Education regarding such testing.

9. Business Operations.

The Gramon Family of Schools will maintain business operations in a manner that will enable their independent auditor and the New Jersey Department of Education to ensure compliance with N.J.A.C.6A:14 and 6A:23A-18 to the maximum extent possible. Documentation of services to students and the duration of the services will be maintained. Attendance will be documented for all staff whether working in the office or working remotely. If there are any questions for our billing department, please contact Raimonda Rrapo, Chief Financial Officer at 862-227-0501 or email [rrrapo@gramon.org](mailto:rrrapo@gramon.org).

10. Essential Personnel.

During this COVID-19 pandemic, the following essential personnel will be available either on-site or remotely to perform essential duties during the school closure:

- Chief School Administrator, Director of Human Resources and the Chief Financial Officer and other key business office staff to maintain the business office operations.
- IT Coordinator/Web Administrator to assist staff using remote learning as well as to help implement online instruction.
- Principals and food service personnel to pack student meals and prepare for delivery.
- Custodial/Maintenance staff to clean and sanitize the school buildings.

11. Cleaning.

The Gramon Family of Schools continues to clean and sanitize all classrooms and offices and extra supplies of sanitizer and Clorox wipes are in stock. Once a classroom or office has been sanitized, no one will be permitted to enter the room until school resumes in order to maintain a clean environment free of the COVID-19 virus.

*Candace Galvez*  
Candace Galvez, Executive Director

March 23, 2020  
Date (Revised)