

Gramon Family of Schools Health-Related Closure Plan

County Code (14) District Code (8344) District Name (New Beginnings) Date Submitted (05-21-20)

County Code (14) District Code (8343) District Name (Gramon School) Date Submitted (05-21-20)

County Code (14) District Code (8249) District Name (Glenview Academy) Date Submitted (05-21-20)

County Code (32) District Code (8398) District Name (New Beginnings Annex IV at Memorial Elementary School – North Haledon) Date Submitted (05-21-20)

Equitable Access to Instruction Plan Component 1:

The Gramon Family of Schools, which includes New Beginnings, Glenview Academy, the Gramon School and New Beginnings Annex IV at Memorial School - North Haledon, are approved private schools for students with disabilities. Our 4 schools serve students with autism spectrum disorder and other developmental disabilities. Student ages range from ages 3 to 21 and are from over 65 local school districts across 9 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; 72 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.

Classes at The Gramon Family of Schools are all ungraded, and students are grouped according to classroom type that spans over a 4-year age range.

New Beginnings Annex IV at Memorial Elementary School – North Haledon has 1 classroom with 4 students and will officially close as of June 30, 2020. Remote learning will continue until the end of the 2019-2020 academic year.

Because of the continuation of the Health-Related School Closure order through the end of the 2019-2020 school year, the Gramon Family of Schools continues to work diligently to provide the students with the best education possible. Instruction is provided in a manner that is consistent with each student's Individualized Education Program (IEP) and Mandated Tuition Contract in order to provide continuity of instruction to the best extent possible, during these unprecedented times.

In preparation for continued educational instruction of our students, a parent survey was distributed to parents/guardians regarding remote learning. If a student's household does not have a computer or internet access the school will continue to provide the parent/guardian with technology resources (Ipad, Chromebook, etc.) and an internet access hotspot so the student will be able to access remote learning.

The health and well-being of the students at The Gramon Family of Schools are among our top priorities. 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 were taken:

- Communication.

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 is sent to students' sending school districts, and to bus companies as needed regarding any updates on the schools' closure.

Parents/Guardians 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 is monitored continuously, and all phone calls are returned to parents/guardians within 24 hours.

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) are sent by email and phone, as needed. Sending districts also receive communication by phone and/or email notification. If a message must be left for the sending districts and no return call is received, school administration will continue to follow up by telephone or email daily until a representative from the district is reached.

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.

Addressing Special Education Needs Plan Component 2:

In preparation for continued educational instruction of our students, a parent survey was distributed to parents/guardians regarding remote learning. As stated in component 1, if a student's household does not have a computer or internet access the school will continue to provide the parent/guardian with technology resources (Ipad, Chromebook, etc.) and an internet access hotspot so the student will be able to access remote learning in order to properly address goals and objectives outlined in their IEP to the greatest extent possible.

ESL and bilingual families participating in virtual/remote instruction will also have the option to have a translator provided by the Gramon Family to accompany the sessions. Furthermore, any packets provided to reinforce instruction can be translated to support our families.

Video conferencing accounts have been created for teachers and therapists to schedule and conduct sessions with students and their parents/guardians.

- a. Teachers contact parents/guardians daily and schedule classroom sessions via phone, email, or video conferencing
- b. Therapists are in contact with parents/guardians according to the students' IEP therapy frequencies, and schedule sessions with the families accordingly

Teacher/Related Service individualized lesson plans have been completed and distributed to students who took them home as a packet initially and continue to receive these plans with materials by mail or physical drop off when necessary. All plans continue to be uploaded to the Gramon Family of Schools Blackboard (classroom teacher pages) system as needed. Virtual/remote lesson plans have been developed to include developmentally appropriate strategies and materials consistent with the student's Individualized Education Plan Program (IEP) and to maximize learning. Collaboration between teachers, related service providers as well as the instructional team takes place to ensure differentiation amongst the various profiles of learners at the Gramon Family of Schools. Additional instructional supports are provided from our Board-Certified Behavior Analysts (BCBAs) as well as modifications to individualized programming in the home environment. Teachers 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 possible. Student work samples are collected and evaluated to determine progress towards goals and objectives outlined in their IEPs.

Teachers, related service providers and personal aides follow the Gramon Family of Schools 8:40 am – 2:55 pm school day schedule. During school hours, teachers and related service providers post assignments, schedule remote learning sessions and assist students and families as needed. Our teachers and therapists work with the families to create a

schedule that allows for the most flexibility to maximize student success. If necessary, extended hours are provided to best meet the needs of students and their families.

Related service providers are following the students Individualized Educational Plans and working with families to schedule remote therapy sessions. Attendance is recorded and all therapy sessions are logged in the school's student database. The therapist summarizes each session in accordance with the goals and objectives in the student's IEP, to the best extent possible.

Comments in the log can include but are not limited to the use of manipulatives, materials, members in attendance, and any other activities covered in each session. All delivery of services is dated with the type of service and length of session. District child study teams will be notified if a student is not participating in their remote therapy sessions. The Gramon Family of Schools has also requested that a parent or guardian be present at each session to assist with any prompting that a student may require.

Missed therapy sessions will be logged so that attempts to reschedule will be made. If missed therapy sessions cannot be rescheduled, the schools will contact the sending districts' child study team. Related service providers continue to attend student IEP meetings as scheduled.

Teachers are available to interact with parents/guardians by phone, email or video conference sessions as needed. Instruction continues to be provided; therefore, 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 day during this health-related school closure. Student attendance is taken daily and recorded by the classroom teacher. If after multiple unsuccessful attempts are made and keeping consistent with the student mandated contract requirement, the sending district will be notified. The Gramon Family of Schools will continue to abide by each sending district's attendance policy and work collaboratively with the sending districts to ensure that all families have the support and tools necessary to be effective participants.

Personal aides are working with their assigned students in the following ways: participating in the remote learning sessions with their students under the direction of their classroom teacher or related service provider, assisting with the modification and/or preparation of their assigned student's materials, and creating weekly instructional videos for their students. These videos and other student materials are located on the teacher's virtual page on the Gramon Family of Schools website or mailed to the student's home when requested. Personal aides are also required to take virtual professional development sessions during this health-related school closure. Attendance is taken daily and recorded

in our data base. A daily log of the personal aide's participation in activities is collected and verified by the classroom teacher and school administration.

Teachers will continue to communicate with districts and participate in IEP meetings by video conferencing accounts, email, or phone during this health-related school closure.

Teachers and related service providers are also required to log their time/interactions with students and their families during this health-related school closure. Teachers and therapists can remotely add additional lessons for students onto the remote learning site. The Gramon Family of Schools continues to mail home additional work packets to families when requested. Student work samples are collected and evaluated to determine progress towards goals and objectives outlined in their IEPs.

Individualized Education Plan (IEP) meetings, evaluation/re-evaluation meetings, as well as annual reviews remain in place as scheduled. Attendance at the meetings continues to be documented by the sending district if parents are unable or unwilling to meet by phone or by virtual meetings. The Gramon Family of Schools continues to assist the sending districts and 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.

Addressing ELL and Bilingual Needs Plan Component 3:

All the students at the Gramon Family of Schools are classified with a disability. When students are identified as needing support because English is their second language in the home, the Gramon Family of Schools offers the necessary supports. ESL and bilingual families participating in virtual/remote instruction will also have the option to have a translator provided by the Gramon Family of Schools to accompany the sessions. Furthermore, any packets provided to reinforce instruction can be translated for the students and/or families.

Safe Delivery of Meals Plan Component 4:

Non-perishable food for breakfast and lunch continues to be sent home to students who receive free and reduced lunch at two (2) week intervals.

- a. Parents/Guardians continue to be notified by phone or email regarding drop off times and dates
- b. Gramon Family of Schools continues to work with students' sending districts to ensure that students who are eligible for free and reduced meals have access at the

school district level. District food locations are listed on the Gramon Family of Schools website.

- c. Essential personnel continue to pack and distribute student meals according to CDC guidelines every two weeks for the duration of this health-related school closure.

Length of Virtual or Remote Instructions Day Plan Component 5

Classes at The Gramon Family of Schools are all ungraded, and students are grouped according to classroom type that spans over a 4-year age range.

New Beginnings Annex IV at Memorial Elementary School – North Haledon has 1 classroom with 4 students and will officially close as of June 30, 2020. Remote learning will continue until the end of the 2019-2020 academic year.

Teachers, related service providers and personal aides follow the Gramon Family of Schools 8:40 am – 2:55 pm school day schedule. During school hours, teachers and related service providers post assignments, schedule remote learning sessions and assist students and families as needed. Our teachers and therapists work with the families to create a schedule that allows for the most flexibility to maximize student success. If necessary, extended hours are provided to best meet the needs of students and their families.

Related service providers are following the students Individualized Educational Plans and working with families to schedule remote therapy sessions. Attendance is recorded and all therapy sessions are logged in the school's student database. The therapist summarizes each session in accordance with the goals and objectives in the student's IEP, to the best extent possible.

Attendance Plan Component 6:

Student attendance is taken daily and recorded by the classroom teacher. If after multiple unsuccessful attempts are made and keeping consistent with the student mandated contract requirement, the sending district will be notified. The Gramon Family of Schools will continue to abide by each sending district's attendance policy and work collaboratively with the sending districts to ensure that all families have the support and tools necessary to be effective participants.

Progress towards student's individualized goals and objectives will continue to be monitored by the classroom teacher. Grading has been modified to a pass/fail format during remote learning. The student's attendance and participation will be closely monitored by classroom teacher and any attendance issues will be discussed with the school administration and sending district to determine if such absences should factor into

promotion, retention, graduation, discipline and any other decisions that will affect the student.

Facilities Plan Component 7:

The Gramon Family of Schools continues to clean and sanitize all classrooms and offices. 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.

Prior to the re-entry of school, the following measures will be taken:

- a. Additional hand sanitizing stations have been installed throughout the schools
- b. All soap dispensers and hand sanitizing stations are checked and filled daily
- c. Adequate cleaning supplies are in stock in all schools
- d. Specialized cleaning solutions and gentle cloths will be purchased to appropriately disinfect all technology devices once received back from students. These cleaning supplies and cloths will continue to be provided to each school on an ongoing basis to address concerns regarding shared technology
- e. The appropriate signage will be placed throughout the building to encourage appropriate social distancing measures, handwashing and additional hygiene practices
- f. Furthermore, the schools will take guidance from the CDC and DOE on classroom modifications necessary for health and safety purposes

Upon return to the schools, the following cleaning schedule will be implemented:

Daily/nightly sanitizing of:

- a. Bathrooms, doorknobs, entry door handles and exit push bars
- b. Physical and occupational therapy equipment as well as larger common areas such as, the gymnasium and multi-purpose rooms
- c. HVAC systems (weekly sanitizing and maintenance)
- d. Hydrogen peroxide fogging units will be purchased to treat all areas and school vehicles

The building maintenance and sanitizing of the New Beginnings Annex IV at Memorial Elementary School – North Haledon is completed by the North Haledon School District.

Summer Programming Plan Component 8:

The Gramon Family of Schools awaits an announcement from Governor Murphy and the Department of Education to provide guidance so that we can continue to properly prepare for the 2020-2021 extended school year program on site. In preparation of the extended school year program, the following action plans have been prepared. Adjustments to the action plans will be made as guidance is received from the Department of Education's Re-entry Task Force:

1. In School Instruction:

The Gramon Family of Schools has sanitized all areas of the school building for re-entry. It is our plan to have personal protective equipment for all students and faculty, however, due to limited supply and availability, sustainability may be difficult.

The Gramon Family of Schools will continue to communicate with students' sending districts to ensure that the transportation needs of the students are in place for the 2020-2021 extended school year program. The schools will also confirm with the students' sending districts that all safety measures have been taken to sanitize the buses and keep students protected during transportation to and from the Gramon Family of Schools according to the Department of Health and CDC guidelines.

The number of students and staff in one classroom will be determined based on the square footage of the classroom and common areas of the school building in order to safely social distance throughout the school day.

The Gramon Family of Schools health offices will await guidance from Governor Murphy and the CDC regarding any modifications to our health policies for re-entry.

Upon re-entry into the program students will be re-assessed by teachers and related service providers in order to determine any regression that may have occurred. Recoupment services/instruction will be planned and provided based on the outcomes of the assessments.

The Gramon Family of Schools is committed to easing the tension or fear of students returning to school. Therefore, the school social workers and school counselors of the Gramon Family of Schools have begun to work with teachers and related service staff to incorporate health and wellness activities into student lesson plans. Students are also receiving instruction on how to wear facial masks and practice handwashing when they return to school.

2. Remote Learning:

If Governor Murphy and the Department of Education advise school districts to continue their remote learning sessions for the extended school year, the Gramon Family of Schools will continue with the current remote learning plan, until further notice.

Class of 2020 Graduation Ceremonies:

The Gramon Family of Schools will be holding an on-campus, "Drive-in Theater" outdoor ceremony on June 18th for the 13 graduates and immediate family members to attend. Due to the social distancing guidelines and in the best interest of everyone's safety, family members will be limited to one carload per family and asked to remain in their cars for the duration of the ceremony with their windows closed. Furthermore, all faculty members assisting with the event will follow social distancing guidelines as well as wear appropriate PPE. The virtual ceremony that will be able to be viewed from the family's vehicle, will consist of administrative introductions followed by staff and student speeches displayed virtually on a large screen. Diplomas will be made available for parents to safely pick up from their vehicles.

Board Approval Component 9:

The Gramon Family of Schools Board of Directors approved the Health-Related Emergency Preparedness Plan on Wednesday, May 20, 2020.

Posted on Website Component 10 and 11:

All previous Gramon Family of Schools School Health-Related Closure Plans are posted on the schools' website (gramonfamily.org) and updated as needed.

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 remotely.

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.

List of Essential Employees by Category	Role of Employee	Duties / Work Stream
Administrators/ Supervisors/Coordinators/Instructional Coaches	Oversee operations at district and building level; Supervision of remote learning; Distribution of food/coordination with food services; Oversight of financial functions	Interact with Board of Directors, school community & staff; Oversee/facilitate student instruction; Business Office functions
Teachers/Related Service Providers	Remote instruction of students	Instruct students consistent with the student's Individualized Education Program (IEP) and Mandated Tuition Contract in order to provide continuity of instruction to the most appropriate extent possible
Paraprofessionals / Personal Aides	Support special education students per IEPs; support food distribution	1:1 Special education support, PD, Deliver instructional materials,

		technology and student meals
Secretaries	Support continued district and school-level activities and communication	Attendance, registration, facilitate communication between home, school, and central office; accounts payable, accounts receivable; HR
Maintenance	Maintain facility during closure	Handle deliveries; daily building walkthroughs; cleaning as required; oversight of closed facilities;
Nurses	Medical Professionals	Serve as a resource for administration; Provide medical information/ resources as needed
Technology	Ensure technology infrastructure functions throughout closure	Assist staff using remote access; Maintain website; Facilitate alerts

Sharing Plans Component 12:

The Gramon Family of Schools Health-Related Closure Plans including all updates are shared with all sending districts.