

**North Jersey Elks Developmental Disabilities Agency
Non-Profit Private Schools ((APSSD)
1481 Main Avenue (Elementary School)
15 Union Avenue (High School)
Clifton, New Jersey 07011 (Passaic County)
(973) 772-2600**

School Health Related Emergency Closure Plan

May 2020

The North Jersey Elks Developmental Disabilities Agency (NJEDDA) serves students with disabilities from age 3 to 21 in our elementary and high school. The purpose of the NJEDDA 2020 School Health Related Emergency Closure Plan is to outline the measures taken to ensure students will continue to receive equitable access to instruction in the event of long-term school closures as a result of any public health EMERGENCY school closure. The plan outlines the protocols developed to ensure ongoing and open lines of communication and the main platforms to maintain a continuum of instruction, equitable access for all students and all ages from preschool through high school, and delivery of approved related services, and various stakeholders' responsibilities delineated to successfully implement all aspects of the plan. We will follow the guidelines in New Jersey Administrative Code 6A:16-10.1.

In case of a Coronavirus emergency closing directive from the Department of Health we will put our emergency plan in place.

Ensuring Ongoing and Open Lines of Communication

NJEDDA will continue to communicate pertinent information using the following methods:

- **Honeywell Instant Alert- Allows administration to communicate information with all stakeholders using a voice recorded message, email and text in English and Spanish.**
- **Principals Update- Allows the principals at each school to communicate with parents and guardians via email.**
- **Phone-Staff will have access to student telephone numbers to facilitate conferences.**

- **All Staff Emails**- Allow administrators and principals to communicate with all staff and families. Staff email lists are posted on our website.
- **U.S. Mail**- In the rare event that students lack access to the internet and telephone, NJEDDA will mail work directly to them. Instructional and therapeutic packets of materials will be sent to the students every three weeks.

Our emergency plan includes the following:

1. Educational Instruction : Teachers have prepared ten to fifteen days of lessons and activities based on the goals and objectives in each student's I.E.P. Parents and guardians can use these resources as guides to the lessons for their children. These lessons will be based on their current academic disciplines and will include workbooks and other resources prepared for each individual student. Each teacher and therapist is aware of their students technology needs, knowledge and abilities. Teachers will use online platforms such as Zoom, Class DoJo, and / or Google Classroom when appropriate. Education (all subjects) and therapy will occur between the hours of 8:30 am and 4 pm. Also, staff will make other more flexible schedules with parents into the afternoon and early evening to meet their work and child care needs. Teachers are also attending IEP meetings with Child Study Team members from the sending districts.

2. Therapeutic Treatments: Therapists (OT, PT, and Speech) have prepared a list of therapeutic activities from the students IEP's that family members can carry out at home. They are calling the families to explain the activities. Therapists will also use online platforms similar to the teachers. Therapists are also attending IEP meetings with Child Study Team members from the sending districts

3. Parent and Student Interaction: Parents can contact the staff members with questions via email (addresses were sent home with the packet and available on our website www.njedda.org). Teachers and therapists will instruct the parents and give directions and guidance throughout the school closure. Staff will communicate with parents in the best format, method, and times that the parents prefer.

4. Nursing and Social Work: each nurse has a list of students and are contacting them 2-3 times per week. The families can contact our nurses and social worker via email for support and counseling.

5. IEP Documentation and District Communication: All staff will document student instructional sessions, therapeutic treatments, and family contacts during the closure. We will continue to work with district child study team on IEP meetings and all other consultations. These meetings will be held by conference calls and online meeting platforms. We will continue to work with districts and parents on intakes to our programs.

6. Paraprofessionals: Teacher aides and one-to-one aides are completing two professional development trainings on Master Teacher, Safe Schools, and Global Compliance Network online training sites. Aides are available to assist all professional staff with language translations. The one-to-one aides will work along with the teachers and therapists are available for the families who can contact them for support through emails, phone calls and online sessions.

6. Administrative staff: Administrative staff members will contact and advise staff about the students' activities and the parents' involvement. The administration will use Honeywell Instant Alert to notify students, parents, and staff with the latest information about the closure and the reopening of school. The information will be posted on our website.

7. Student Attendance: Parents will call into the school offices daily to document attendance. Additional attendance documentation will be maintained in the staff logs of daily instruction, therapy and support.

8. Facility Maintenance: Maintenance workers will maintain our facilities during the closure. They will follow CDC cleaning guidelines and social distancing.

9. Summer Program (ESY): Until we hear otherwise from the Governor and NJ State Department of Education, we are planning to continue our remote and virtual instruction. We rely on the sending school districts to transport our students and, therefore, cannot reopen our schools without the state guidance for safe transportation and reopening.

10. Board Approval of Plan: May 5, 2020

11. Plan Posted on Website: March 17, 2020, reposted May 22, 2020 along with lists of essential workers.

12. Plans Sent to Districts: Initially March 17-20, 2020 and update emailed May 22, 2020.

Dr. William Weiss

Executive Director

North Jersey Elks Developmental Disabilities Agency - NJEDDA

973-772-2600 Ext. 101

201-738-2940 cell