

North Jersey Elks Developmental Disabilities Agency
Elementary and High School - Clifton, New Jersey 07011

Emergency Remote Instruction Plan

School Year 2023-2024

The North Jersey Elks Developmental Disabilities Agency has an elementary and high school. NJEDDA is an NJDOE approved private school for students with disabilities. NJEDDA Elementary and High Schools will be open for full day in-person learning for all elementary and high school students on September 6, 2023. NJEDDA is planning a 186 day school year with 5 emergency school closing days built into the schedule.

We continue to work diligently to provide each student with the best educational and therapeutic program as possible. If the situation arises, we are prepared to offer emergency remote instruction, if necessary due to a closure lasting more than three consecutive school days due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure.

1. **Equitable Access and Opportunity to Instruction:** In our agency, technology continues to be a priority for our students due to their physical and communication challenges. Even before the pandemic all of our students were equipped with the I-Pads, Chromebooks, and other adapted access devices for their instructional and therapeutic success. Our agency process includes the following:
 - a. Teachers and therapist document any student educational and therapeutic equipment needs. These needs are discussed with district child study team members and added to the IEPs.
 - b. Staff notifies administration of technology needs and purchases are made to meet the needs.
 - c. In the event of a switch to remote learning is needed due to declared emergency, students who cannot use technology are identified and the student receives a packet of work. Staff guides and instructs the students and families over the telephone, email and remote interaction. If the need should arise to switch to remote instruction, remote sessions will be a minimum of 4 hours and up to 6 hours.

- d. Teaching and therapy staff working in our school facilities are in daily communication with the school administration to remedy student learning situations needing attention.
 - e. Teaching and therapy staff continuously monitor the progress of each student to ensure that gains are being made towards their IEP goals and objectives.
2. **Addressing Special Education Needs:** Teachers, working alongside classroom paraprofessionals, one-to-one aides, and therapists (occupational, physical and speech) will prepare lessons and treatment plans that will be provided to the families if the need arises to switch to remote instruction. The staff will work with the students via Zoom and Google Classroom and phone calls to the parents. Parents are always welcomed to join the remote sessions with their child. All students who can utilize computer technology have access to devices for remote learning if needed due to quarantine status.
- a. Each student, based on their needs identified in their IEP, have access to modified materials and equipment. Staff and therapists will ensure the students and their parents/guardians are well versed in how to utilize their adaptive equipment.
 - b. The staff will document attendance daily and monitor progress towards IEP goals and objectives. If additional accommodations and/or modifications need to be made the teachers and therapists will discuss the needs with the administrators and if needed, schedule a meeting with the district child study team member and parent/guardian to address and document the change to their IEP.
 - c. NJEDDA currently conducts IEP meetings in-person and virtually. If the need arises for a closure, the IEP meeting would still be conducted in a virtual format.
3. **Attendance Plan:** All students whether in-person or remote, are expected to adhere to the attendance policies. Pursuant to N.J.A.C. 6A:32-8.3-8.4, student attendance will be documented each day by the teacher and therapist (if providing remote instruction to monitor therapy sessions). If a student is not participating in the remote instruction, a call will be placed to the parent / guardian to determine the reason for absence or non-participation. The administration will assist the family if the reason is based on errors with logging in or technology. Our school calendar is posted on our website: www.njedda.org
4. **Safe Delivery of Meals:** NJEDDA is prepared to offer meals to students if it is determined that an emergency school closure is needed for three consecutive days or

more. We will continue to participate in the Free and Reduced Lunch and Breakfast Program. For the students that participate in the school lunch program, the administrators will make arrangements with the families on delivery or pick-up of student meals. During the delivery of meals, staff will follow health and safety precautions and wear masks and gloves to prevent any spread of illness.

5. **Facilities Plan:** NJEDDA adheres to existing required facilities cleaning practices and procedures, and any new specific requirements of the local health department as they arise. In the event of an extended school closure, NJEDDA would continue to clean and disinfect the facilities. While the facilities are open for in-person learning, the following is our procedures:
- a. NJEDDA has accounted for increased routine cleaning and disinfecting, especially of frequently touched surfaces and objects, and sanitize bathrooms daily and between each use as much as possible.
 - b. The following cleaners shall be used by NJEDDA as per CDC Guidelines:

Disinfectants:

- i. NABC DISINFECTANT BATHROOM CLEANER EPA # 5741-20
- ii. LYSOL DISINFECTANT SPRAY EPA # 777-99
- iii. HYDROGEN PEROXIDE CLEANER CLEAN BY PEROXY #15 CLEANER EPA # 84198-1
- iv. CLOROX HEALTHCARE BLEACH GERMICIDAL WIPES EPA #67619-25
- v. GO hdqC2 #2 Disinfectant EPA # 1839-169-5741

6. **Other Considerations:**

- a. Accelerated learning opportunities – NJEDDA serves students with developmental disabilities. Each of our students is provided with and educational and therapeutic program that is tailored to their individual learning needs. The teachers and therapists assist the students in progression through their goals at the rate that is appropriate to them. The student is able to move as quickly or slowly as they can.
- b. Social and emotional health of staff and students – NJEDDA has two social workers that work closely with the administration, teaching staff and therapists to ensure each student and their families is provided with supports if needed. The social workers communicate daily with the staff and an open line of communication with the families. Additionally, part of our health insurance plan includes an Employee Assistance Program that all staff have access to at any time.
- c. Title I Extended Learning Programs – not applicable

- d. 21st Century Learning Community Learning Center Programs – not applicable
- e. Credit Recovery – not applicable
- f. Other extended learning opportunities – not applicable
- g. Transportation – Students attending NJEDDA, receive transportation services through their local education agency.
- h. Extra – curricular programs – not applicable
- i. Childcare – not applicable
- j. Community programming - the NJEDDA high school does provide for Community Based Instruction for students who have reached the appropriate age. If the need arises to switch to emergency remote instruction, the teachers are prepared to provide virtual activities to address community centered goals until the student can be back in person to attend the community outings.

If the determination is made to switch to remote instruction, there are a core list of essential employees that will continue to be in-person. The names of the employees deemed essential will be provided to the county office at the time of transition to remote instruction.