



The Eden School
2 Merwick Rd
Princeton, NJ 08540

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Mercer County

The Eden School is an approved private school for the disabled, providing 12-month educational services for children and adolescents with a primary diagnosis of autism, ages 3-21. Every student at Eden has an Individualized Education Program (IEP), developed in conjunction with the sending school district, that is unique to his or her specific needs. Currently, the Eden School serves 75 students from 33 different sending districts. Out of the 75 students, 8 students are eligible for free and reduced lunch and will be accommodated as outlined below.

The student's attending Eden ability to access technology independently is very minimal and all students will require support from family members and/or Eden staff to successfully access technology. All remote learning is based on each student's IEP and is individualized based on their needs and specific skill levels.

Related services will continue to be provided through remote learning, including speech, adapted PE and Occupational and Physical therapies. For any services that are not completed during this time, they will be made up through compensatory services over a 6 month period upon the return to school.

Preparedness Biological Infectious Disease Plan

Preparation/Preventative measures

- Administration meets to prioritize Infectious Disease response
- Re-train on all universal precautions for staff and students
 - Implement universal hand washing procedures, show demonstration video
- Order supplies such as masks, gloves, anti-bacterial and waterless hand soap & dispensers, etc. (if available)
- Limiting external visitors
 - Offering phone and video-conferencing to case managers for IEP meetings

- Offering video conferencing or other FaceTime-like options for CMO/other observers
- Ending internships as of Friday 3/13 (i.e., not returning after spring break; following university protocols)
- Canceling monthly tours for April, May, as well June

- Distribute to parents and staff information regarding “the infectious disease,” personal preparedness checklist, and the School plan.
- Plan for equitable access to instruction for all students
- Teachers develop in-home learning instructional assignments
 - Teachers prepare work packets for all students, including those students whose needs would be best met utilizing paper/consumable based assignments.
- Janitorial services clean doorknobs, railings, front counter courtesy desk, and copy machines, etc.
- Plan for the provision of school nutrition benefits or services for eligible students; parents are offered prepared lunches for the time the school is closed, or will be provided with grocery store gift cards, cover \$5 per day, for each day the school is closed

The next steps are identified as **Stage responses**.

Stage One - This stage would be initiated if/when the infectious disease mutates to person-to-person transmission and arrives on the East Coast of the US.

- Custodians change cleaning duties to emphasize classroom disinfecting, as well as, active areas in the school
- Teachers prepare a developmentally appropriate in-home learning instructional guides for each student
- Limit community-based activities (**this will re-evaluated every 30 days**)
 - Using FaceTime-like options for weekly social group trip to Old Trenton Road (OTR)
 - Putting speech and classroom community outings on hold
 - Limiting community activities and following protocols that external vendors have in place (Pump it Up and Schaffer’s gym) for the Extended Day Program
 - Altering grocery shopping and exploring delivery and pick-up options
 - Evaluating job placements/volunteer opportunities on a case by case basis

- Computer technology staff procure Chromebooks for check-out to students/staff
- Communicate with staff and provide ongoing training plan for in-home learning
- Communicate our plan with sending school districts

Stage Two – This stage would be initiated when either the NJ Health Department instructs the school to close or a seminal event occurs involving a student, staff member or a relative of close proximal distance, or the majority of sending school districts close and do not provide student transportation. Pandemic Infectious Disease is in World Health Organization Stage VI.

In the event that The Eden School's Chief School Administrator is given a written directive by the NJDOE or the Health officer of the jurisdiction to institute a public health-related closure, The Eden School may utilize home instruction services to enrolled students. Under N.J.S.A. 18A:7F-9, any day in which students impacted by a public health-related closure have access to home instruction services will count as a day in which the Eden School provided instruction toward its compliance with the minimum 180-day requirement.

- Schools are closed for students
 - For any closure that is five (5) days or less, we will build those days back into the calendar to be made up
 - For any closure that is more than five (5) days, we will be working with families to support in-home learning, these days will be counted as part of the 180 day requirement
- Inform Parents/Guardians, transportation and sending school districts through email and the School Messenger system
- When applicable, update parents/guardians of any additional information regarding the health-related closure
- Protect the privacy of individuals under HIPAA laws
- Teachers provide check in with families for in-home learning
- Send home individualized work packets for all students based on each child's IEP
- Chromebooks are "checked out" to families/school staff in need of a device.
- Implement the provision of school nutrition benefits or services for eligible students; send home gift cards or pre-packed meals.

Due to the nature of the disability of the students served by the Eden School, students do not have the cognitive ability to complete traditional online learning independently. As such, Eden staff will be working with families to help support and coach them through working with their child on IEP goals that were sent home.

School Day Lesson Planning and Instruction:

- Teachers will prepare IEP goals that can be completed by families working with their child with support from Eden staff
 - Check-ins will include phone calls, emails and/or video conferencing along with in-home support as needed
 - Data will be collected on goals completed, with Eden staff documenting information regarding student progress during check-ins
 - Related service goals will be provided and services carried out by related services staff through video conferencing.
- Troubleshooting and informal assessments will be completed during staff check-in with parents

- Eden staff will be expected to be available during the specific scheduled times provided to the families
- Students will be assessed and progress monitoring on IEP goals will be completed

Recovery Stage – This stage begins when schools are re-opened

- Continue electronic-based lessons when applicable
- Resume instruction in the classrooms
- School reopens using recommendation from NJ State and Local government’s guidance (See Stage II)
- Administration looks at restructuring the instructional year to recover any lost instructional time

This initial plan will be reviewed and modified as new information and guidelines become available. Since there are more unanswered questions than there are answered questions, agencies and circumstances beyond The Eden School’s control will determine many of the school’s responses.

Essential Staff:

Chief School Administrator

President/CEO

Director of Educational Services

Director of Human Resources

Director of Finance

Chief Financial Officer

Payroll Specialist

Accounting Manager

Officer Manager