



The Eden School  
 2 Merwick Rd  
 Princeton, NJ 08540

**Contact Information:**

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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.

**Essential Staff**

Position/office	Duties	Essential Employee	Working from
Chief Executive Officer/President	Continuation of normal functions	X	50% home 50% office
Chief Program Officer/Principal	Chief School Administrator, continuation of normal functions	X	80% home 20% office
Director of Education/Supervisor of Instruction	Continuance and implementation of Curriculum, Instruction, Assessment, Distance Learning,	X	85% office 15% home

	Instructional Technology, Professional Development		
Assistant Director of Education	Continuance and implementation of assisting with Curriculum, Instruction, Assessment, Distance Learning, Instructional Technology, Professional Development	X	80% home 20% office
Certified Teachers	Develop & implement distance lesson plans, develop and distribute distance learning activities, distribute via electronic communications, which include virtual, or remote, maintain regular contact with parent/guardians, provides instructional feedback and addresses questions/concerns of families, writes draft IEPs, participates in annual reviews, maintain contact information, collect instructional data, coordinate the work of assistants	X	100% home
Related Service providers (SLP, OT/PT, adapted PE)	Develop & implement distance therapy plans distribute distance therapy , via electronic communications, which include virtual, remote, develop and maintain regular contact with parent/guardians, provides feedback and addresses questions/concerns of families, writes draft IEP goals, submit PLAAPFs, and participates in annual reviews upon request, maintain documentation of services, complete SEMIs	X	100% home
Clinical Team (BCBA's)	Provide behavioral support via virtual check-ins with families and teaching staff. Develop and update behavior support plans. Track interactions with families and staff. Monitor behavioral issues.	X	60% home 40% office
School Counselor	Works with families on areas of concern, responds to families specific questions or concerns, connects with teachers	X	100% home
School Nurses	Serve as a resource to teachers in the development of health	X	100% home

	related instruction, provide support to families and staff with health related concerns, provide input into emergency preparedness measures. Nurses will staff a virtual nurse's office to field health related questions form parents.		
Office Manager/Admin Assistants	Process purchase orders and receivables, forward voicemails as needed, continue data entry in the school's information management system, work on long-term projects, process mail, manage annual DOE contracts, student attendance	X	50% home 50% office
Teaching Assistants	Remote sessions with students and parent/caregiver daily to speak with one child and parent/caregiver in their class each day, answer questions, provide support and pass information along to the teacher, assistants' calls should be scheduled in conjunction with the teacher participate in training either online or through paper packets, upon teacher and therapists request help develop/create materials	X	100% home
<b>Shared Eden Administration</b>			
Human Resources	Continuing with typical daily functions	X	80% home 20% office
Finance Office	Continuing with typical daily functions	X	90% home 10% office
Facilities	Continuing with normal functions, enhanced emphasis on facility hygiene	X	60% home 40% office

## 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 HIPPPAA 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. Any technology issues are addressed through Eden's IT department and IT support is available as needed. Additional Chromebooks are distributed as required and are mailed out to families.
    - *As of March 17, 2020- all Eden families have internet and phone access*

### **Delivery of Meals**

- All students eligible for free and reduced lunches continue to have gift cards mailed to their home addresses every 2 weeks. This covers \$5 per day, each day that the Eden School remains closed

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:**

- All e-learning and therapy related activities are driven by each student's IEP goals.
- Each individual students learning needs, their ability to sustain focus, health status, and other relevant factors, will drive instructional and therapeutic support activities designed for each student.

- Administration will monitor the implementation of e-learning and therapeutic supports.
- 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

### **Related Services**

Related Services As per Notice of Rule Waiver/Modification/Suspension Pursuant to Executive Order No. 103 (Murphy) (March 9, 2020) and the April 3, 2020 Memorandum from Dr. Peggy McDonald, Providing Special Education and Related Services to Students with Disabilities During Extended School Closures as a Result of COVID-19, The Eden School has been, and will continue, to provide related services via virtual or remote learning, for the duration of this public health related emergency closing.

The Eden School will continue to complete SEMI logs for our sending school districts, following previously developed SEMI logging guidelines.

### **Working with Sending School Districts**

- Eden administrators will work with each sending school district to keep them apprised of student status and participation, along with progress within IEP goals
- Student IEP meetings will be held as per their annual dates and a virtual option for attendance will be provided by The Eden School or the sending school district
- Student evaluations or other meetings as needed, will be scheduled between the Eden School, sending school districts and the parents. A virtual meeting option will be provided by either Eden or the sending school district

**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

## **Data Tracking**

The Eden School is:

- Taking daily attendance utilizing daily phone and e-mail contacts and remote check-ins,
- Maintaining NJDOE approved timesheets which are submitted to the Director/Supervisor of Instruction every two weeks,
- Requiring all staff to record and maintain daily contact tracking data,
- Requiring all staff to record and maintain daily task tracking data,
- Requiring that the teachers and therapists make a good faith efforts to secure student progress data from parents. This is an evolving process as staff and parents gain experience as what it means to work in a virtual environment,
- Teachers are completing Progress Assessment forms on a weekly basis for each student. This is targeting the four domains, Academics, Self-Care, Domestic and Pre-Vocational
- Where possible they are working with parents to collect specific teaching data for individual IEP goals
- Requiring administrative staff to track remote learning and remote therapy participation rates,
- Continuing to look at additional methodologies for remote data collection and reporting.

## **Attendance**

- Each classroom's head teacher is responsible for tracking attendance
- The head teacher will conduct check-ins with the classroom teaching assistant's for student attendance.
  - A student is considered present if they are physically present during the virtual session, or if a parent is present for the session.
  - A non-response is treated as an absence. Absences are also reported if the child is sick, if the parent/caregiver is sick, or for any other reason that the child can not engage with the day's instructional and therapy activities.
  - Family needs are taken into account. If a family requests a different frequency of contact (other than daily), we honor that request as long as each attendance day is included in the parent response.
  - Contact is made with sending school district for any excessive absences for additional follow-up with the family

- The Head Teacher enters daily attendance into the school database for their respective classroom.
- If a student is reported absent for five consecutive days, a Five-Day Absence letter is sent to the sending district's case manager
  - Attendance reports are sent to all our sending districts using the same procedures that were in place prior to the emergency closing.

### **ESL and ELL**

- The Eden School does not have any enrolled students who require ESL or ELL services.

### **Facilities**

- Some essential staff continue to work out of the school location, so there are daily checks on the maintenance of the building
- Cleaning crew reports to the building once per week, complete disinfection of the building took place in April and will take place again prior to opening
- All school vehicles are suspended from use

### **Extended School Year (ESY) Options**

The Eden School has been working collaboratively with all of our sending school districts to confirm participation in the Extended School Year (ESY) program. This involved discussing and deciding on ESY during annual reviews. Due to the severe nature of our students' disabilities and their significant likelihood for regression, 100% of our students enrolled attend our ESY program. The Eden School is planning for a summer ESY program that would run from Monday, July 6, through Friday, August 21, 2020. The Eden School is planning for three ESY options, which are detailed below. Guidance from the NJ DOE will determine how ESY will be conducted for The Eden School

#### **Option One: Remote Instruction and Therapy**

- Process and procedures detailed in the School Health-Related Closure Plan will be continued into the ESY program. The plan will continue to be updated to reflect new enhancements as needed

#### **Option Two- Hybrid Model of Remote and Physical Learning**

- ESY session will be broken into two sections over the 7 week ESY program
  - From July 6-25, 50% of students and staff will attend physically attend session 1 at the school location, the other 50% will receive instruction remotely
  - The building will be closed the week of July 27<sup>th</sup> for cleaning and disinfection. All students will receive remote instruction



- August 3-21, 50% of students and staff will attend physically attend session 2 at the school location, the other 50% will receive instruction remotely
- The school day will continue to run from 9am-2:30pm for students
- This will require navigation with sending school districts and transportation companies to reconfigure routes as needed
- The following safety protocols will be place
  - All staff and student temperatures to be taken prior to entering school and before going home. If a temperature is present, the individual will not be permitted into the school building and sent home
    - The student's transportation (parent or bus) will be required to wait in the transportation line until student temperature if taken; if one is present, they will be sent back on the same means of transportation and parent will be notified
    - If an individual presents with symptoms over the course of the day, they will be sent home and will be required to test negative prior to returning to the building. Students will remain in designated quarantine area until they are able to be picked up
  - Pending availability, all staff and students will be required to complete covid-19 testing prior to their participation in physical instruction within the school building
  - Due to the severe nature of the disability that Eden students present with, social distancing will be difficult to maintain, both during teaching sessions and behavioral issues. In order to maintain safety, the following will be in place:
    - All Eden staff will be required to wear face masks while working with students during regular teaching sessions. Students that can tolerate masks will be encouraged to do so
    - Staff and students will be required to wash their hands on an hourly basis, in addition to any time they come in contact with bodily fluids, etc
    - During physical crisis interventions utilized to manage severe aggressive or self-injurious behaviors, staff will be required to wear: face mask, face shield, gloves, and disposable gowns. All equipment will be disposed of after use and any mats or other protective equipment will need to be disinfected immediately after use
    - Lunch times will be staggered to allow for social distancing
  - All related service sessions will take place in the students' primary classroom; students will not travel to other areas of the building for related services or other items.
    - Only students who have a behavior support plan outlining 'taking a walk' as an alternate teaching skill will be able to utilize other areas of the building

- Complete cleaning of the building by a professional cleaning crew will take place daily, in addition to areas in use by students and staff being wiped down after use
  - Bathrooms will be cleaned and disinfected after each use
- A system will be developed around playground use and disinfection
- Visitors within the building will be limited, and will need to be screened prior to entering the building
- Community outings for all students will be on hold

**Option Three: The Eden School re-opens to staff and students for the ESY program.**

If the NJ DOE allows schools to reopen for ESY, the following will be in place:

- ESY session will run for 7 weeks (July 6-August 21)
  - The school day will continue to run from 9am-2:30pm for students
- The following safety protocols will be place
  - All staff and student temperatures to be taken prior to entering school and before going home. If a temperature is present, the individual will not be permitted into the school building and sent home
    - The student's transportation (parent or bus) will be required to wait in the transportation line until student temperature is taken; if one is present, they will be sent back on the same means of transportation and parent will be notified
    - If an individual presents with symptoms over the course of the day, they will be sent home and will be required to test negative prior to returning to the building. Students will remain in designated quarantine area until they are able to be picked up
  - Pending availability, all staff and students will be required to complete covid-19 testing prior to their participation in physical instruction within the school building
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  - Only students who have a behavior support plan outlining 'taking a walk' as an alternate teaching skill will be able to utilize other areas of the building
- Complete cleaning of the building by a professional cleaning crew will take place daily, in addition to areas in use by students and staff being wiped down after use
  - Bathrooms will be cleaned and disinfected after each use
- A system will be developed around playground use and disinfection
- Visitors within the building will be limited, and will need to be screened prior to entering the building
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