



The Eden School  
2 Merwick Rd  
Princeton, NJ 08540

### **2022-2023 School Year**

Chief School Administrator: Rachel Tait, Rachel.tait@edenautism.org  
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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 77 students from 35 different sending districts. Out of the 77 students, 10 students are eligible for free and reduced lunch and will be accommodated as outlined below.

The Eden School student's 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.

#### **Essential Employees**

- There is the initial list of essential employees at the top of this document; if there was a complete closure, the full list of essential employees will be sent to the County Office.

#### **Virtual Learning Implementation**

Virtual learning will be implemented anytime a student(s) is required to miss (3) three or more consecutive days based on state of emergency, declared public health emergency or directive by the department of health. This would include time when a student is required to be absent from in-person learning due to a Covid exposure.

*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 remote 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 remote instruction services will count as a day in which the Eden School provided instruction toward its compliance with the minimum 180-day requirement.*

- When the Eden School is closed for students or a student is required to quarantine:
  - For any closure that is (3) three days or less, we will build those days back into the calendar to be made up
  - For any closure that is more than three (3) 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. For any families that do not have internet access, a 'hot spot' will be provided from Eden to ensure students can log onto teaching sessions.

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.

### **Special Education Needs:**

- 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
  - Data will be collected on goals completed, with Eden staff documenting information regarding student progress during check-ins
- Related service goals (speech, OT and PT) will be provided and services carried out by related services staff through video conferencing.
- Each individual student 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 remote learning and therapeutic supports.
- 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
  - Instruction will be provided remotely at a minimum of four (4) hours each day
- Students will be assessed and progress monitoring on IEP goals will be completed

### **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
- All Eden students have already been identified as requiring special education services prior to their placement at Eden; any additional diagnosis would come from evaluations conducted through the sending school district

### **English Language Learners:**

- The Eden School does not currently have any students enrolled that require ELL or ELS at this time. If we did enroll a student that required that level of instruction, individualized programming would be developed
- For any families where English is not a primary language, all communication coming from the Eden School is translated into the respective language. The sending school district provides a translator for IEP meetings
- All programming for students is driven by their IEP, resulting in specialized, individualized programming to ensure each student's needs are met
- In conjunction with the Human Resources department, training is provided to school staff on cultural responsiveness, socio-economic learning and trauma informed teaching

### **Digital accommodations:**

- If a student/family does not have access to sufficient internet or broadband, the family will be provided an internet hot spot to allow them to fully participate
- As indicated, chromebooks are provided to all families by Eden.

### **Attendance Plan**

- 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 monthly

### **Safe Delivery of Meals Plan**

- As students that attend the Eden School are based from multiple regions throughout NJ, families coming to Eden to pick up their meals is not always feasible; as an alternative, families will be provided gift cards for a grocery store chain, for \$5 per day, for each day the student is out of school. This will ensure they have access to appropriate meals and nutrition during the closure period.
- This will be provided to all eligible students.
- Families will be offered the option to pick-up meals from Eden, if that is their preference

### **Facilities Plan**

- Some essential staff would continue to work out of the school location, so daily checks on the maintenance of the building will be completed
- Cleaning crew reports would report to the building once per week, will change accordingly during closure
- All school vehicles will be suspended from use

### **Other Considerations:**

- Student learning is all driven by each child's individual needs; we accommodate each student's learning needs and rate of acquisition
- In conjunction with Human Resources, training and resources on *Trauma Informed Social and Emotional Learning*, along with *School Culture and*

*Climate* will be provided to Eden School staff members

- Parent support and training is available through our home programming; families can reach out to our school counselor or their respective assigned home consultant.
- The Eden School is not a Title 1 School
- 21<sup>st</sup> Century Community Center Learning Programs would not be applicable to the Eden School.
- In conjunction with school district's, any discussion around a student requiring credit recovery or additional learning opportunities are discussed and opportunities are identified
- Transportation to and from school is provided by the sending school districts. We will work with the respective school district to determine any changes needs for bus transportation for students on remote learning or Eden School closure.
- The Eden School Extended Day Program (EDP) will also close when the Eden School requires a full closure and change to remote learning. If the Eden School is open, and students are still attending in-person, EDP will remain open and programming running as planned.
- Community programming will be driven by any restrictions put in place by the Department of Education or Department of Health
- Childcare is not offered as a part of Eden School programming