

An Arc School for Exceptional Students with Special Needs

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Submitted To: **Union County Superintendent's Office**

Revised May 20, 2020

Kohler Academy Public Health Related School Closure & Continuity of Instruction Plan

In light of the New Jersey State Governor's Office mandated health related closure of all public and private schools as of March 18, 2020, Kohler Academy has implemented the following plan in order to maintain continuity of instruction for our students. This current, revised plan reflects the May 4, 2020 Checklist for School Health-Related Closure Plan.

Component 1: Equitable Access to Instruction

Demographic Profile: Kohler Academy is an Approved Private School for Students with Disabilities located in Mountainside, NJ. Kohler Academy serves 33 students with developmental delays and disabilities from ages 3-21.

- Pre-K/Elementary
 - Teachers are using the Unique Learning System to print out learning activities that address New Jersey Learning Standards and that complement the current subjects being covered in the curriculum. These learning activities cover Language Arts, Math, Science and Social Studies standards. A learning activity packet covers one week of material. Every two weeks, a new packet containing two week's worth of lessons will be provided. Completed lesson packets & related lesson plan cover sheet that address these materials will be submitted to Supervisor of Curriculum & Instruction. Completed materials will be returned to Supervisor of Curriculum & Instruction and distributed to teachers via email, US Postal Service or when student returns.
- Middle School/High School teachers
 - Teachers are using the Unique Learning System to print out learning activities that address New Jersey Learning Standards and that complement the current subjects being covered in the curriculum. These learning activities cover Language Arts, Math, Science and Social Studies standards. A learning activity packet covers one week of material. Every two weeks, a new packet containing two week's worth of lessons will be provided. Completed lesson packets & related lesson plan cover sheet that address these materials will be submitted to Supervisor of Curriculum & Instruction. Completed materials will be returned to Supervisor of Curriculum & Instruction and distributed to teachers via email, US Postal Service or when student returns.
 - Teachers have developed lessons using the Unique Learning System and are providing these materials both through email and the ULS parent portal.
 - Teachers are providing both live and pre-recorded virtual lessons and classroom time for students.
 - Teachers are providing classroom meeting time for parents to interact and ask questions and for students to interact with them in a less structured environment.
 - Instruction and distributed to teachers via email, US Postal Service or when student returns.
- Access to Technology
 - Polling parents
 - Parents have been surveyed and are being provided with materials both digitally and printed, where requested. Family Check-In surveys will be sent out periodically to check on family well-being.
- - When it is determined that students do not have access to technology, Social Worker is responsible for contacting the sending district to discuss the availability of technology. If sending district is unable to provide the technology, Kohler Academy will provide a laptop to the student. Equipment must be returned to school upon school

- reopening. Parents will be required to sign an Acceptable Use agreement upon receipt of laptop.

Component 2: Addressing Special Education Needs

- As Kohler Academy's student population is composed of entirely students with special needs, all materials are differentiated.
- All therapists maintain therapy logs that track services offered and provided. Teachers and therapists will submit progress reports and other documentation to support student progress.
- Kohler Academy Social Worker will communicate with the sending districts to ensure that services are implemented in accordance with IEPs to the greatest extent possible.
- Social Worker will coordinate with sending district to schedule virtual IEP meetings. Required staff members will virtually attend IEP meetings to review reports and discuss student progress.
- Therapies
 - On April 1, 2020, the New Jersey Department of Education put a temporary waiver in place, allowing teletherapies, where possible. While not all therapies can be provided via a virtual format during this health related school closure, teletherapies will be provided to Kohler Academy students wherever possible. Factors determining whether teletherapy will be possible include safety of the student, student support at home during teletherapy, etc.
 - Therapists have completed a list of suggested therapeutic activities for each child that parents may use at home. Lists have been submitted to Supervisor of Curriculum & Instruction and provided to parent. Lists will be updated weekly.
 - Teletherapy Consent forms have been provided to parents in a digital format.
 - Where therapies can be provided virtually, therapies will be provided. The determination to provide therapies to students will ultimately be determined by the safety and well-being of the student.
 - ABA Therapists are reaching out to families weekly to provide behavioral support and strategies.
- Paraprofessionals/1:1s
 - Paraprofessionals will be required to attend classroom, whole staff and paraprofessional daily meetings.
 - Paraprofessionals will be required to attend classroom lessons and any teacher-created meeting with students. Paraprofessionals will interact with teacher and students to provide support and communication with students.
 - Paraprofessionals will be required to create and submit videos addressing students and reminding them of various life skills activities that they usually support them with when in school.
 - Paraprofessionals will be required to complete Safe Schools professional development. New Safe Schools training will be provided weekly.
 - Bilingual Paraprofessionals will be required to translate for ELL families when needed.

Component 3: Addressing ELL and Bilingual Needs

- There are no identified ELL students among the current population of student learners at Kohler Academy, though there are families that are in need of ELL support. This support is coordinated by the Social Worker and Supervisor of Instruction. Translators are provided at IEP meetings in coordination with the sending district.
- Translated materials and translators will be provided whenever necessary.

Component 4: Safe Delivery of Meal Plan

- Students who receive Free & Reduced Lunch Meal Plans will receive meals through their sending district. This is overseen by the Kohler Academy Social Worker.

Component 5: Length of Virtual or Remote Instruction Day

- Differentiated instruction is provided to students via direct instructional time via virtual technology, via pre-recorded videos, via independent work through the Unique Learning System parent portal and through instructional packets provided digitally and through the mail. One to One instructional sessions are also provided to students when beneficial.

Component 6: Attendance Plan

- Teachers and therapists work closely with families daily to provide instruction. When it is clear a family is not responding, this is brought up in a weekly class meeting. The sending district is notified and the social worker will reach out to the family to identify why the family has not responded and to provide support.

Component 7: Facilities Plan Component

- Facilities continue to be maintained daily by custodian and overseen by Director of Facilities Management.

Component 8: Summer Programming Plan

- Kohler Academy's Extended School Year (ESY) program will begin on July 1 and end on August 19, 2020.
- ESY will be delivered virtually in a similar manner as has been done since the March, 2020 health-related closure.

Additional Considerations:

- Family Communication
 - Teachers will email or call families as per each families need for support. Logs will be maintained and submitted to Administration weekly to document these calls.
 - Therapists will email or call families according to their therapy schedule at a time that is convenient to our families. For example, a student who receives speech therapy three times per week will receive three phone calls per week during school hours. Logs will be maintained and submitted to Administration weekly to documents these calls.
 - Administration will contact families to ensure quality of services being provided and determine if additional support is needed for our families.
- Staff Communication & Professional Development
 - A comprehensive list of virtual departmental meetings has been distributed to all staff. These weekly collaborative meetings include Whole Staff, Professional Collaborative (certificated staff), Teacher, Therapist and Paraprofessional Meetings.
 - As is Kohler Academy's usual practice, daily classroom staff meetings will be conducted virtually. This time will be used to review the family contacts that have been made and to work collaboratively to continue to develop plans moving forward. Paraprofessionals in each class are encouraged to attend these meetings.
 - All staff will be required to complete Safe Schools and Exceptional Child (Special Education) trainings and complete the associated assessments. These trainings will be pushed out to all departments and paraprofessionals.

- Social Services
 - Social Worker will provide regular outreach and support to Kohler Academy families.
- Essential Staff
 - Principal : Jennifer Kaufman
 - Executive Administrative Assistant: Barbara Tooker
 - Custodian: Jose Hidalgo