

Archbishop Damiano School  
School Health-Related Closure Plan

**Goal:** Archbishop Damiano School (ADS), a state approved private school for students with disabilities (APSSD), will provide students and their families with the necessary resources to continue the at home implementation of Individual Educational Program (IEP) academic, life skills and related service goals.

### **Introduction**

The following plan is designed to be a fluid document that will evolve over time. This current version is the fifth revision since March 13, 2020. Revisions are driven by additional guidance from the New Jersey Department of Education, feedback from sending public school districts, the experience of staff as they begin to work in this new learning environment, and feedback from parents. As the plan is revised, it will be posted on the school’s e-learning webpage, <https://stjohnofgodcommunity.schoolinsites.com/e-learning> , and e-mailed to the Gloucester County Office of Education, and our sending districts.

### **Demographic Profile**

ADS provides special educational and related services to 148 students with severe developmental disabilities. The majority of students have multiple disabilities. A large number of students also have chronic medical conditions. Of the 148 special education students, 12 students are preschoolers. Archbishop Damiano School currently enrolls students from 49 sending districts.

Our current demographics are:

- 12 students classified as a preschool child with a disability,
- 7 students classified as autistic,
- 7 students classified with moderate intellectual disabilities,
- 3 students classified with moderate intellectual disabilities,
- 109 students classified as multiply disabled,
- 7 students classified as having other health impairments,
- 3 students classified with traumatic brain injury.
- None of our students are currently homeless,
- 57 students are classified as have low socioeconomic status,
- None of our students are English Language Learners.

ADS’ average class size is eight students. The range is 4 – 9 students.

## Free and Reduced Lunch

Archbishop Damiano School has applied and been granted a waiver to operate under the Summer Food Service Program for the duration of the Covid-19 emergency closing period. The waiver was conditional as the New Jersey Department of Agriculture may consolidate SFSPs in certain geographic areas. As a small SFSP, Archbishop Damiano School's program may close when and if services move to larger local providers. Our number is 01650332. To date there has been not directive to re-locate services.

Effective Wednesday, March 18, 2020, grab and go lunches will be available in the school's cafeteria between the hours of 11:00 – 12:30 Mondays – Fridays, exclusive of school holidays. Effective Monday, March 22, 2020 in response to Governor Murphy's stay at home order, grab and go lunches for the week will be available for pickup on Mondays between 11:00 -12:30. The tentative end date for Grab and Go meals is June 18, 2020. In addition to Grab and Go lunches, Archbishop Damiano School has been providing additional family-size meals and food baskets, upon request, from our agency's food pantry.

## Contact Information

Ms. Kate Flynn	Principal	856-848-4700 x 1152	<a href="mailto:kflynn@sjogcs.org">kflynn@sjogcs.org</a>
Dr. Greg Zink	Ass't Principal	856-848-4700 x 1173 484-947-7190 (cell)	<a href="mailto:gzink@sjogcs.org">gzink@sjogcs.org</a>

The e-mail address for all Archbishop Damiano School staff is posted on the school's e-Learning website, <https://stjohnofgodcommunity.schoolinsites.com/e-learning> .

## Staffing and Staff Functions

All essential personnel are working normal hours. Staff work in school or at home at the discretion of the Principal. Professional direct service staff work 8:30 – 4:00 unless otherwise noted below, paraprofessionals 8:30 – 3:00, administrative staff 8:00 – 4:00. Staff working from home will be available via email during normal working hours. Professional staff have remote access to their school voice mail. Voicemail will be checked periodically, but at least twice during the workday.

All IEP mandated 1:1 nursing services are delivered under a district held contract with specific nursing agencies. Archbishop Damiano School works closely with district employed 1:1 nurses, but does not hire or directly supervise those nurses.

Archbishop Damiano School shares costs for central administrative services (Business Office, Human Resources, Purchasing and Facilities Management) with St. John of God Community Services. Cost sharing significantly reduces the costs to each corporation. All shared employees

report to both the Principal of Archbishop Damiano School and the Executive Director of St. John of God Community Services. Shared costs align with New Jersey Department of Education regulation.

For Archbishop Damiano School’s Principal, Assistant Principal, Program Supervisor, Lead Teachers and shared Central Administration when working from home will do so over a secured VPN system. Should the need arise our servers can handle additional VPN connections. However, the current servers cannot accommodate having all staff login over secured VPN connections, nor is there a current need to do so. Archbishop Damiano School is rolling out Microsoft 365, a cloud-based service, which will allow all staff to access documents, chat and video conference through any Internet connection. The initial phase of the rollout will be completed prior to the 2020 Extended School Year (ESY) Program

Attached to this plan is the New Jersey Department of Education spreadsheet for identifying Essential Personnel.

Position/Office	Duties	Essential Employee	Working From*	Contact Method
Director/Principal	Chief School Administrator, Continuation of normal functions	X	Office 80% Home 20%	856-848-4700 x1152 kflynn@sjogcs.org
Assistant Principal	Continuation and implementation of Curriculum, Instruction, Assessment, Distance Learning, Instructional Technology, Professional Development, MIS Management	X	Home 100%	856-848-4700 x1173 or 856-842-3300 (cell) <a href="mailto:gzyink@sjogcs.org">gzyink@sjogcs.org</a>
Program Supervisor	Instructional Supervision, IEP Management, DLM Coordinator, Staff Supervision and support, Plan and deliver staff development training	X	Home 100%	856-848-4700 x 1134 <a href="mailto:hsvkes@sjogcs.org">hsvkes@sjogcs.org</a>
Lead Teachers	Review & approve instructional plans, mentor & support teachers, liaison with case managers, review and approve draft IEP goals, evaluative criteria and benchmarks, coordinates annual review meetings with district case managers, deliver staff development training	X	Option for working at home, may choose to work out of the office, or reports to office at the direction of the Principal.	856-848-4700 x1194 & x1159 <a href="mailto:pparkinson@sjogcs.org">pparkinson@sjogcs.org</a> <a href="mailto:jrossi@sjogcs.org">jrossi@sjogcs.org</a>
Teachers	Develop & implement distance lesson plans, develop and distribute distance learning activities, distribute via electronic	X	Home 100%  Teachers may pick something up from school	856-848-4700 Listen to directory for teacher’s specific extension.

	communications, which include virtual, remote, our e-Learning website or surface mail, 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.		with the permission of the Principal or Ass't. Principal  Reports to school at the direction of the Principal.	First Initial.Last Name @sjocs.org
Therapists (OT, PT & Speech)	Develop & implement distance therapy plans distribute distance therapy , via electronic communications, which include virtual, remote, the ADS e-Learn website or surface mail, 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	Home 100%  Therapists may pick something up from school with the permission of the Principal or Ass't. Principal  Reports to school at the direction of the Principal.	856-848-4700 Listen to directory for therapist's specific extension.  First Initial.Last Name @sjocs.org
Social Worker Part-time Position (Tuesdays and Thursdays, 8:30 – 4:00)	Works with parents on transition planning issues, accessing available community supports services, responses to families specific questions or concerns, assists in the development social learning activities, sharing activities with teachers		Home 100%  The social worker may pick something up from school with the permission of the Principal or Ass't. Principal  Reports to school at the direction of the Principal.	856-848-4700 x1138 <a href="mailto:agilbert@sjogcs.org">agilbert@sjogcs.org</a>
Curriculum Coordinator	Works with teachers to develop appropriate lesson plans and instructional activities, develops and		Home 95%  On campus 5% to care for	856-848-4700 x1195 <a href="mailto:lmchugh@sjogcs.org">lmchugh@sjogcs.org</a>

	delivers professional development training, maintains currency of IEP goal database, continues to develop and refine curriculum		plants and animals  Reports to school at the direction of the Principal.	
School Nurses	Serve as a resource to teachers in the development of health 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.		Home 100%  Nurses may pick something up from school with the permission of the Principal or Ass't. Principal  Reports to school at the direction of the Principal.	856-848-4700 Listen to directory for the nurse's specific extension.  First Initial.Last Name @sjocs.org
Administrative 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 (policy manual update, etc.), process mail, input data from teachers and therapists into IEP system,	X	Primarily working at home, may be asked to work from the office.  Reports to school at the direction of the Principal.	856-848-4700 x1208 & x1107  <a href="mailto:fmegahan@sjogcs.org">fmegahan@sjogcs.org</a> <a href="mailto:egavin@sjogcs.org">egavin@sjogcs.org</a>
Classroom Assistants	Collate and mail instructional and therapy material packets, call non 1:1 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 to avoid overlap and maximize the frequency of contact, participate in training either online or through paper packets, upon teacher and therapists request help develop/create specific materials , bilingual assistants will		Home 100%  Assistants may pick something up from school with the permission of the Principal or Ass't. Principal  Reports to school at the direction of the Principal.	856-848-4700 x1208  First Initial.Last Name @sjocs.org*  *not all assistants have Internet connectivity from home

	provide translation services, and assist with other school related work upon request. One assistant per classroom will be responsible for taking daily attendance via telephone or e-mail.			
<b>1:1 Assistants</b>	Collate and mail instructional and therapy material packets, Call 1:1 students and parent/caregiver daily to speak with their child, answer questions, provide instructional support, do remote activities with their student, and pass information along to the teacher, calls should be scheduled in conjunction with the teacher to avoid overlap and maximize the frequency of contact, participate in training either online or through paper packets, upon teacher and therapists request help develop/create specific materials, bilingual assistants will provide translation services and assist with other school related work upon request	<b>X</b>	<b>Home 100%</b>  Assistants may pick something up from school with the permission of the Principal or Ass't. Principal  Reports to school at the direction of the Principal.	<b>856-848-4700 x1208</b>  <b>First Initial.Last Name @sjocs.org*</b>  *not all assistants have Internet connectivity from home
<b>Food Service Workers (8:30 – 1:30)</b>	Prepares Grab & Go meals for pickup by free and reduced lunch student, prepare special meals as directed by medical order (chopped, pureed, etc.), maintain hygiene standards, order supplies to insure lunches comply with standards and regulations.	<b>X</b>	<b>Archbishop Damiano School Cafeteria</b>	<b>856-848-4700 x1120</b>  <b>lpowell@sjogcs.org</b>
<b>Shared Central Administration</b>				
<b>Business Office</b>	Continuing with normal functions	<b>X</b>	<b>Business office staff will work 100% from home. One staff member will be responsible for surface mail</b>	<b>856-848-4700 x1121 or x1105</b>  <a href="mailto:nmaldonado@sjogcs.org">nmaldonado@sjogcs.org</a> <a href="mailto:jgaudreau@sjogcs.org">jgaudreau@sjogcs.org</a>

			<b>pickup and distribution</b>	
<b>Human Resources</b>	<b>Continuing with normal functions</b>	<b>X</b>	<b>Home 100%</b>	<b>856-848-4700 x1128</b> <a href="mailto:SMoscariello@sjogcs.org">SMoscariello@sjogcs.org</a>
<b>Facilities Management</b>	<b>Continuing with normal functions, enhanced emphasis on facility hygiene</b>	<b>X</b>	<b>Office 25%</b> <b>Home 75%</b>	<b>856-848-4700 x1135</b> <a href="mailto:jbintliff@sjogcs.org">jbintliff@sjogcs.org</a>

\*subject to change based on need

## General Guidelines

- 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.
- ADS will monitor the implementation of e-learning and therapeutic supports.
- ADS will provide both e-learning activities in a paper format for students who do not have home Internet access via surface mail or a Grab & Go option.
- ADS will monitor student progress.
- ADS will continue to work closely with our sending districts. The annual review process can continue during an emergency closing in a means identified by the sending district and is acceptable to the parent and guardian.
- ADS staff will report to work during the emergency closing unless otherwise advised by county or state departments of health. In the event that staff cannot report to work. E-learning and therapy related services identified within the plan will be delivered from each staff members home and will be monitored from the administrators' home.
- ADS administrators will work closely with sending districts, the Gloucester County Department of Health (GCDOH) and the New Jersey Depart of Education (NJDOE) to insure compliance with recommended/required actions.
- ADS is a 1:1 iPad school. Additionally, a significant minority of our students have received iPads either through the South Jersey Kids' Trust Fund or through their sending districts. If during an emergency closing a parent has the need for an iPad, the school will provide one for the student.

## Pre-closing Procedures with post-closing updates

1. ADS has activated e-learning pages on its website. The e-learning landing page contains specific information to parents regarding how to access e-learning instructional and therapeutic activities for their child. There is a specific e-learning page for each of our students' classrooms and discipline specific therapy pages.
2. ADS will confirm with all parents/guardians a) e-mail addresses, b) the availability of an Internet connected computer/laptop/tablet (devices) at home. ***Survey results complied on March 16, 2020, showed 89% of our families have an Internet connection and a device***

*the student can use to access the Internet. Additionally, 100% of our families have a telephone, or access to a telephone where they are living.*

3. ADS will develop a listing of those students who can access e-learning and therapy related activities from home and those families/students who will need paper-based activity packets. All families/students without Internet access will be mailed paper-based instructional packets.
4. A letter and e-mail will be sent to parents ahead explaining how to access e-learning opportunities in the event the school is closed by the state due to Covid-19.
5. Upon a Covid-19 closing, instructional packets will be mailed to each family to explaining the e-learning process, an overview of the first week's materials and paper copies of supplement e-learning activities.
6. Administrative staff will be trained in how to enter e-learning and therapy related activities into the website.
7. Staff will begin plan for the delivery of e-learning and therapy related activities. If timing allows, staff will enter beginning activities ahead of a closure. ADS administration will finalize the process for delivering materials to students who do not have Internet access at home. Two methods will be utilized. Grab & Go will be an option for parent/guardians who live near the school or drive by the school. For parents/guardian who cannot utilize Grab & Go, paper packets will be mailed home.
8. ADS administrative staff will review methodology for monitoring the delivery of e-learning and therapy related.
9. ADS will integrate existing subscriptions to online instructional support sites to assist in the provision of e-learning activities. The current subscriptions school-wide (24x7 access for staff and families) are Starfall, BrainPop Jr., Tumblebooks, Raz Kids, and Help Kidz Learn.
10. ADS will utilize our limited license (specific staff only) to develop additional supplementary materials that can be delivered in pdf or paper formats. These limited license sites are Reading A-Z, Boardmaker Online and News-2-You.
11. During the period of time leading up to closing, ADS will continue to review and provide online access to other web-based instructional support.

## **E-Learning and Therapy related During a Closure**

### **The First Day**

1. Parents will be notified via SchoolMessenger ( our automated system which delivers information via telephone, text, and e-mail) that a) e-learning and therapy related activities are available on our website, and b) for families without Internet access material packets will be sent home.
2. A parent letter will go home describing the e-learning process.
3. All therapists will contact their students families via telephone or e-mail to discuss the individual students therapeutic support needs, direct the parent/guardian to specific activities on discipline specific webpages/ within the paper packet sent home, and answer any questions the parent/guardian may have.



4. Teachers will a) send digital copies of e-learning activities and any necessary digital support materials to their supervisor, b) with the help of classroom assistants paper instructional and therapy related packets will be assembled for delivery, and c) teachers will reach out via telephone or e-mail to families to answer any questions they have and establish the families preferred method/time for further communication
5. ADS administrators will a) provide any necessary supports required by teachers, b) review and approve e-learning documents then post to e-learning webpages, and c) begin to monitor the provision of e-learning and therapy related activities.
6. All staff will continue to develop new methodologies to enhance our distance learning efforts. Several new school wide online subscriptions services have been added. Individual staff are creating YouTube channels, Zoom conferencing and chat groups. At home implementation of higher end technologies are limited to the bandwidth existing in each employees home.

### **On Subsequent Days**

1. Teachers will continue to e-mail e-learning activities to supervisor for approval and posting.
2. Teachers will maintain open and ongoing communications with parents/guardians as per the agreements reached on day one.
3. Teachers will monitor student progress. Monitoring will be done either through built in tracking software provided on our subscription websites or posted student work samples and parent/guardian feedback.
4. As usually happens with classroom instruction, teachers will adjust e-learning activities based on monitoring feedback.
5. Classroom assistants will continue to support their teachers through the performance of duties as outlined in the staffing section above.
6. Individual assistants (1:1) will continue to support their teachers through the performance of duties as outlined in the staffing section above.
7. Therapists will maintain their discipline specific therapy page.
8. Therapists will contact parents/guardians at a similar rate as identified in the IEP under the frequency for that related services. The number of contacts may be modified by the availability and need of the parent/guardian.
9. Therapists will monitor each student's status based on parental/guardian feedback.
10. Therapists will make changes in therapeutic recommendations based on feedback.
11. Administrators will continue to support teachers and therapists in the delivery of e-learning and therapy related activities.
12. Administrators will continue to monitor and insure implementation of e-learning and therapy related services.
13. Administrators will continue to monitor student progress.
14. Administrators will continue to monitor the situation and work closely with all partners (sending districts, GCDOH, NJDOE)
15. Administrators will plan for the resumption of classroom instruction and school-based therapies.

## **Re-opening Day**

Archbishop Damiano is currently developing a detailed re-opening plan. This section will serve as a placeholder until the full plan is developed.

## **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*, Archbishop Damiano School has been, and will continue, to provide related services via electronic communications, which include virtual, remote, the ADS e-Learn website or surface mail for the duration of this public health related emergency closing.

All reasonable attempts will be made to deliver related services at the frequency and duration as cited in each students' Individual Education Program. Whereas Archbishop Damiano School is providing related services, the school cannot force parental compliance. The staff and administration will do everything possible to accommodate each family's special circumstance and to alter our approach to meet family needs. This means that services may be delivered on *evenings and weekends*.

Some of our student's require specialized augmentative communication software and devices. Sending districts have provided a few students with devices and software. Some families have purchased, or otherwise secured, devices and software for home use. For students who need augmentative communication devices and software, and do not have a district or family's device, Archbishop Damiano School will lend school-owned devices to those families and students.

Archbishop Damiano School will continue to complete SEMI logs for our sending school districts. Due to lack of any written guidance from NJDOE or PCGUS, Archbishop Damiano School has developed its own set of common sense SEMI logging guidelines. Archbishop Damiano School also reached out via e-mail to all our sending districts, SEMI Coordinators and Special Education Administrators requesting written copies of policy/procedures/guidance being implemented by our sending districts. The intention is to mimic district of policy/procedures/guidance to the maximum extent possible. To date (May 13, 2020) none of our sending districts have provided anything in writing to Archbishop Damiano School. Therefore, SEMI logging is proceeding under our internally developed guidelines.

## **Annual Reviews and Other District Meetings**

Annual reviews have been taking place as originally scheduled with the exception of one of our 49 sending districts who has not responded to repeated scheduling requests. Nominally, virtual annual reviews are arranged by the district case manager, with Archbishop Damiano School staff and the parent invited to attend. In a few cases, and upon district request, Archbishop Damiano has arranged for the virtual meeting and has sent out invitations. There are only three remaining

annual review days. Archbishop Damiano School has already completed 94% of this year's annual reviews.

## **Data Tracking**

Archbishop Damiano School is:

- Taking daily attendance utilizing daily phone and e-mail contacts,
- Maintaining NJDOE approved timesheets which are submitted to the principal 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,
- Requiring administrative staff to track remote learning and remote therapy participation rates,
- Employ data tracking functions embedded in the school's online instructional subscriptions.
- Parent IEP Checklist, used to seek parental perception as to their child's progress toward meeting IEP goals. Feedback is based on perceptions of regression, maintaining, progressing, or not sure.
- Continuing to look at additional methodologies for remote data collection and reporting.

## **ESL and ELL**

Archbishop Damiano School does not have any enrolled students who require ESL or ELL services.

## **Attendance**

Archbishop Damiano School also reached out via e-mail to all our sending districts requesting written copies of attendance policy/procedures/guidance being implemented within our sending districts to record daily attendance. The intention is to mimic the district's policy/procedures/guidance for recording attendance to the maximum extent possible. To date, (May 13, 2020) there have been no responses to this request. As such, Archbishop Damiano School has implemented the following attendance tracking procedures:

- Each of classrooms has a designated attendance classroom assistant.
- It is the attendance assistant's responsibility to contact each family daily via telephone or e-mail to take attendance. A student is considered present if is a response to the assistant's contact. 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), the

assistant honors that request as long as each attendance day is included in the parent response.

- Attendance assistant's email their attendance reports to the administrative assistant responsible for attendance who enters the data into the school's attendance database.
- If a student is reported absent for five consecutive days, a Five-Day Absence letter is sent to the sending district's case manager and the parent. The Archbishop Damiano School's social worker is also asked to follow-up.
- Attendance reports are sent to all our sending districts using the same procedures that were in place prior to the emergency closing.

### **Communications and Reporting to Sending Districts**

- Five-Day Absence Letter and monthly attendance reports.
- In April 2020, a standardized remote learning and therapy report was developed based on the types of information districts were requesting. April reports are being sent to the districts requesting the information (3 requesting districts out of 49 sending districts). Archbishop Damiano School will endeavor to send out monthly reports to all districts regardless if the district requests the report or not. This aspiration is tempered by the knowledge of the amount of time it takes to receive and collate information across a maximum of seven remote data sources per student (teacher, 1:1 assistant, attendance, speech therapist, occupational therapist, physical therapist and parents) for 148 students across 49 sending districts. It may be necessary to prioritize reporting based on district requests and number of enrolled students from each district. High enrollment districts taking precedence over low enrollment districts.
- See details in the Annual Review section above.
- Archbishop Damiano School will continue to maintain active communications with district case managers by responding to questions/requests and initiating communications in regards to non-participation in remote learning/therapy or any other issue that may arise.
- Archbishop Damiano School will continue to provide all case managers, district special education administrators

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

Archbishop Damiano 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 post-closing annual reviews; then going back to confirm with those case managers who had pre-closing annual reviews to determine if what was decided on in February and March was still applicable.

In previous years, due to the severe nature of our students' disabilities and their significant likelihood for regression, approximately 90% of our school enrolled attend our ESY program. Archbishop Damiano School is planning for a summer ESY program that would run from Monday, July 6, through Friday, August 14, 2020. Archbishop Damiano School is planning for three ESY options, which are detailed below. The Governor's Task Force will decide the nature

of the ESY program. Additionally, how parents and sending districts react to the Governor's decision will also drive what our ESY program will look like.

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

Process and procedures detailed in the School Health-Related Closure Plan will be continued into the ESY program. Since the plan is still evolving as new remote methodologies are developed, the plan will continue to be updated to reflect new enhancements. Teachers and therapists may be allowed to work from their classrooms/offices under strict social distancing and cleaning guidelines.

There are several challenges associated with this option. First, it is difficult to predict enrollment. Thus, difficult to develop an accurate budget. Some parents will decline a remote ESY program. Some of our non-Gloucester County sending districts are undecided about approving ESY placements. Archbishop Damiano School is sending out FY 21 contracts early so we can judge district participation. Second, we are planning not to employ instructional assistants, other than IEP mandated 1:1 assistants, and other categories of staff for the ESY program. The Principal is in consultation with our school business administrator to determine if by doing so we would effectively lower our NJDOE approved FY 21 tuition rate by reducing costs over the summer. Archbishop Damiano School tuition rate is among the lowest APSSD tuition rates. The school could ill afford a tuition cut.

### **Option Two: School Re-Opens**

Archbishop Damiano School re-opens to staff and students for the ESY program. To insure the health and safety of everyone on our campus (students, staff, volunteers, and visitors), Archbishop Damiano is currently working on its re-opening plan. The plan will address the following areas:

- Facilities Preparation,
- Expansions of daily universal hygiene procedures,
- Securing necessary personal protective equipment,
- Dealing with sick students and staff,
- Determining need and possible methodology for screening staff and students,
- Maintenance of social distancing within classrooms and within the buildings,
- Use of masks for students with limited intellectual abilities,
- Volunteers, visitors and contractors,
- Intakes,
- Lunch,
- Review and if necessary revise feeding protocols,
- Instruction and Technology – what have we learned, what do we want to keep, what needs to be saved for future need,
- Pullout/Push in – Gym, Daily Living, Horticulture, Library, Community-based Instruction, Vocational Sampling, Related Services,
- Restroom and Changing Procedures,
- Arrival, Dismissal and Busing
- Extracurricular activities,
- Communication with staff, parents, students, and sending districts,

- Coordinating re-opening with those services shared with the St. John of God Community Services Corporation.

There are two challenges with this approach. First is an issue of timing. Even with a re-opening plan in place, it will take time to secure the necessary PPE materials and implement the various aspects of the plan. Without a governmental mandate to allow the school to purchase PPEs, it may be difficult to impossible to secure sufficient equipment to insure staff and student safety. The second challenge has to do with parental needs and perceptions. Some of Archbishop Damiano School's students are medically fragile. Parents have already shared their concerns about these children returning to school to soon.

### **A Hybrid Approach – In school and Remote Learning**

This would be the most difficult option to implement successfully. Once bus services are contracted by sending districts, routes are set and difficult to change. Therefore the combination of in school and remote days for individual students (half the class is remote while the other half is in school, then flip-flop the groups) as a means to increase social distancing will not work because of the transportation issues involved. The hybrid approach that could be implemented by the Archbishop Damiano School is to provide parents with the choice of in-school or remote learning. Some student would have a remote ESY program; some students would receive a traditional in-school program.

This approach as the same challenges as both of the other options except for the fact parents now have a choice in the type of ESY program their child receives. However, there are two additional challenges. First is the amount of planning, communicating and scheduling needed to pull off a combined program is daunting. Archbishop Damiano School's ESY program is scheduled to open on July 6, 2020, only seven weeks away. The Governor would need to make a decision quick (**no later than the end of May**) to give us sufficient time to execute this option. The other challenge is embedded in the planning process. Staffing both, a remote and in-school program would be challenging. Given the issues confronting parents, but in terms of time and technology, it is unlikely we could simply video to virtual include remote student with in-class instruction. The remote and in-house programs would have to be staffed separately, or we would have to resort to half-day ESY sessions with in-school running from 9 – 11:30 and remote running from 12:30 – 3:00.

### **Graduation**

Thankfully, Archbishop Damiano School has a record low number of graduates this year. The school is planning for a virtual Zoom graduation ceremony for our five graduating students. Parents, staff, and sending district case managers will be invited to participate. Our school social worker will continue to support the graduates' families with transition issues.

## **Building Maintenance**

Routine maintenance is continuing. The buildings and grounds are being inspected every other day by either the facilities coordinator or maintenance supervisor. Staff working from campus still submit routine maintenance requests. Several maintenance projects that normally would have been done during breaks have been completed. Several more projects are pending. The bottom line is that the buildings are ready to receive staff and students whenever the school re-opens.

## **Limitations**

Archbishop Damiano School is making every conceivable effort to continue the quality special education services. The school is also very sensitive to the needs of parents. The Covid-19 crisis has greatly added to the stress in all our lives, but for parents of children with significant intellectual, physical and medical needs even more so. Archbishop Damiano will continue to provide our parents with all the instructional, related services activities, materials and emotional support at our disposal. The degree to which parents implement e-learning activities and remote therapy is dependent upon their own individual and unique situations. As we have heard from our parents over the last several months, parents have gained a greater appreciation for the work teachers and therapist. Archbishop Damiano School acknowledges the ongoing role of parents and realizes each parent is doing the best they can in very challenging times.