

Archbishop Damiano School Covid-19 Distance Learning Plan

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

Introduction

The following plan is designed to be a living document that will grow and evolve over time. This is the fourth revision in a little over a week. 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. Parents' are sharing the e-learning successes on our Facebook page.

Demographic Profile

ADS provides special educational and related services to 147 students with the significant degrees of intellectual and cognitive abilities, so much so that their sending districts have determined that the district cannot provide an appropriate education. The majority of students have multiple disabilities. A large number of students also have chronic medical conditions. Of the 147 special education students, 13 students are preschoolers.

Our current demographics are:

- 11 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's program may close when services move to larger local providers. Our number is 01650332.

Effective Wednesday, March 18, 2020, grab and go lunches will be available in the schools 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.

Contact Information

Ms. Kate Flynn	Principal	856-848-4700 x 1152	kflynn@sjogcs.org
Dr. Greg Zink	Ass't Principal	856-848-4700 x 1173	gzink@sjogcs.org

Staffing

All essential personnel are working normal hours. The hours will be served either in school or at home at the discretion of the Director/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 work day.

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 Director/Principal of Archbishop Damiano School and the Executive Director of St. John of God Community Services. Shared costs are aligned to New Jersey Department of Education regulation.

For Archbishop Damiano School's Director/Principal, Assistant Principal, Program Supervisor, Lead Teachers and shared Central Administration when working from home will do so over a

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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.

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

Position/Office	Duties	Working From	Contact Method
Director/Principal	Chief School Administrator, Continuance of normal functions	Office 50% Home 50%	856-848-4700 x1152 kflynn@sjogcs.org
Assistant Principal	Continuance and implementation of Curriculum, Instruction, Assessment, Distance Learning, Instructional Technology, Professional Development, MIS Management	Office 50% Home 50%	856-848-4700 x1173 gzink@sjogcs.org
Program Supervisor	Instructional Supervision, IEP Management, DLM Coordinator, Staff Supervision and support, Plan and deliver staff development training	Option for working at home, may choose to work out of office, or reports to office at the direction of the Principal.	856-848-4700 x 1134 hsykes@sjogcs.org
Lead Teachers	Review & approve instructional plans, mentor & support, Liaison with case manager, review and approve draft IEP goals, evaluative criteria and benchmarks, coordinates annual review meetings with district case managers, deliver staff development training	Option for working at home, may choose to work out of office, or reports to office at the direction of the Principal.	856-848-4700 x1194 & x1159 pparkinson@sjogcs.org jrossi@sjogcs.org
Teachers	Develop & implement distance lesson plans, develop and distribute distance learning activities (posted to website or mailed), maintain regular contact with parent/guardians, provides instructional feedback and addresses questions/concerns of families, writes draft IEPs, participates in annual reviews	Primarily working at home, may choose to work in the classroom with permission of the Principal or Ass't. Principal, or reports to school at the direction of the Principal.	856-848-4700 Listen to directory for teacher's specific extension. First Initial.Last Name @sjocs.org
Therapists (OT, PT & Speech)	Develop & implement distance therapy support plans, develop and distribute distance therapy support activities (posted to website or mailed), maintain regular contact with parent/guardians, provides	Primarily working at home, may choose to work in office with permission of the Principal or Ass't. Principal, or reports to school at	856-848-4700 Listen to directory for therapist's specific extension. First Initial.Last Name @sjocs.org

	feedback and addresses questions/concerns of families, writes draft IEP goals, participates in annual reviews upon request	the direction of the Principal.	
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	Primarily working at home, may choose to work in office with permission of the Principal or Ass't. Principal, or reports to school at the direction of the Principal.	856-848-4700 x1138 agilbert@sjogcs.org
Curriculum Coordinator	Works with teachers to develop appropriate lesson plans and instructional activities, develops and delivers professional development training, maintains currency of IEP goal database, continues to develop and refine curriculum	Primarily working at home, may choose to work in office with permission of the Principal or Ass't. Principal, or reports to school at the direction of the Principal.	856-848-4700 x1195 lmchugh@sjogcs.org
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.	Primarily working at home, may choose to work in office with permission of the Principal or Ass't. Principal, or 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,	Primarily working at home, may choose to work in office with permission of the Principal or Ass't. Principal, or reports to school at the direction of the Principal.	856-848-4700 x1208 & x1107 fmegahan@sjogcs.org egavin@sjogcs.org
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	Primarily working at home, may choose to work in the classroom with permission of the Principal or Ass't. Principal, or 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

	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		
1:1 Assistants	Collate and mail instructional and therapy material packets, Call 1:1 students and parent/caregiver daily to speak with their child, answer questions, provide support 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	Primarily working at home, may choose to work in the classroom with permission of the Principal or Ass't. Principal, or 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
Food Service Workers (8:30 – 1:30)	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.	Archbishop Damiano School Cafeteria	856-848-4700 x1120 lpowell@sjogcs.org
Shared Central Administration			
Business Office	Continuing with normal functions	Business office staff will work from home. One staff member will be responsible for surface mail pickup and distribution	856-848-4700 x1121 or x1105 mmaldonado@sjogcs.org jgaudreau@sjogcs.org

Human Resources	Continuing with normal functions	Human Resource staff will work from home. Mail pickup and distribution being handled by the Business Office	856-848-4700 x1128 SMoscariello@sjogcs.org
Facilities Management	Continuing with normal functions, enhanced emphasis on facility hygiene	Office 25% Home 75%	856-848-4700 x1135 jbintliff@sjogcs.org

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 form 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.

Pre-closing Procedures

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.
3. ADS will develop a listing of those students who can access e-learning and therapy related activities from home and those students who will need paper-based activity 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. 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.
3. 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
4. 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.

5. 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. Therapists will maintain their discipline specific therapy page.
6. 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.
7. Therapists will monitor each student's status based on parental/guardian feedback.
8. Therapists will make changes in therapeutic recommendations based on feedback.
9. Administrators will continue to support teachers and therapists in the delivery of e-learning and therapy related activities.
10. Administrators will continue to monitor and insure implementation of e-learning and therapy related services.
11. Administrators will continue to monitor student progress.
12. Administrators will continue to monitor the situation and work closely with all partners (sending districts, GCDOH, NJDOE)
13. Administrators will plan for the resumptions of classroom instruction and school-based therapies.

Compensatory Therapy Services

Depending on the status of New Jersey Assembly Bill A. 3813, allowing for tele-therapy in New Jersey, and the length or the emergency closing, Archbishop Damiano School will make all reasonable efforts to provide students with compensatory therapy services based on the number of therapy services missed during the closure.

