

An Arc School for Exceptional Students with Special Needs

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

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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. All materials submitted to families will be differentiated to address the specific learning needs of the each specific child:

- Polling parents
 - Parents have been surveyed and are being provided with materials both digitally and printed, where requested.
- Creating materials
 - 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.
 - 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.
- Lessons will be emailed to Principal or Supervisor of Curriculum & Instruction to distribute via email or US Postal Service.

- Therapies
 - While face to face therapies cannot be provided during this health related school closure, 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.
 - ABA Therapists are reaching out to families weekly to provide behavioral support and strategies.
- Contact
 - Teachers are emailing or calling families once daily at a time that is convenient to our families to offer support and guidance. Logs will be maintained and submitted to Administrations to documents 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 once per week to ensure quality of services being provided and determine if additional support is needed for our families. Logs will be maintained.
- 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.
- Food & Nutrition
 - All districts with students who are eligible to receive free and reduced meals have been contacted. Students will be receiving their meals directly from their sending district.

Jennifer Kaufman
Principal