

LARC SCHOOL REOPENING PLAN

Larc will abide by all health and safety guidelines, recommendations, policies and procedures as established and updated by the Centers for Disease Control and Prevention (CDC), the New Jersey Department of Health (DOH), the New Jersey Division of Developmental Disabilities, and the Executive Orders of Governor Phil Murphy. Larc will not be responsible for any COVID-19-related personal injuries or losses sustained as a result of participation in Larc programs and learning. This document is intended to communicate specific components of Larc School's plans and preparations for reopening in Fall 2020. It was first published on July 27, 2020 and will be updated as needed.

*A plan to mitigate risks and
to continue to achieve
potential*

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INTRODUCTION

Mitigating Risk and COVID-Related Stress

On June 26, 2020, the New Jersey Department of Education released "[The Road Back: Restart and Recovery Plan for Education](#)". This 104-page document outlines the guidance the department suggests districts follow when they reopen school buildings in September. On September 3, 2020 the New Jersey Department of Human Services, Division of Developmental Disabilities issued its Congregate Day Program Reopening Requirements which provided that congregate day programs were permitted to reopen at limited capacity once required reopening criteria have been met.

In November the Adult Program was suspended again. Due to this closure, the Program transitioned to providing 1:1 and in-person virtual services. In April 2021, it was announced that the program could open in limited capacity. Finally, in June 2021, it was announced that programs could fully reopen if certain criteria were met.

As of May 2024, Larc School has determined that it will follow updated Centers for Disease Control (CDC) recommendations for how people can protect themselves and their communities from respiratory viruses, including COVID-19. As such the Larc School Pandemic Response Team has been disbanded. However, information is still included in the Appendix of this document for responding to a public health emergency that results in remote learning.

We thank the following individuals for their many hours of service:

- Stefanie Riehl, Executive Director
- Melissa Carey, Principal
- Pam Tozour, Adult Program Director
- Kristin Nowell, School Psychologist
- Jeanne Danese, School Nurse
- Tamika Allen, Adult Program Nurse
- Mark Cheeseman, Building & Maintenance Supervisor/School Safety
- Maurine Kelleher, Technology Specialist
- Stacie Halschied, Educational Supervisor
- Heidi Brunswick, Parent
- Joanne Meagher, Parent

The contributions of these staff members and volunteers helped Larc School through challenging times and uncharted territory during COVID-19. Their involvement resulted in a great deal of teamwork, which made our community only stronger.



Avoiding Cross Contamination

To avoid incidents of respiratory illness, staff should regularly wash hands for at least 20 seconds at regular intervals; and, upon arriving at the facility, before entering their assigned area, before meals or snacks, after community outings or time spent outside, after going to the bathroom, and prior to leaving for home.

With regard to our students and Adult Program participants:

- To the maximum extent possible, students and Adult Program participants should wash hands for at least 20 seconds at regular intervals.
- Each student or participant's belongings will be kept separated from each other and in labeled containers, cubbies, or areas.
- Families must send in extra season-appropriate clothing in the event clothing is soiled while in the program.
- The use of shared items such as toys, computers, etc. will be limited.

1:1 Nurses Storage and Administration of Student Medications

To lessen the traffic in the main health office 1:1 nurses will administer medications in the classroom. Due to concerns of safety, the use of locked bags will be provided to hold all medications.

The 1:1 nurses will keep the locked bags in the personal bag of the student when not in use. The health office will keep the extra key within the office.

Any supplies the 1:1 nurse needs from the health office will be placed in a plastic bag and given to the 1:1 nurse to keep with the medication bag.

The medication bags are the property of Larc School and will be returned when a student doesn't need the medications any longer or leaves the school.

Visitor Policy

Bus drivers and other non-staff members may only enter the building for scheduled meetings. There is no public bathroom use.

Staff Travel Policy



School Staff planning out-of-state travel should follow all guidelines listed on the Official Site of the State of New Jersey: <https://covid19.nj.gov/faqs/nj-information/travel-and-transportation/are-there-travel-restrictions-to-or-from-new-jersey>.

In the event a travel advisory is imposed, the Executive Director will advise staff of quarantine procedures following the staff member's return and whether any paid time off must be applied.

TRANSPORTATION

School Program

Larc's students are bused in from over 40 school districts across six counties, with the responsibility for transportation resting with these districts. We will support the policies these districts adopt to ensure Larc's students can be safely transported to and from the school.

Parents and guardians are also free to drop off and pick up their children, but must notify the school in advance.

Adult Program

Larc will support the policies of its contracted transportation company to ensure health and safety on the buses of its contracted bus company. These protocols may be modified at any time.

It is at the discretion of the bus company to decline transportation to an individual in apparent ill health. Should this take place, the program participant should not attend the program that day, but rather the parent/guardian should contact the Adult Program Director to make arrangements for the individual to return.

Parents and guardians are also free to drop off and pick up program participants, but must notify the school in advance. Parents should plan on picking up and dropping off their child in front of the school. We would also appreciate parents who are dropping off and picking up their child to adhere to Larc's regular schedule as much as possible to ensure we have enough staff to facilitate transportation.

Larc Adult Program staff should remain diligent and focused on their bus duties during morning and afternoon bus runs. Staff should report any health or safety concerns to the Program Director.



SCREENING, PPE, AND RESPONSE TO STUDENTS AND STAFF PRESENTING SYMPTOMS

Mask/ PPE Policy

Larc School will follow guidelines from the Centers for Disease Control and Prevention (CDC).

As of May 2024 masks are optional unless guidance is provided by a state or county agency requiring or strongly encouraging full masking on the Larc School campus.

Larc School will accommodate bona fide, sincerely held religious beliefs unless that accommodation would create a safety hazard to a student, the staff member, or a co-worker. Reasonable accommodation will be made for employees' disabilities wherever possible, consistent with school needs. Documentation may be required.

Upon returning from illness, the staff member is encouraged, but not required, to wear a mask upon return anytime they are around others. This is in recognition of the fact that the tolerance for mask-wearing varies person-to-person.

Symptomatic Employees, Students or Program Participants

Symptomatic Employees

Employees who develop COVID or respiratory-related symptoms in the course of the school day – which are not caused by other preexisting, noncontagious conditions, should notify their administrator and a school nurse immediately and will also be sent home. (The employee should monitor his or her symptoms and call a doctor or use telemedicine if concerned about the symptoms.)

Symptoms include, but are not limited to: a fever of 100.4, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, sneezing, nausea or vomiting, diarrhea.

Symptomatic School Program Employees

Any School Program employee who tests positive for COVID-19, or experiences a serious respiratory illness may return after serious symptoms have improved and 24-hours have passed since resolution of fever without the use of fever-reducing medication.

School Program Employees Who Are Direct Contacts



As of May 2024, Larc School will not contact trace unless directed by a public entity, or unless a parent specifically requests to receive information about the health status of the Larc community. Such requests should be made to the School Principal.

Symptomatic Adult Program Employees

Any Adult Program employee who tests positive for COVID-19, or experiences a serious respiratory illness, must isolate for as long as serious symptoms persist, or for at least 24 hours after being fever-free without fever reducing medication. The staff member is encouraged, but not required, to wear a mask upon return anytime they are around others. This is in recognition of the fact that the tolerance for mask-wearing varies person-to-person.

Adult Program Employees Who Are Close Contacts

As of May 2024, Larc School will not contact trace unless directed by a public entity, or unless a parent specifically requests to receive information about the health status of the Larc community. Such requests should be made to the Adult Program Director.

Symptomatic School Program Students

A student who has a fever at or above 100.4 degrees Fahrenheit or who is experiencing respiratory symptoms will be promptly isolated from others and sent home.

Symptoms include, but are not limited to: a fever of 100.4, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, sneezing, nausea or vomiting, diarrhea.

In the event that a student has no fever, but regularly has other symptoms due to non-respiratory illness-related existing conditions (e.g., chronic cough or runny nose), the Larc School nurses will make a determination as to whether the symptoms are unusual for the student and require him or her to be sent home. At such time, the nurses will notify the Principal, Educational Supervisor, and/or Executive Director.

Any student sent home must be picked up within the hour.

(If a student is having extreme or life-threatening symptoms, emergency medical attention will be sought through the 911 system. While awaiting medical attention, the student will be taken to the quarantine area with a qualified staff member to avoid exposure to others, while protecting their dignity and privacy. Extreme symptoms would include, but not be limited to, trouble breathing, rapid heartbeat, bluish lips or face.)



A student who tests positive for COVID-19, or another significant respiratory illness, may return to school after significant symptoms subside, or for at least 24 hours after being fever-free without the use of fever reducing medication.

Symptomatic Adult Program Participants

An Adult Program participant who is experiencing respiratory symptoms will be promptly isolated from others and sent home.

Symptoms include, but are not limited to: a fever of 100.4, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, sneezing, nausea or vomiting, diarrhea.

In the event that a participant has no fever, but regularly has other symptoms due to non-respiratory infection related existing conditions (e.g., chronic cough or runny nose), the Larc School nurses, and the Program Director will make a determination as to whether the symptoms are unusual for an individual and require him or her to be sent home. A participant may have to present an alternative diagnosis from a doctor as well. To ensure policy adherence, the Program Director will oversee the matter, and err on the side of caution to ensure safety and prevent the spread of illness.

Any participant sent home must be picked up within the hour.

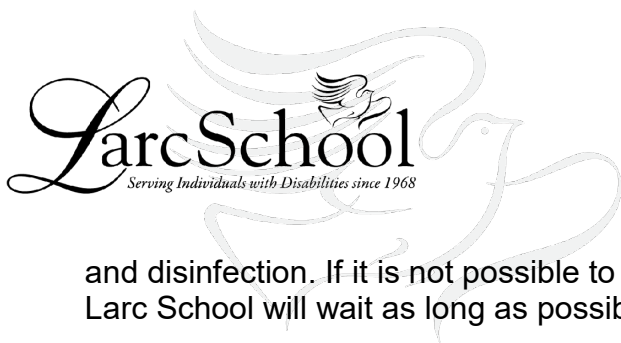
(If the participant is having extreme or life-threatening symptoms, emergency medical attention will be sought through the 911 system. While awaiting medical attention, the participant will be taken to the quarantine area with a qualified staff member to avoid exposure to others, while protecting their dignity and privacy. Extreme symptoms would include, but not be limited to, trouble breathing, rapid heartbeat, bluish lips or face.)

Adult Program participants sent home due to respiratory-related symptoms can return to school when significant symptoms and have subsided and when 24-hours have passed since resolution of fever without the use of fever-reducing medication.

CONTACT TRACING

As of May 2024, Larc School will not contact trace unless directed by a public entity, or unless a parent specifically requests to receive information about the health status of the Larc community. Such requests should be made to the Adult Program Director.

Additional cleaning and disinfection may take place to sanitize areas in the event of several confirmed cases of an illness. (Please see Appendix A - Cleaning Manual for more details). Whenever possible, areas will be closed off and not used before cleaning



and disinfection. If it is not possible to wait 24 hours before cleaning and disinfecting, Larc School will wait as long as possible.

School and Adult Program staff members will maintain a sympathetic attitude to other staff members, students, and adult program participants experiencing respiratory symptoms and will keep all health related information confidential.

MEALS

All classroom lunch utensils in the school program including bowls and plates should be labeled and placed on the cart located in the hallways. Color coded tape should be kept on all kitchen items. The kitchen will sanitize these items in the dishwasher and return them in the morning

ADDITIONAL PERSONNEL POLICIES

Bring Your Own Device

The use of a personal device should not be a distraction in any way to teachers, therapists, other classroom staff, students, or Adult Program participants. With very limited exceptions, in accordance with Larc School's existing policy, the use of such devices should be done during lunch or break periods and outside of the presence of students and Adult Program participants.

Any use of the wireless network entails personal responsibility and compliance with all school rules as detailed in the larger Larc policy book and acceptable use policies. Access to the Larc wireless network is filtered. Staff should in no way attempt to circumvent those filters by installing software or apps. In addition, users of the Larc network through personal devices acknowledge that use of the network allows administration to conduct investigations regarding inappropriate Internet use at any time.

Staff bring their devices to Larc School at their own risk. It is their duty to be responsible in the upkeep and protection of their devices. Larc School is in no way responsible for:

- Personal devices that are broken while at school or during school-sponsored activities
- Personal devices that are lost or stolen at school or during school-sponsored activities
- Maintenance or upkeep of any device (keeping it charged, installing updates or upgrades, fixing any software or hardware issues).



Working Remotely

At the discretion of the Executive Director, some employees may be permitted to work remotely on a short term basis during the outbreak once the building is open for in-person instruction and care. This may be for medical reasons due to the health of the employee or someone else in their household.

In determining whether an employee may work remotely, the Executive Director shall consider factors including, but not limited, to:

- The essential job functions of the employee’s position and whether they can be effectively accomplished remotely.
- The reason for the request (for instance, contagion, care for a sick family member, etc.) and whether granting it would cause an undue hardship for Larc School.
- The expected duration of the accommodation.
- The documentation the employee has provided to support the need for the accommodation.
- Whether another accommodation could solve the issue.

Such agreements will be made on a case by case basis and the Executive Director reserves the right to revoke a short-term telecommuting agreement at any time and for any reason.

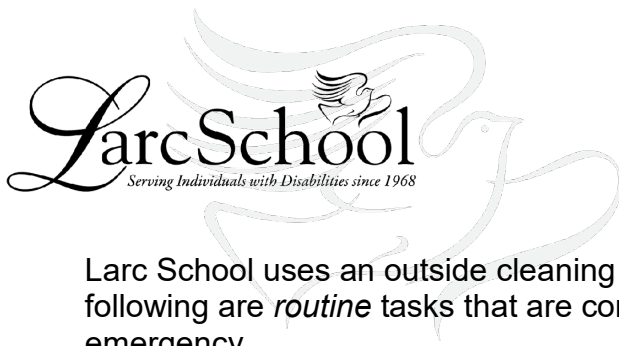
All staff working remotely must:

- Adhere to regular hours of work and be available during those hours to respond to official School communication.
- Communicate work assignments and personal needs, including reporting absences of work due to injury, illness, or caring for a family member
- Appropriately complete their timesheet
- Follow all Larc School policies and procedures
- Maintain a safe working environment

All information shared as to the need for a work from home accommodation will be held in the strictest of confidence, except that supervisors and managers may be told about necessary restrictions on work duties.

APPENDIX A - CLEANING MANUAL

Cleaning Procedures



Larc School uses an outside cleaning service to maintain and sanitize the building. The following are *routine* tasks that are completed when there is no public health emergency.

Daily Tasks

- Empty All Trash
- Clean and Disinfect all Bathrooms
- Dust Mop Bathroom Floors
- Damp Mop Bathroom Floors
- Dust Mop all Classrooms
- Clean toilets/urinals
- Vacuum Classroom Carpets
- Fill all soap/paper dispensers
- Damp Mop All Hallways
- Dust Mop Cafeteria
- Damp Mop Cafeteria
- Dust Mop Kitchen
- Damp Mop Kitchen Floors and Mats
- Vacuum All Office Carpets
- Fill toilet paper dispensers
- Damp mop All Classrooms
- Refill sanitizer dispensers

Two Times a Week

Twice a week, the office floor and sign-in area is also mopped. On a biweekly basis the gymnasium is dusted and mopped.

Weekly

- Clean Classroom Window Sills
- Clean Classroom Baseboards
- Damp Mop Gym
- Dust Office Furniture (Upon Request)
- Clean All Interior Glass
- Dust Interior Frames
- Dust Lobby Furniture and Remove Cobwebs.
- Dust Inside For Cobwebs

As Needed



- Spot clean carpets

Monthly

- Buff hallways as needed

Classroom Procedures to be Completed under Direction of Teacher

- As required by the Board of Health, staff are encouraged to wipe down all tables, desks, chairs and mats must be washed down at the conclusion of each workday with an approved solution.
- Lysol sprays can be used at the conclusion of the day when the students have left the classroom. Spray and wipe to disinfect.
- Sinks, drain plugs, countertops, drain boards and trash can lids are to be wiped down at the conclusion of each day. A nonabrasive solution and sponges will be placed in the maintenance closet located near the restrooms in the original building to be used weekly on these areas.
- No cleaning disinfectants are to be kept in the classrooms.
- All classroom lunch utensils including bowls and plates should be labeled and placed on the cart located in the hallways. Please keep color coded tape on all kitchen items. The kitchen will sanitize these items in the dishwasher and return them in the morning.
- Dry erase boards outside the classroom doors and inside the classrooms should be cleaned daily. Dry erasers stain the board when left on the boards for an extended time. Dry erase boards are not to be used as bulletin boards. Do not tape or adhere items to boards.

In the case of the Adult Program, the lead staff member assigned to a room must also ensure that cleaning measures are also in place prior to a new group entering the area.

In times of Public Health Emergency

The Larc School Maintenance Supervisor will take extra care in monitoring the cleaning systems put into place to guarantee it is being done effectively. Regular cleaning practices continue to be maintained in addition to the following daily practices:

- Classroom and Adult Program staff use approved disinfectant solution.
- A container of the disinfecting solution will be in a designated station in the cafeteria. Classroom staff should fill their squirt bottles each PM and complete cleaning task after the students have been dismissed.



- Use non bleach wipes on all technology.
- Clean all solid surfaces- chairs, tables, counters, equipment, mats continually through the day
- Nightly cleaning crew will give special priority to nurses' offices and the isolation room.
- Nightly cleaning crew will clean bathrooms, floors, carpets, handrails, doorknobs daily.
- Nightly cleaning crew will take extra care in wiping floors, handrails, doorknobs.

Sensory and other Common Spaces Cleaning

The Sensory Room equipment, Sensory Gym equipment, cafeteria (for staff use only), playground, and isolation room should be wiped down after each using an approved solution which can be obtained through the filling station in the cafeteria.

APPENDIX B – REMOTE LEARNING

PUBLIC HEALTH RELATED SCHOOL CLOSURE PLAN

GENERAL INFORMATION

County: Camden County

Name of APSSD: Larc School

Chief School Administrator: Stefanie Riehl

Phone Number: 856.933.3725

- All personnel are responsible for completing contracted hours.
- Generally, the following applies unless program needs dictate otherwise:
 - Teachers and therapists - 8:30 a.m. to 3:30 p.m.
 - 1:1 aides - 8:30 a.m. to 3:15 p.m.
 - Paraprofessionals – 8:30 a.m. to 3:15 p.m.
 - Maintenance Supervisor - 7:30 a.m. to 3:30 p.m.
 - Administrative staff - 8:30 a.m. to 3:30 p.m.
- Professional staff have remote access to their school voice mail
- The general office voicemail is checked remotely several times a day
- Faxes have been re-routed to a general info@larc.school.org email

ESSENTIAL PERSONNEL (in case of a statewide shutdown)

Stefanie Riehl

Executive Director



Melissa Carey	Principal
Stacie Hascheid	Educational Supervisor
Karen Briggs	Business Manager
Rae Cooper	Bookkeeper
Maureen Kelleher	IT
Mark Cheeseman	Maintenance
Benjamin Nieves	Custodial

DISTRICT DEMOGRAPHIC PROFILE

Total Population: approximately 90 students
% Preschool 9%
% homeless 0%
% Low Socieconomic (LSE) 22%
% Students with Disabilities 100%
% ELLs: 8%

PROFESSIONAL STAFF RESPONSIBILITIES DURING REMOTE LEARNING

Teachers:

- Make contact with parents/guardians daily via Google Meet, Bloomz communication app
- Conduct virtual lessons
- Keep records of all communications with families & tasks. Log working hours
- Maintain time card
- Check Larc website daily
- Submit lesson/ home ideas to post on Larc website/Facebook to principal/supervisor for review
- Complete extended remote learning lesson plans
- Weekly contact with therapy service providers
- Individual status calls with paraprofessionals and 1:1s at least 1 time per week
- Email/call Educational Supervisor weekly to provide update on any parental needs/concerns
- Meet defined deadlines for IEP planning- submit reports as per schedule
- Make IEP corrections/revisions
- Have IEP planning conference calls with team to plan IEP's
- Hold IEP and other district meetings remotely using conference calling
- Complete professional development and progress with PLC planning
- Work with Administration to develop plans for ESY
- Check Larc School website daily for important updates and information to share with families



APE Teacher:

- Make contact with classroom teachers as needed to plan APE activities & IEP planning
- Make contact with parents/guardians 2 times per week to provide APE ideas via Google Meet, Bloomz communication app
- Check Larc website daily
- Keep records of all communications with families and tasks. Log working hours
- Maintain time card
- Submit APE lesson/ home ideas to post on Larc website/Facebook to Administration for review
- Complete extended remote learning lesson plans
- Email/call Educational Supervisor weekly to provide update on any parental needs/concerns.
- Participate in the development of IEP planning- provide teachers with APE goals/objective ideas
- Complete professional development and progress with PLC planning
- Work with Administration to develop plans for ESY
- Work with Executive Director and grant team to progress with APE grants
- Check Larc School website daily for important updates and information

Therapists:

- Make contact with parents/guardians 2 times per week via Google Meet, Bloomz communication app
- Conduct virtual sessions
- Check Larc website daily
- Keep records of all communications with families & tasks. Log working hours
- Maintain time card
- Submit lesson/ home ideas to post on Larc website/Facebook to Educational Supervisor for review
- Complete extended remote learning therapy plans
- Email/call Administration weekly to provide update on any parental needs/concerns.
- Meet defined deadlines for IEP planning- submit reports as per schedule
- Make IEP corrections/revisions
- Have IEP planning conference calls with team to plan IEPs
- Hold IEP and other district meetings remotely using Google Meet platform
- Complete professional development/webinars and progress with PLC planning
- Complete SEMI logs for the month
- Consult with vendors/orthotics, etc. as necessary
- Work with Administration to develop plans for ESY
- Check Larc School website daily for important updates and information to share with families



SUPPORT STAFF RESPONSIBILITIES DURING REMOTE LEARNING

Social Worker:

- Contact Administration weekly or as needed via phone or email
- Check Larc website daily
- Keep records of all communications with families & tasks. Log working hours
- Maintain time card
- Check and respond to emails
- Respond to phone messages
- Respond to parent needs with guardianship/Lauren Higgins Hope awards/ etc.
- Complete paperwork that is sent via email/PDF regarding social security/guardianship etc.
- Development of Transition Plans
- Provide assist with school based projects
- Respond to new leads on parent tours
- Check Larc School website daily for important updates and information

School Psychologist:

- Remain in contact with Administration weekly or as needed via phone or email
- Check Larc website daily
- Keep records of all communications with families & tasks. Log working hours
- Maintain time card
- Check and respond to emails
- Respond to phone messages
- Manage visit cancellations/rescheduling with RDI consultant
- Check in with parents 1 time per week regarding behavior plans
- Contact teaching staff to gather info to develop behavior plans as per IEP due dates
- Develop behavior plans & rationales for upcoming school year
- Participate in IEP meetings via conference call as requested
- Check Larc School website daily for important updated and information

Technology Supervisor

- Make contact with educational supervisor 1 time per week
- Check Larc website daily
- Keep records of all communications with families and tasks. Log working hours
- Maintain time card
- Contact therapy departments 1 time per week to check in on any home needs to support
- Reach out to families as needed to provide home support on equipment/devices
- Advance in any paperwork for AAC devices to continue with process
- Complete professional development



- Complete any tasks provided by administration to support the staff or program
- Check Larc School website daily for important updates and information

HEALTH PROFESSIONAL RESPONSIBILITIES DURING REMOTE LEARNING

Nurses:

- Check in with administration as needed
- Check in with staff as necessary
- Keep records of all communications with families & tasks.
- Maintain time card
- Report updates on progression of COVID-19 to administration
- Maintain contact with families
- Continue with nursing paperwork to meet required deadlines while temporary closure is in effect
- Work with administration to review/update health policies
- Check Larc School website daily for important updates and information to share with families

PARAPROFESSIONALS/1:1 AIDE RESPONSIBILITY DURING REMOTE LEARNING (employees may receive new assignments during remote learning depending on student/teacher need)

Paraprofessionals:

- Speak with teachers at least once per week or as scheduled by teacher
- Interact with families as directed by teacher
- Conduct data collection as directed by teacher
- Check Larc website daily
- Keep records of all communications and tasks. Log working hours
- Maintain time card
- Participate in lessons via Google Meet
- Reinforce lessons as directed by teacher
- Communicate any concerns with classroom teacher
- Create instructional materials requested by the teacher for reinforcement of lessons
- Check email for updates and information
- Check Larc School website daily for important updates and information
- Complete professional development materials provided and reflection sheets

1:1 Aides:

- Speak with teachers at least once per week or as scheduled by teacher
- Interact with families as directed by teacher
- Conduct data collection as directed by teacher



- Check Larc website daily
- Keep records of all communications and tasks. Log working hours
- Maintain time card
- Reinforce lessons as directed by teacher
- Create instructional materials requested by the teacher for reinforcement of lessons
- Work under the direction of the teacher to provide support to the family of the assigned 1:1 student on sensory plans and instructional supports
- Make contact with parents via email/Bloomz at least 1 time per day. (teachers must be CCed: on all correspondence)
- Participate in lessons with teacher via Google Meet
- Support AAC usage at home
- Communicate any concerns with classroom teacher
- Check email for updates and information
- Check Larc School website daily for important updates and information to share with families
- Complete professional development materials provided and reflection sheets

DELIVERY OF REMOTE, VIRTUAL INSTRUCTION & TELEHEALTH

Instructional Time

- Instructional time is based around the length of the school day (8:45-2:30)
- Larc School will ensure that the length of the school day is in accordance with N.J.A.C. 6A:14-4.1(c) and includes at least four hours of actual school work instruction in accordance with N.J.A.C. 6A:14-7.6(i).
- Parents are provided with daily lesson plans for all content areas to support virtual instruction
- Individual student IEP objectives are aligned to each lesson
- Virtual Instruction is provided for 3 lessons per day for 45 minutes each using Google Meet
- Prerecorded content area/IEP goal-related instructional lessons will be provided (1 hour, 45 minutes) in duration to support daily instruction
- Written posts and photos using Bloomz, communication app to provide lesson supports
- Phone calls, emails, text messages are utilized to support families to complete remote learning
- All curricular content areas are covered in weekly lesson plans to include: Language Arts, Mathematics, Science, Social Studies, Comprehensive Health & Physical Education, Technology, Visual & Performing Arts, Life & Career Education

Class Assignments



- Assignments are a blend of product and performance based tasks
- Classwork is offered in paper form, as requested, as well as utilizing technology to provide equitable access to all learners
- Daily lesson plans will be available online on the Larc School website, sent to parents/guardians via email, and mailed to the home, as requested
- Students are to complete independent work with parental assistance as defined in teacher daily lesson plan when not engaged in a virtual lesson
- Virtual Instruction is provided each week using Google Meet
- Materials provided are to take 4-5 hours of time to complete.
- School staff utilize learning websites, pre-recorded videos, printed materials to support learning, as requested.
- Phone calls, emails, text messages are utilized to support families to complete remote learning
- Completion of given assignments are assessed using written feedback, verbal discussions, and/or photos from parents are utilized to demonstrate completed assignments
- Our pace of learning is based on the level of cognition of our student population, therefore there is much repetition in lessons to best meet the learning style of our students
- Materials and specialized equipment to accomplish IEP goals and objectives are loaned to families for the duration of remote learning to fulfill the IEP to the greatest extent possible
- Technology in the form of websites, pre-recorded videos are utilized to support learning
- Data collection will consist of observational and performance based data. Parental narrative reports will all be included in data collection

Preschool

- Daily lesson plans are provided
- Lesson focus is on experiential learning, socialization, play and sensory based skills
- Lessons are provided virtually and remotely
- Preschool lessons focus around the Preschool Learning Expectations
- Class assignments are linked to IEP goals and objectives
- Preschool classrooms conduct group lessons one time a week for cross socialization
- Support of 1:1 aides and paraprofessionals are provided during virtual lessons
- 1:1 aides connect daily with student
- Therapist provide teletherapy services as defined by the IEP
- Attempts are made by the teacher and therapeutic team to engage parents individually to provide support and knowledge



- Parents are provided with opportunities to connect with school staff individually for specific instruction and support to maximize student growth and learning

Elementary

- Daily lesson plans are provided
- Lessons are provided virtually and remotely
- Lessons and class assignments are linked to IEP goals and objectives
- Support of 1:1 aides and paraprofessionals are provided during virtual lessons
- 1:1 aides connect daily with student
- Therapist provide teletherapy services as defined by the IEP
- Attempts are made by the teacher and therapeutic team to engage parents individually to provide support and knowledge
- Parents are provided with opportunities to connect with school staff individually for specific instruction and support to maximize student growth and learning

Secondary

- Daily lesson plans are provided
- Lessons are provided virtually and remotely
- Lessons and class assignments are linked to IEP goals and objectives
- Support of 1:1 aides and paraprofessionals are provided during virtual lessons
- 1:1 aides connect daily with student
- Therapist provide teletherapy services as defined by the IEP
- Attempts are made by the teacher and therapeutic team to engage parents individually to provide support and knowledge
- Parents are provided with opportunities to connect with school staff individually for specific instruction and support to maximize student growth and learning

Teletherapy Guidelines

During the time Larc School is closed in response to a public health emergency all related services to include, Occupational Therapy, Physical Therapy, and Speech Therapy will be provided to students remotely. A variety of platforms will be utilized to ensure each student receives therapeutic services as defined in the IEP. Below are guidelines for our teletherapy practice.

Delivery of Teletherapy



- Therapists will communicate with parents to establish preferred contact times and means for therapy services
- Therapists to be as flexible as possible to accommodate the scheduling needs of the parent/student
- Parent interaction will be encouraged, but will not be a requirement to document service attempts as time toward required services
- A combination of teletherapy and activities to complete at home will cover the IEP time
- Services will be provided based on the frequency and duration in the IEP
- Therapists will communicate with families/students to provide services using virtual meetings, phone calls, emails, text messaging and communication app, Bloomz
- Therapists to inform parents they are obligated to provide therapy sessions and should the parent decline, the therapist is to notify administration

Reporting of Teletherapy Services

- All connections with parents/students to deliver teletherapy are to be documented
- Therapists may document time spent developing indirect means of therapy for a student to include making of videos, posts on Bloomz, written communication with parents, as time towards the delivery of service
- All virtual meetings and phone calls held with parents (to include group meetings with other staff) where the therapist provides services on therapeutic goals and objectives, family training or support will be considered a direct therapy service
- If a parent must end a teletherapy session early, this will be counted as a complete session
- For students with consultative sessions, the therapists will reach out to the parents according to the delivery of services for the consult
- If a parent must cancel a virtual session, the therapist will make one attempt to make up a therapy session
- Data collection will consist of observational and performance based data. Parental narrative reports will all be included in data collection
- SEMI reports will be completed and sent to respective sending districts

Remote Learning Components and Expansion

The cornerstone components of Larc School's Remote Learning Model include:

- Use secure web-based platforms (Google Meet, Bloomz)
- Access apps, websites for learning
- View pre-recorded videos for learning
- Access online daily lessons plans sent via email or on Larc website Parent Portal
- Make contact with staff via Bloomz communications app
- Participate in virtual lessons using Google Meet



- Show progress using photos sent to staff
- Communicate with staff using best means of access when available
- Conduct check-ins via phone, email, text messaging with staff and/or school social worker

Since the model was first adopted in March 2020, it has been further strengthened by expanding the role that paraprofessionals play. As such, as of May 5, 2020 all paraprofessionals now have a Larc School email address and have been trained on its use and how to use the Google suite of products. While primary and first instruction remains an appropriate role of the teacher, paraprofessionals are required to further reinforce the remote lesson. This supplemental instruction focuses on:

- Practicing already acquired skills with a focus on individually appropriate dimensions (e.g., accuracy, quality, latency, response rate)
- Minimizing educational regression
- Strengthening maintenance and generalization of learned skills

Some examples of how paraprofessionals are able to achieve these goals, include, but are not limited to, the following revised paraprofessional job requirements for remote instruction:

- Assisting teachers and special educators by preparing, gathering and/or posting materials
- Providing specific reinforcement of a lesson as directed by the teacher
- Phone check-ins with families from their classes who do not actively report attendance each day
- Keeping hourly logs of interaction and activities that can be shared with sending districts upon request

If a student's IEP requires a 1:1 aide, the 1:1 aide will employ additional supports to ensure active engagement in remote learning. Some examples include but, are not limited to, the following revised 1:1 job requirements for remote instruction:

- Assisting teachers and special educators by preparing, gathering and/or posting materials uniquely designed for the student
- Providing specific reinforcement of a lesson as directed by the teacher
- Phone check-ins with the family if student did not actively participate in remote learning or actively report attendance
- Keeping hourly logs of interaction and activities that can be shared with the student's sending district upon request



Since the start of the Larc School's remote learning, we have regularly communicated with staff to ensure that they have the equipment, materials, and internet access (e.g., Wi-Fi) needed to engage in the tasks we are asking of them in an effort to support students.

We did not automatically assume that our staff had access to the necessary computer equipment and internet connectivity required for certain tasks, given the diverse range of backgrounds and personal circumstances. As a result, in about half a dozen cases, Larc School provided staff with information on securing free or reduced cost WiFi, set up WiFi in homes, and, loaned computer equipment. In addition, all staff have access to technical support on a daily basis.

English Language Learners

- Larc School serves students with varying disabilities with diverse backgrounds and cultures.
- Seven students are English Language Learners.
- Larc School currently has one bilingual classroom assistant and one bilingual teacher for accessibility for Spanish-speaking families.
- Google Translate is also being used to communicate with non-English-speaking parents, both through the audio feature and ability to translate documents.
- Larc School will continue to ensure that all individuals will be appropriately served and will evaluate paid translator services and additional translation equipment

ATTENDANCE

- Parents/guardians are provided with a "Daily Attendance Survey" that asks parents/guardians to verify attendance.
(<https://forms.gle/SrKS3a9CBZFWdpCY7>.) Survey closes each morning.
- Survey asks for the following:
 - Date
 - Child's Full Name
 - Child's Teacher
 - Questions/Comments/Concerns
- Survey link is posted in multiple locations for easy access for families; Bloomz, online classroom platform, and on the Remote Learning Resource page of Larc website.
- Parents who cannot access the survey, can call the main office number at 856-933-3725 and leave a message indicating the same information that is contained in the survey.



- Parents must call the main number or complete the survey by 9:30 a.m. each school day. Parents who do not indicate attendance receive a phone call from the school receptionist or school nurse to indicate status.
- Teachers/Therapists are to make continued and multiple attempts to establish point of contact with parents/guardians to deliver education and therapy services and provide reports to administration should a parent be unreachable
- Larc administration will contact parents/guardians that have not provided support for their child to participate in remote learning to ensure safety and wellness of student and family.
- A letter from administration will be mailed home to establish point of contact should parent/guardian not be reached by phone
- Administration to contact with case managers for students and families that cannot be reached, have difficulties or where there is a prolonged absence for medical reasons.
- Five-day absence letters are provided when necessary, and attendance is submitted to sending districts on a monthly basis.
- Students will continue to follow the attendance policies of the sending school district and will not be subject to disciplinary action or retention from Larc School as a result of high absenteeism

VIRTUAL IEP MEETINGS & RE-EVALUATION MEETINGS

- Professional staff continue to adhere to current timelines all for scheduled Individualized Education Program (IEP) meetings
- Sending districts make the final decision on how to proceed. As directed, Larc School participates in IEP meetings and conference calls remotely.
- Larc School utilizes Google Meet as our preferred platform for IEP meeting should the district default to our virtual platform
- Conference calls and virtual meetings are also used internally to plan IEPs.
- Larc meets defined deadlines for IEP planning and submits reports as per schedule.
- Larc makes all IEP corrections/revisions as instructed by sending districts
- Larc will follow the lead of the sending district for all students in need of eligibility, re-evaluation meetings/testing

DELIVERY OF IEP TO EXTENT POSSIBLE

- Larc School will remain in communication with sending school districts to ensure the needs of students are met in a manner that is consistent with the student's Individualized Education Program (IEP) and the Mandated Tuition Contract to the most appropriate extent possible
- Related services are provided through telehealth as explained above



- Modifications, accommodations and specialized equipment to meet IEP goals and objectives will be upheld and provided for student growth and learning to the greatest extent possible
- All possible means to avoid regression will be utilized to keep students propelling forward

DELIVERY OF SAFE MEALS

- Larc School lunch program is suspended during emergency closures based on the driving distance of students who qualify for free and reduced lunches and their dietary restrictions. (Larc School accepts from six counties throughout New Jersey and almost all students require blended meals.)
- Families eligible for free and reduced lunches are directed to the sending school districts to secure meals
- Under the direction of sending districts, Larc will communicate with families about meal pick up spots.
- Larc School continues to comply with all requests from state agencies to supply information and data related to students authorized to receive free and reduced lunches.

DATA COLLECTION & PROGRESS REPORTING

- Data collection will consist of observational and performance based data. Parental narrative reports will all be included in data collection
- Students will be asked to perform observable skills during virtual sessions
- Parents interviews will count toward data collection for both education and therapeutic goals
- Progress reports will be completed and provided to parents and sending school districts as per established reporting schedule
- Progress reports during remote learning to contain greater narrative reporting

COMMUNICATIONS AND REPORTING

- Attendance is tracked daily per the procedure outlined above.
- Staff responsible for completing timesheets required by the New Jersey Department of Education.
- Teachers, therapists, 1:1 aides & classroom assistants keep records of all communications with families and tasks.



- Teachers hold meetings with parents to provide support and monitor student progress.
- Administration holds regular meetings with teachers and therapists to monitor student progress, collaborate and share information to continually refine remote learning practices
- SEMI logs are completed on a monthly basis and submitted to districts electronically with electronic signatures
- Larc School Executive Director provides weekly reports and updates via email to sending school districts