

**School Health-Related Closure Preparedness Plan**

*Educational Partnership for Instructing Children*

*The EPIC School*

Submitted to County Office (Bergen) 10/29/2021

The EPIC School (Educational Partnership for Inclusive Communities) is a NJ Department of Education approved private, nonprofit school for learners with autism spectrum disorder. The following is as, a plan to supervise and, to the extent possible, coordinate educational programing to our students and their families as has been developed by EPIC. The particulars are outlined below.

**STEPS TAKEN PRE-CLOSURE IF CLOSURE IS ANTICIPATED**

* Erin McGill, EPIC’s School Nurse has been designated our primary contact person for information related to Covid19.  She will be in regular contact with families via email and phone to discuss the internal precautions we are taking with regard to an anticipated closure and move to remote instruction.
* Dr. Peter Gerhardt, EPIC’s Executive Director, will send an email to all our families informing them of the need to move to a remote instruction format.
* All non-essential meetings will be cancelled.
* An emergency in-service day will be scheduled, if possible, to allow staff the time necessary to develop a binder of individualized instructional programs and materials for each student to be sent home.
* EPIC’S Curriculum Coordinator and SLE/Transition Coordinator will call each family to explain the process moving forward and to answer, proactively, any questions they might have. At the time of these phone calls, EPIC’S Curriculum Coordinator and SLE/Transition will assess the technology needs of the family and whether computers or internet-access is needed. As Epic is a small program of less than 35 students, the school has a supply of Chromebooks available for student at-home use, if needed. EPIC’S Curriculum Coordinator and SLE/Transition will work with internet access issues on a case-by-case conversation.
* The SLE/Transition Coordinator will call each business currently providing an SLE job-sampling site to brief them on the current situation and our plans for return.
* Student’s sending school districts will be notified by email of the impending closure.

**POST-CLOSURE PROTOCOL**

* EPIC Parents will have been provided with binders containing a minimum of 4 hours of instructional material per day (programs, material, datasheets, etc.), excluding lunch and recess, individualized to their son or daughter. These materials will be updated or replenished on a weekly basis. The full school day will last 6 hours as required by code.
* EPIC Staff, supervised by a NJ Certified Special Education Teacher, will coordinate with parents the provision of a minimum of 1, 40-minute Skype/Zoom supervision session on a daily basis.  The content of these sessions will be recorded.
* EPIC Parents, or their designee, will provide a minimum of 4 hours of direct instruction at home (re: *N.J.A.C 6A:16-10.1*), and will collect basic data on child performance to document instructional time. In addition, Parents will be provided with a simplified ADL data sheet on which they will be asked to record performance on a variety of such tasks (see attached).
* Designated EPIC staff may include the student’s Special Education Teacher or a sub-certified Instructor Level II. The student’s BCBA will provide supervision with regard to any existing behavior intervention plans.
* Teacher Meetings will be held on a weekly basis via Zoom to troubleshoot any unexpected challenges. Clinical Meetings (BCBAs & School Nurse) will also be held on a weekly basis via Zoom. These two meetings may be held jointly.
* EPIC has purchased 20 Ultimate Teacher Accounts on Boom Learning (<https://wow.boomlearning.com/>) to enhance the provision of direct, on-line instruction with EPIC Students (a single account can be used with more than one student).
* Bi-weekly Parent Zoom Meetings will be scheduled between parents and staff in 3 classroom cohorts (elementary, middle, high) to troubleshoot individual challenges and promote a sense of community among our parents.

Respectfully Submitted;

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Principal

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