MARY A DOBBS (MAD) SCHOOL EMERGENCY VIRTUAL OR REMOTE INSTRUCTION PLAN FOR 2021-2022 SCHOOL YEAR

District Demographic Profile: 100% Students with Disabilities

Total capacity of students served-75

**Purpose of Emergency Virtual or Remote Instruction Plan:** MAD schools wants you to know that the health and safety of our students, employees and community remains our top priority as we navigate the COVID-19 pandemic. To that end, we developed a plan should we need to transition to virtual or remote learning during due to a closure lasting for three consecutive days. Closures would occur based on a declared state of emergency, declared publish health emergency or a directive by the appropriate health agency or officers. This plan is based on the CDC and DOH guidance provided in “The Road Back, Restart and Recovery Plan for Education”. If a public health emergency occurs, this plan will be sent to all sending school districts, the county office and NJ DOE Commissioner of Education as well as be posted on the school’s website at [https://www.legacymad.org/locations/mary-dobbins-school/](https://www.legacymad.org/locations/mary-dobbins-school/).

**Health and Safety Precautions:** Legacy Treatment has a COVID-19 Pandemic team that addresses all issues relating to the COVID 19 pandemic that meets regularly oversee the health and safety of the organization. Please see the safety measures are in effect for MAD school:

- Use of health champions app to monitor temperatures, possible exposure and symptoms of all employees.
- Proof of COVID-19 vaccination or Weekly testing
- All personnel are required to wear a mask at all time in all locations
- Symptomatic students are isolated out of the school. All classrooms have adequate ventilation and the maintenance team monitors the HVAC Systems and filtration.
- Meals are prepared and placed in individual containers with lids and delivered to the students. Individually wrapped foods will be used as much as possible. Students will eat in the classroom or outside while social distancing.
- Visitors will able to enter the school by appointment only and will be subject to the same screening and face covering requirements.
- Any staff or student who travels by plane will need to quarantine for 10 days before returning to the school unless they can provide a negative covid test.
- If there is a confirmed positive COVID-19 case, the incident will immediately be reported to the Department of Health, DOE, and other governing entities where
required. Employees, students, and families who may have been in close contact with the person will be alerted to possible exposure.

**Scheduling, Instruction and Technology:** Each school day is comprised of 6 hours of instruction. Should remote instruction be needed the following actions will be taken:

- Teachers will contact parents to schedule instruction and provide their contact information. Teachers will also reach out to homes daily by phone or technology to answer any questions and check on assignments.
- Every student will be given a Chrome book for remote instruction and paper packets for instruction. The Chrome books will be equipped with Google Classroom and White glove protection.
- Depending on the home technology capability, some or all work will be web based. Teacher will have at least two weeks of work (e.g., paper packets) prepared, should a student have access to the internet, lose power or have goals that are not convince to online learning. Middle and High school students will have new materials introduced to them through google classroom or HMH instructional system. Teachers have also recorded lessons and sent as an attachment to students/parents.
- Parents without internet access should contact their Child Study Team case manager to discuss connectivity.
- Additionally, related services teachers (e.g., OT, PT, Counseling and Speech) will have activities to be done at home to address IEP goals and support the educational needs, they will also be available to students via the best mode of communication that has been identified and delivered through google classroom and zoom or other instructional modalities appropriate for the student. These professional will also maintain related service logs containing frequency and duration of services delivered.
- One to one aides report to school or the resident that the child lives in (for residential students) daily to support that child’s educational needs. Day students will have their one to one assistant in school when they arrive. If it is a day school student’s remote day, the one to one will be in contact with the student to support their needs as well.
- All communications and services will be documented.

**Attendance:**

- Attendance will be kept through our online system. Any child that we are unable to reach for 5 consecutive days will be marked absent. Districts will be notified of consecutive
absences via phone or email by an administrator and if they are unable to make contact, a 5-day letter will go out to the home and the district.

**District Contacts:**

- All district inquiries will be answered in a timely manner by a school administrator.
- Any updates on school closure plans will be sent out to all sending districts, as well as on the school’s website, www.legacytreatment.org.

**Student Progress:**

- All progress will be documented on an ongoing basis. Completed work will be returned via Mary A. Dobbins pick up, USPS, fax, on line or email. The returned work will be graded and averaged for report cards.
- *Annual reviews and district meetings will be completed on schedule through google meet, zoom or any other platform that the sending district requests.*

**Meal Distribution:**

- Mary A Dobbins Programs will participate in the school breakfast and lunch program. We will collect reimbursement on meals and provide meals for the days we are not providing in school instruction. The day student families will be notified that the students can collect meals from the home school district.

We will continue to follow guidance from local authorities regarding further developments and continue to keep students, employees, and families abreast of any changes, all of which will be approved by Legacy Administration. Any revisions will be submitted to the county in a timely manner.