

School Re-Opening Plan

Submitted: 5/12/2020

Agency Name: Gateway-Longview

BEDS Code: 140203997682, 140600996421

Administrative Address: 10 Symphony Circle, Buffalo New York, 14201

Program Site Address: 10 Symphony Circle, Buffalo New York, 14201

Program(s) provided at this site:

- X 4410 (Pre-school Special Education
 - X Special Class
 - Special Class in an Integrated Setting
 - Multi-Disciplinary Evaluations
- X 853 (School Age Special Education
 - Other:

Contact Person (Name, Title): Allison Newman, Chief Operating Officer

Contact Phone Number: 716.783.3263

Contact Email Address: tgirard@gateway-longview.org

Website where this plan and any plan updates will be posted:

<https://www.gateway-longview.org/tps>

INTRODUCTION

This plan was developed to conform to the guidance provided by the New York State Education Department (NYSED) in their July, 2020, document entitled: *Recovering, Rebuilding, and Renewing: The Spirit of New York's Schools – Reopening Guidance*. This plan will be revised and updated as needed to adjust to changing public health conditions caused by the COVID-19 virus and all of the new requirements and regulations which may emerge over time. We solicited input and involvement from the families we serve and our staff during the original drafting of our re-opening plan. We will rely on continued input from all stakeholders as we move forward implementing this plan and as we contemplate any additions or modifications.

We know our program must be as flexible and as responsive as possible to the needs of our students, families, staff members. We will closely monitor the conditions of our community as the COVID 19 pandemic continues and the effectiveness and appropriateness of our plan. Be assured that nothing has changed our sincere commitment to our students and our determination to provide the highest possible quality of educational programming and related services even during these difficult times.

The goal of the plan is to guide the delivery of high-quality educational services as safely as possible whether that service delivery is in-person, through a remote learning platform or a blended combination of remote and in-person services. Our focus and concerns extend to the social and emotional needs of our students, families and staff members. By diligently working together and remaining focused on the outcomes we desire, we can find solutions to the many challenges ahead.

Our plan includes all the required elements identified by NYSED and follows the structure of the guidance by addressing the following areas as they apply to our students with disabilities and their families:

1. Communication/Family and Community Engagement
2. Health and Safety
3. Facilities
4. Nutrition
5. Transportation
6. Social Emotional Well-Being
7. School Schedules
8. Budget and Fiscal
9. Attendance and Chronic Absenteeism
10. Technology and Connectivity
11. Teaching and Learning
12. Career and Technical Education
13. Athletics and Extra Curricular Activities
14. Special Education
15. Staffing
16. Teacher and Principal Evaluation System
17. Student Teaching

Any suggestions, concerns and/or questions about our plan should be directed to the contact person identified at the beginning of this document.

A. COMMUNICATION/FAMILY AND COMMUNITY ENGAGEMENT

1. What participants involved in the Reopening Plan's creation and may be involved in any possible future revisions

The plan was developed with the assistance of school administrators, Nursing, Teachers, Para-professionals, and related service staff through their unions. Parents were surveyed online and through direct contact with counseling staff for their concerns and ideas regarding reopening. Agency administration provided input and ensured the plan was consistent with the overall agency plan.

Public schools were consulted regarding the plan regarding coordinating the services offered to students and families

2. Moving forward how do you plan to consistently communicate with and provide information to each of the following groups?

The plan will be published on our web site and informational letters will be sent by the postal service and electronically to all families regarding the expectations of reopening for the school and the students and families. A link to the school web site will allow them to review the entire plan. Ongoing changes to the plan will be communicated via email letters and through direct communication through school counselors and social workers assigned to each family. Students will also get updates through the Google School email system. Signage has been placed around the school building directing visitors and parents to a single entry point. The signage will also inform parents and visitors not to enter if they affirm any Covid-19 medical protocols and/or screening questions along with reminders to wear PPE are placed around the school. All students will receive in class training the first day of school regarding all of the school's changed expectations regarding social distancing, PPE and handwashing. All staff are required to wear facial coverings according to the CDC and DOH guidelines unless safety or instructional issues may not allow the wearing of facial coverings. The Coordinator of Safety Plan is the Chief Operating Officer. Points of contact with the parents will be delegated to the Principal of the Therapeutic Preschool and the Director of Health Services depending on the nature of the question and the person best able to answer. We will use the Director of Health Services to coordinate with the local health officials our response to any exposures and consult with them regarding staying open or reopening.

Staff will all receive training in August before the start of school regarding the reopening standards and the use of PPE, social distancing and how students are to be screened prior to entry into the school

3+4 Describe how you will ensure that all students are taught or trained how to follow each of the following COVID-19 protocols safely and correctly

- The first day students are in person they will each be taught the appropriate hands washing procedures, how to use PPE and what social distancing means to them in school. Continued updates and training will be provided as needed. We will cover the changes in class scheduling and meals necessitated to keep them safe and reemphasize the importance of everyone wearing masks. Developmentally appropriate instruction will occur in all of these areas. The students will be provided with incentives for safe behavior and if unable to wear a mask due to health issues will be given examples of how to socially distance for safety. They will also receive instruction on how to cover their face when sneezing or coughing even while wearing a mask. They will also receive instruction on how to cover their face when sneezing or coughing even while wearing a mask Signs with pictorial clues will be in each class hallway and bathroom.

5. Copies of the plan are available on the web site and we will inform parents that copies will be available to any parent who requests one. Translations into alternate languages will be facilitated via commercial translation services.

6. School Counselors will be able to read and explain the Reopening Plan to any families with visual or hearing impairments, during regular communication with parents and students

B. HEALTH AND SAFETY

NOTE: Students and staff will return to in-person instruction only when governmental authorities permit in-person education. Additionally any return to in-person instruction will necessitate that the school's leadership also determines the number of students and staff allowed to return in person based on: the ability to maintain social distancing; the availability of PPE, including the availability of cloth face coverings and face masks; availability of safe transportation; local hospital capacity according to the local Department of Health

1. Staff will all receive training the reopening standards and the use of PPE, social distancing and how students are to be screened prior to entry into the school. They will be familiar with the warning signs of illness and who to report concerns to regarding a student's health

2. Students arrive in two ways through bus transportation provided by the county DOH and by parent drop off. When a parent is dropping off a designated staff member will ask the parent a series of questions and take the student's temperature. If the questionnaire is clear of possible Covid-19 contact and the student's temperature is under 100 degrees, a staff member from that student's classroom will walk the student to their class. If the questionnaire is flags possible Covid-19 contact and/or the student's temperature is above 100 degrees, then the student will not be permitted into the school building. Bus arrivals will have a designated staff member will take each student's temperature before getting off of the bus. If student's temperature is under 100 degrees, a staff member from that student's classroom will walk the student to their class. If the student's temperature is above 100 degrees, then the student will not be taken off of the bus/permitted into the school building. The bus will be instructed to take the student home and the school nurse or counselor will call the family to follow up.

3. Nursing staff will assist in making a decision on ill students or staff when available. Other staff screeners will be trained and are also available. Nursing staff will contact the family immediately for the ill student to be taken home. All students and staff who fail the screening will be required to provide follow-up with a medical professional before returning to school

4. All students, faculty, employees, visitors and vendors will be required to have a body temperature screening at a designated location before entry to the school. If their body temperature is at or above 100 degrees Fahrenheit, they be sent home immediately or in the case of students, will be sent to Therapy Room 1 to wait to be picked up. Parents will be given instructions to follow up with their health care provider for assessment and testing, employees will also need to follow up with Human Resources. Visitors will be turned away at the door and advised to seek medical attention. Students arriving by bus are required to be screened by the transportation providers.

5. See above anyone entering the building will be screened at the front door single entry point using the same criteria with the screenings and temperature checks. See above.

6. The Director of Health Services sent home a letter to each family explaining the COVID symptoms and requesting that they screen and check their own child before sending them to school. Families are requested to note the screening on the daily note that passes between the school and the family.

7. Signage is placed in every bathroom and in every hallway in the school and on every outside door reminding students, staff and visitors of the importance of hand washing, sanitizing and respiratory hygiene.

8. Students and staff will be reminded by visual cues placed in all hallway areas to remain 6 Feet apart and to wear their face coverings. Floor decals will be placed in areas where staff and students congregate as visual reminders to follow social distancing protocols.

9. Students at high risk or who live with others at high risk will be educated via remote learning for as long as the health situation warrants it. Parents must notify us in writing. Staff at high risk or living with those at high risk will meet with Human Resources regarding their options for various statutory and voluntary leaves available.

10. All staff, parents, visitors and students will be required to wear face masks or shields during the school day. Students with documented medical or mental health issues may use social distancing as an alternative.

11. Students will be allowed to take a mask break once every 20 minutes on average. Some of the primary students may need more frequent breaks as they becomes used to the practice of wearing masks in school.

12. Our school has been ordering masks from a wide variety of sources since the pandemic began. We have 7500 cloth masks and 3500 disposable mask currently for a school population of 186 students. We have gloves, face shields, and gowns available in large quantities. We continue to monitor the supply usage monthly so we can keep a 3 month supply available.

13. The local Health Department will be notified of all Positive Cases and we will engage with regular consultation regarding the status of school buildings being safe for staff and students. We will be prepared to transition to virtual and distance learning if a temporary closure is determined to be necessary. The local DOH will be notified by the Vice President of Human Resources of any positive cases involving staff. The Director of Health Services will notify the DOH of any cases involving students. Tracing Support. By using class schedules and attendance data the school will assist in contact tracing all possible contacts with an infected person while maintaining confidentiality required under HIPPA and FERPA. Notice of who tested positive will be shared in order to assure confidentiality. All senior school and agency leadership will be aware of an exposure incident. All staff, students, parents and guardians who had close proximate contact will be informed of the possible exposure.

14. The COVID -19 safety coordinator (Chief Operating Officer or designee) will ensure that the reopening is being done in accordance with the school reopening plan. The safety coordinator will coordinate the response from the County DOH, faculty, school medical staff and the custodians and Maintenance departments.

15. Cleaning and Disinfection Following Suspected or Confirmed COVID19 Case. If a suspected or confirmed case of COVID-19 occurs the areas of contact with the individual will be closed off until properly cleaned and disinfected. If possible a waiting time of 24 hours will be done. The custodial staff and Maintenance staff will move to disinfect per CDC guidelines including using a mister to cleanse airborne particles. Outside air will be introduced as feasible. If the possible areas of contamination can be isolated school could resume the next day if the County Health Department is in agreement. It is most likely that the school will be closed for at least 24 hours to ensure everything is disinfected and all notifications to families and close contacts are completed. Immediately after disinfection and cleaning the area can be reopened to those who did not have close and proximate contact with the person suspected of having COVID 19.

16. Safety drills will be conducted with same frequency as required by NYSED. The students and staff will drill for evacuations by class instead of the school as a whole. Students will be required to wear masks and maintain social distancing during the drills. The faculty classroom staff and administration will conduct the fire drills room by room so all students will become familiar with the evacuation plans. Safety drills such as lockdowns will be conducted school wide. The students will be instructed on where to place themselves out of sight during a real safety crisis. During the drill itself they will be instructed to remain in their socially distant

position in their desk. Drill conductors will ask students to identify the safe place they would shelter during a real crisis.

17. We will operate no before or after school programs at this time. Intramurals will not be offered in person during the school year. In-person after school tutoring will be permitted for educational purposes.

18. Allison Newman, Chief Operating Officer, 716-783-3263 is the COVID-19 safety coordinator of Gateway-Longview, Lynde School has selected to be responsible for continuous compliance with all aspects of the school's reopening plan, as well as any phased-in reopening activities necessary to allow for operational issues to be resolved before activities return to normal or "new normal" levels

19. Health related considerations:

- a) Lydia Nizinkiewicz, Director of Health Services (716) 783-3100 x 3305 is the COVID-19 Resource Person for the school and agency. Email: lnizinkiewicz@gateway-longview.org.
- b) Visitors for educational purposes such as parents, school district, DSS and other official visitors, will be screened in the same manner as staff. Intake appointments will be done remotely and in-person if possible after school hours, with mandatory mask wearing and screenings.

c,d,e) Written communication has been prepared for each family requesting that they screen each child before they leave for school. We have asked for them to sign off on the daily communication note to document the screening. Explanations of the screenings process will also be delivered in person by the school counseling staff assigned to each student. All designated screeners will have access to appropriate PPE including face shields and gloves. They will ensure social distancing of staff and students standing in line to be screened, perform a self-test to ensure the touchless thermometer is working appropriately and self-assess. We will provide privacy as much possible to individuals being tested. Students will be screened when they arrive at school off of the buses or when dropped off by family members. Social distancing markers through signs and floor markings and additional staff will be present to ensure the screening is done safely and quickly and the students move to designated classroom to maintain social distancing

- f) All students will be required to wear cloth face coverings at all times except when eating meals, when they are social distanced, or if there is a medical, behavioral or mental health reason they cannot. We expect that compliance with this expectation will be difficult and we will help students comply. Students will be offered occasional breaks to go outside or to another remote space to remove their masks safely.
- g) All school health personnel will wear PPE when assessing ill students. Student's parents and personal physicians will be consulted for alternatives to nebulizer

treatments in school if necessary. If nebulizer treatments are required they will be conducted by nursing staff wearing N-95 masks or their equivalent in closed room which will be cleaned and disinfected immediately after the treatment.

- h) Any student or staff that develops symptoms of COVID-19 will be taken to the first speech therapy room in the hallway closest to the exit.
- i) The Nurses Office will be free for regular student care and medication dispensing.
- j) The School Health Office has more than adequate supplies of disposable gowns, gloves, KN-95 masks and disposable masks to treat students and staff based on the NYSED work sheets.
- k) Custodial Staff are all required to wear PPE whenever working except break periods. PPE for the custodial staff include cleaners and members of the Maintenance Team is available at all sites
- l) Each class is being supplied with their own cleaning supplies based on a checklist which includes paper towels, gloves disinfectant sprays and wipes
- m) Lydia Nizinkiewicz, Director of Health Services (716) 783-3100 x 3305 is the COVID-19 Resource Person for the school and agency. Email: lnizinkiewicz@gateway-longview.org She is a Registered Nurse and oversees both school programs. She has been involved in the plan and contribute to the development of procedures. She will be the main contact for any student or staff issues. Most importantly, she will be contacting the local DOH regarding opening and closing issues.
- n) We have no before or after school program currently at this site.

C. FACILITIES

1. The school has reconfigured classrooms to allow for social distancing. The classes are for 6 students only with 2 staff and are able to accommodate that number in the classroom space. The gross motor room may be used to facilitate additional space.
2. No changes violated any building codes and are within NYSED and OCFS guidelines
3. The Emergency Plans themselves will remain the same but the mechanism for Drills during the COVID emergency are changed to reflect the need to maintain social distance during drills and evacuations. Building wide drills, will be staggered to maintain social distancing between classes/cohorts. Once outside classes will remain 6 feet apart. When we do lockdowns we will have students remain in their desks and they will be asked if they know where they should go in the class if it was not a drill. We have put the drill changes in writing for the crisis period. Staff will receive guidance before the return of students for the new school year

4. Schedules for class changes will be minimized. Cohorts of students at all levels will be kept together as much as feasible. Classes will stay in separate cohorts. Meals will be picked up by classroom staff and delivered to each classroom. Some class changes will be required to the gym or outside areas but by minimizing the changes social distancing will be easier to maintain.
5. School interior doors will all remain closed for security reasons. Windows in the classrooms will be opened twice a day minimally to increase air flow to the classrooms.
6. No dividers have been installed. In classroom spaces removed from the other students will be used to socially distance students who cannot or refuse to wear masks.
7. We have determined that we have adequate handwashing facilities in the school. All Preschool and the primary are equipped with handwashing facilities in the classrooms.
8. Hand sanitizers have been installed in the school corridor near often frequented spaces like the copier and time clock. Hand washing facilities exist in every classroom.
9. We have 6:1:1 classes with enough space to socially distance so we did not install any dividers.
10. Drinking fountains will all be turned off at the school. Water will be maintained in plastic pitchers in each classroom and refilled as needed. Each classroom will keep a supply of disposable cups to be used in place of the drinking fountains. In addition students will be allowed to bring in empty personal water bottles from home which they will be allowed to fill and keep with them during the day.
11. Ventilation will be increased by opening the windows in each classroom twice a day to increase air flow.
12. The heating and cooling system has been reconfigured to draw more outside air into the building rather than recirculate the inside air

D. NUTRITION

1. We will provide breakfast and lunch to all students who choose to eat during their school attendance. Residential students will continue to be served all meals through the centralized kitchen. Day and preschool students engaged in remote learning due to COVID-19 will be directed to their home school district site for meals that are readily available.
2. Food is prepared in a central kitchen and delivered by the vendor in the Morning. Masked and gloved staff bring the meals to the classes and serve individual portions to each student for both breakfast, lunch and snack.

3. Children with severe food allergies who cannot be around known allergens will eat separately in another room away from others if the meal being served contains known allergens.
4. Masked and gloved staff bring the meals to the classes and serve individual portions to each student for both breakfast, lunch and snack.
5. Students will sit at their tables separated from each other and eat their meals to ensure social distancing while masks are taken off to eat breakfast and lunch.
6. All students will wash their hands before and after all meals including snacks.
7. No family style meals will be served all food will be served individually.
8. As applicable, confirm that your school is in compliance with the CACFP standards for meals served both in the quantity and nutritional components:
9. Any family who needs translation services for any reason including meals and nutrition are communicated with their own language. Either bilingual staff or a translation service are utilized to facilitate communication.

E. TRANSPORTATION

NOTE: Transportation for students with disabilities enrolled in 4410 and/or 853 programs are provided by the school district. School programs, however, are involved in the embarking and disembarking of students.

1. Describe changes to student disembarking/arrival procedures and locations to promote social distancing:

Parent Drop Off

The location for parent drop off between 8:45am-9:00am will be at the Wadsworth entrance. Any late arrivals will need to go to the North Street entrance.

Upon arrival, a designated staff member will ask the parent a series of questions and take the student's temperature. If the questionnaire is clear of possible Covid-19 contact and the student's temperature is under 100 degrees, a staff member from that student's classroom will walk the student to their class. If the questionnaire is flags possible Covid-19 contact and/or the student's temperature is above 100 degrees, then the student will not be permitted into the school building.

Bus Drop Off

Students will continue to arrive on buses at the U-Drive located at the Wadsworth entrance. A designated staff member will take each student's temperature before getting off of the bus. If student's temperature is under 100 degrees, a staff member from that student's classroom will walk the student to their class. If the student's temperature is above 100 degrees, then the student will not be taken off of the bus/permitted into the school building. The bus will be instructed to take the student home and the school nurse or counselor will call the family to follow up.

2. Describe changes to student embarking/dismissal procedures and locations to promote social distancing:

Parent Pick Up

The location for parent pick up will be between 2:00pm-2:15pm at the Wadsworth entrance. Any late pickups will need to go to the North Street entrance. Upon arrival, parents can either park in the Wadsworth parking lot and walk to the entrance. Upon arrival they will need to social distance by 6 feet either on the sidewalk or in the vestibule. Parents can also remain in their cars and line up with the buses. They will need to follow the flow of the buses until safely exiting the drive. A designated staff member will be a "runner" to each classroom room to let them know the student's parent is waiting at the Wadsworth entrance. A staff member from that classroom will walk the student out to their parent or their parent's car.

Bus

Students will continue to dismiss at the U-Drive located at the Wadsworth entrance. A designated staff member will be a "runner" to each classroom room to let them know the student's bus has arrived. A staff member from that classroom will walk the student out to their bus.

3. Describe any changes made to stagger arrival and/or dismissal times:
Arrival and dismissal times will continued to be staggered as happens normally due to the different geographic areas served.
4. Discuss the impact of social distancing on the length of time required for arrival and dismissal:

The length of time required for arrival and dismissal will be impacted. Students cannot walk to their classrooms independently due to chronological age, developmental age, and security doors. Staff must assist all students who enter and exit the building. In the past, multiple staff members from classrooms other than the individual student's classroom would assist with transitioning the students to their designated classrooms. Since we are limiting the transporting contact to classroom staff members this will limit the amount of staff that can help. In turn the length of time will be impacted.

5. Discuss your plan for managing scheduling and social distancing when/if students are transported by their families by car, public transportation and/or walking:

See # 1 and 2

6. Describe student hand-washing and/or hand sanitizer use during arrival and dismissal: Upon arrival students will receive hand sanitizer. Once in their classrooms, they will follow the classroom's handwashing schedule. Upon dismissal, students will not need to utilize hand-washing and/or hand sanitizer other than their classroom procedures due to students will remain with the same cohort of adults and students throughout the day.

F. SOCIAL EMOTIONAL WELL-BEING

1. The Preschool uses both the Incredible Years curriculum and TCIT (Teacher Child Interactive Training) as evidenced based programs to assist students in learning to self-regulate. Each student has an Individual Crisis Management Plan to address specific needs with targeted interventions. Social Emotional Learning skills are taught by clinical staff in group counseling sessions that happen twice a week in cohorts.
2. Gateway-Longview Administrators and counselling staff have reviewed school wide plans, finding they are appropriate to meet student needs.
3. The Therapeutic Preschool will prioritize the mental health, SEL and well-being of our students, families and staff through established program policies and procedures, in addition to additional staff training and support.
4. The Gateway-Longview Lynde School collaborates regularly with all stakeholders to inform and modify program procedures by way of Parent Counseling and Training sessions, regularly scheduled treatment team meetings, staff meetings and surveys. Consideration will be given to forming a group which specifically reviews and addresses related to student mental health and emotional well-being.
5. Clinical staff (counselors, social workers) will continue to provide services to address the mental health and support needs of students and families. They will continue to make appropriate referrals for additional community supports as necessary.
6. Staff will receive training in understanding the impact of trauma and mental health on student behavior and family dynamics. Staff will also receive training on identifying and coping with the impact of the work during and after the COVID-19 public health emergency. Staff will be asked for feedback to identify useful supportive activities/resources. Ongoing opportunities for discussion will be provided by Administration.

7. Communication of social emotional well-being as priority for the school will be done through the following:
 - Stated throughout the reopening plan which will be posted on the agency website
 - Staff training, including refreshers on the PBIS system
 - Written correspondence to families from school administrators
 - Direct connection between clinical staff and families
 - Use of time in regularly scheduled meetings to promote these needs in day to day instruction, service provision and interactions with students and families

G. SCHOOL SCHEDULES

1. Our In person schedule is making no changes to the normal school hours or work hours for staff. We will modify the schedules if we are required to do a hybrid model that has some students working from home. We will also modify the schedule if the health crisis causes the school to become fully remote. We are planning on running normal class schedules for all three options. We will use Google School to stream all classes live so both in person and remote students can participate. The plan has staff coming in to deliver the lessons and provide support. Tele-therapy will continue to be used for all related services if we are partially or fully remote
2. Visitors for educational purposes such as parents, school district, DSS and other official visitors, will be screened in the same manner as staff. Intake appointments will be done remotely and in-person if possible but will take place after school hours, with mandatory mask wearing and screenings.
3. The plan is for Teachers and Aides to collaborate on site to complete fully remote instruction if the school is inaccessible due to a DOH closure. These staff will be able to easily maintain social distancing while working to provide the best instruction possible in remote situations to the students.
 4. Students will be kept in their home rooms as much as possible to reduce hallway congestion. Students will move in small groups to certain classes like the gross motor room or the outside play area
 5. All students are kept with a maximum of 5 peers for a total of 6 students in each classroom. That cohort is together throughout the day.
 6. Teachers, aides and related service staff have been involved in the preparation of this plan. The parents were surveyed regarding these issues and are split regarding some wanting to return fully with the modifications to the schedules and some scared of what will happen and may opt for remote learning options.
 7. All families will be communicated with regularly through the daily note sent home and through regular mail, electronic mail, phone calls and texts if the student schedule

changes for any reason. We have a phone tree set up that each supervisor calls key staff, who call each family, school districts and transportation providers. In the event of a school closure it will also be announced on the various media outlets both on the radio and television. Families that need translation services will be provided it through a contracted agency.

8. All students in the school are children with a disability. The entire school climate and program models are focused on meeting their unique needs.

H. BUDGET AND FISCAL

1. Accounting is tracking all purchasing related to the preparations and needs associated with COVID-19.
2. We have tapped into foundation grants from different charities to purchase 1:1 electronic devices for all students. In addition the agency applied for federal and state grant funds to provide resources to prepare for students returning to class.
3. All options may be looked at if expenses exceed our tuition reimbursement including staffing changes and delaying planned expenditures. Our school's agency may be asked through the foundation to provide more programmatic financial support than already budgeted.
4. We are currently working with local LEAs to provide placements to the students referred currently. We anticipate more referrals will be forthcoming when public schools are in session due to the added stress the pandemic has had in our community and the nature of the students we target. We anticipate having a full roster by mid-October if the school stays in-person and at least partially.

I. ATTENDANCE AND CHRONIC ABSENTEEISM

1. In-person: Teachers will be documenting student attendance in PowerSchool.
Remote: Teachers will be documenting student attendance in PowerSchool as well, for students who log in to remote classes.
2. Teachers are instructed to maintain a connection with both students and families every week. Teacher designated "office hours" are used to follow up with students continuing to participate in classes and receive support during remote learning. Students who have not been in attendance, whether in-person or remote, are also contacted by teachers to see what they can do to make instruction more accessible. Students' counselor/social worker

will also be in constant contact with students and their families throughout the week to follow up on attendance, as well as emotional support.

3. Teachers and counselors/social workers have been in weekly contact with families to promote remote learning efforts. Both groups encourage families to utilize remote learning to strengthen social dynamics that may have been lost during school closure.

Teachers are generating weekly assignments to mimic online instructional discussions, materials, and coursework. We have been diligently working with staff and families in order to ensure they are receiving materials and providing feedback to students and parents about progress.

4. The administrative team has been in contact with the multiple districts we serve, to keep all WNY schools informed as to which individual students are not utilizing remote learning or an online platform. District CPSE/ CSE departments have been sent our Continuity of Learning Plan to help connect with families and communicate expectations.

For students not participating, we have been notifying CSE chairpersons and outside agencies of situations when necessary. Some have elected to begin contacting those families, as well, as involving district social workers, or other personnel, to follow up

5. We have staff on hand that are fluent in multiple languages and have utilized their abilities to communicate with parents where English is not the primary language spoken. These staff members accompany counselors or teachers when visiting the home or making phone calls to ensure messages are accurately communicated. In addition we have a contract with a translation service that can be called to do real time translation.
6. All staff members within the school are aware of their responsibility as a mandated reporter. We are required to complete annual trainings including periodic updates concerning the process and protocols that accompany their duties.

J. TECHNOLOGY AND CONNECTIVITY

1. Describe how will your school initially gather and periodically update information on the level of access students and staff members have to devices and high speed broadband at their places of residence:

At enrollment, parents will be given literature regarding Gateway-Longview's technology and equipment policy. Parents will sign consents giving student permission to utilize the school wide systems and equipment. School counselors will be in regular contact with parents per Parent Counseling and Training (PCT) mandates and will routinely discuss the levels of access at their place of residence.

Upon the start of the school year, staff will be given literature regarding Gateway-Longview's technology and equipment policy. Staff will sign consents to utilize the school wide systems and equipment at their place of residence. Staff will also be able to access all needed equipment and systems by having access to the school building during their regular work days and hours, unless

otherwise specified by the administration. Administration will be in regular contact with staff through virtual meetings, email, and by phone. Administration will routinely discuss the levels of access at their place of residence.

2. Describe how you will address the need to provide devices and internet access to students and staff members who do not currently have access:

Staff who need devices will be given chrome books to access needed web based sites. Staff will also be able to access all needed equipment and systems by having access to the school building during their regular work days and hours, unless otherwise specified by the administration.

Students require adult assistance to attend classes virtually. Parents will use their own devices, if the family is in need of a device in order to participate in distance learning, Gateway Longview will provide the family with a tablet or Chromebook based on equipment availability and signed equipment consents. In the case that a family does not have internet access and can not access free services at a public institution (ex. library), packets of materials will be sent home with instructions and phone consultations will follow.

3. What multiple means of participation might you employ so that students can participate and demonstrate mastery of the Learning Standards in remote and blended models when they may not yet have sufficient access to devices or high-speed internet?

To ensure participation and demonstration of mastery, Gateway-Longview will send home instructional packets biweekly with instructions and conduct phone consultations. The school counseling staff will be in regular contact with parents per Parent Counseling and Training mandates and will routinely discuss and guide parents towards avenues to gain access.

4. Describe your plans for professional development in effective practices during remote instruction and learning:

Staff will continue to be able to access the OCFS Professional Development website to participate in and complete their required 30 hours of training. Teachers will continue to be able to access BOCES online trainings in areas of interest to completed their required certification hours. Gateway will continue to provide online trainings through the infinity system, monthly staff meetings, and scheduled PD times. Teacher leaders will continue to be encouraged to share and/or present (ex. email, shared drive, virtual meetings) new technology information that would help enhance instruction for all.

5. Describe your plan for providing information technology (IT) support to families and staff members who are experiencing IT issues and challenges:

The school counseling staff will be in regular contact with parents per Parent Counseling and Training mandates and will routinely discuss and guide parents towards avenues to gain access and navigate through issues and challenges.

6. Describe how you will ensure data privacy and security:

At enrollment, parents will be given literature regarding Gateway-Longview's technology and equipment policy. Parents will sign consents giving student permission to utilize the school wide systems and equipment. Additionally, an annual FERPA training will be conducted to all staff prior to the start of the school year.

7. Describe how you will assess the effectiveness of the digital tools and platforms you are using/will use:

A survey will be sent out to parents and staff regarding the effectiveness of the digital tools and platforms. Ongoing communication around the effectiveness and methods as well as to enhance the methods will take place during PCT, virtual classroom instruction, and staff meetings.

8. Describe some ways you intend to promote equitable access and flexibility for students, staff and families during remote instruction and learning:

All students and families will be given equitable access and flexibility during remote instruction and learning by:

- Receiving literature regarding Gateway-Longview's technology and equipment policy.
- Utilizing the school wide systems and equipment.
- Ongoing communication and contact with school counselors, teachers, and related services providers per IEP mandates
- Parents will be expected to use their own devices but if the family is in need of a device in order to participate in distance learning, Gateway Longview will provide the family with a tablet or Chromebook based on equipment availability and signed equipment consents.
- Instructional packets of materials will be sent home biweekly with instructions coupled with virtual classrooms, scheduled instruction, and/or phone consultations

All staff will be given equitable access and flexibility during remote instruction and learning by:

- Receiving literature regarding Gateway-Longview's technology and equipment policy.
- Utilizing the school wide systems and equipment
- Accessing to the school building during their regular work days and hours
- Staff who need devices will be given chrome books to access needed web based sites

K. TEACHING AND LEARNING

1. Briefly describe your continuity of learning plan should state or local conditions warrant moving to/from in-person, blended and/or all remote instruction:

Students will continue to receive programming and services virtually. Steps will be taken proactively to ensure a smooth transition to a distance learning model. At enrollment, parents will be given literature regarding Gateway-Longview's technology and equipment policy. Parents will sign consents giving student permission to utilize the school wide systems and equipment. School counselors will be in regular contact with parents per Parent Counseling and Training (PCT) mandates prior to school closings, during closings, and after. They will help and support parents and students with the utilization of the distance learning systems. To ensure continuity of learning, Gateway-Longview will send home instructional packets of materials biweekly. These packets will contain materials from teachers and related service providers in order to support the student and IEP goals during distance

learning. Instructions coupled with virtual classrooms, scheduled instruction, and/or phone consultations will be provided.

Staff will continue to provide programming and services virtually. Steps will be taken proactively to ensure a smooth transition to a distance learning model. Upon the start of the school year, staff will be given literature regarding Gateway-Longview's technology and equipment policy. Staff will review and be trained in the utilization of the school wide systems and equipment. Staff will also be able to access all needed equipment and systems by having access to the school building during their regular work days and hours, unless otherwise specified by the administration and/or DOH. Administration will be in regular contact with staff through virtual meetings, email, and by phone.

2. Will instruction, regardless of the modality used, remain aligned with the outcomes in the New York State Learning Standards?

Yes, this will be reflected on the lesson plans submitted to the shared drive by each classroom teacher.

3. Describe how your school will promote equity by making sure that all students have opportunities to access routinely scheduled instruction, interaction, feedback and support from teachers:

All students and families will be given equitable opportunities to access routinely scheduled instruction, interaction, feedback and support from teachers by:

- Receiving literature regarding Gateway-Longview's technology and equipment policy.
- Utilizing the school wide systems and equipment.
- Ongoing communication and contact with school counselors, teachers, and related services providers per IEP mandates
- Parents will be expected to use their own devices but if the family is in need of a device in order to participate in distance learning, Gateway Longview will provide the family with a tablet or Chromebook based on equipment availability and signed equipment consents.
- Instructional packets of materials will be sent home biweekly with instructions coupled with virtual classrooms, scheduled instruction, and/or phone consultations
- Quarterly progress reports will continue to be completed
- Parent surveys aligned to program outcomes will be sent to parents to complete

4. Will all students have opportunities for regular and substantive contact with qualified instructional personnel regardless of the delivery method (remote, blended, in-person)?

Yes, Gateway-Longview will send home instructional packets of materials biweekly. These packets will contain materials from teachers and related service providers in order to support the student and IEP goals during distance learning. Instructions coupled with virtual classrooms, scheduled instruction, and/or phone consultations will be provided.

5. Describe how you will engage families in the teaching and learning process:

School counselors and teachers will be in regular contact with parents per Parent Counseling and Training (PCT) mandates prior to school closings, during closings, and after. They will help and support parents and students with the utilization of the distance learning systems. Additionally, parents who are receiving Parent Counseling Interactive Therapy (PCIT) will continue to receive this service through a virtual model. School Counselors will work individually with these families to ensure utilization of all systems and modalities.

6. Describe your communication plan so that students/families, regardless of their home language(s), have multiple means to contact teachers and, as applicable, related service providers:

Communication modes, as mentioned above, will be provided to all students/families. Gateway Longview staff will utilize the language line to relay oral instruction. Materials will be translated in the student's/family's home language via google translate.

7. Describe your plan for student support and family involvement to address the specialized needs of students whose educational experiences in 2019-2020 were disrupted due to school closures and who now require additional social, emotional or academic support to be successful:

Gateway-Longview specializes in social, emotional, and behavioral learning methods. We will continue to use various program modalities to ensure academic success. Modalities such as but not limited to:

- Developmental Therapy
- Incredible Years: Social Emotional Problem Solving Curriculum
- Therapeutic Crisis Intervention (TCI)
- Teacher Child Interactive Therapy - Universal (TCIT-U)
- Parent Child Interactive Therapy (PCIT)
- Parent Counseling and Training
- Individualized Treatment Plans
- Individualized Education Plans

8. Describe how your school plans to help students to re-adjust to in-person instruction and the structure of school:

Students attending Gateway-Longview Symphony Circle location will be newly enrolled. We will provide each student with unique, highly structured and consistent, specialized programming. Various program modalities will be in place to ensure adjustment to academic setting. Modalities such as but not limited to:

- Developmental Therapy
- Incredible Years: Social Emotional Problem Solving Curriculum
- Therapeutic Crisis Intervention (TCI)
- Teacher Child Interactive Therapy - Universal (TCIT-U)
- Parent Child Interactive Therapy (PCIT)
- Parent Counseling and Training
- Individualized Treatment Plans
- Individualized Education Plans

9. Outline some of the things you will do to create a positive school climate of safety, comfort and routine in all program models:

See above

10. Describe how you will help staff members share information about individual needs and each student's responses to blended, in-person and/or remote learning:

Classroom teams (teacher, aide, related service providers, school nurse and administrator) will conduct biweekly team meetings. Individual case conferences will be held 2-3 times a year to develop an individualized treatment plan. Participants in this meeting include (parents, teacher, aide, related service providers, school nurse and administrator). In addition, school staff will attend annual CPSE/CSE meetings at the student's home school.

11. Describe how you will use diagnostic assessment to determine each student's academic, social and emotional needs:

The following diagnostic assessments will be used to determine each student's academic, social and emotional needs:

- Developmental Teacher Observation Rating Form (DTORF)
- Child Behavior Checklist (CBCL)
- Progress Monitoring (PM)
- Eyberg
- Surveys

Results from these diagnostic assessments will be used to create individualized goals and plans to meet the needs of each student.

12. Programs for preschool students (4410s) should briefly describe how they will:

- a. Manage meals without family-style service and with social distancing
Meals will be consumed in classrooms that have a maximum of 6 students. Meals will be delivered by aides and teachers from the kitchen and brought back to the classrooms to maintain social distancing. Individual student meals on separate plates will be served by the staff based on the menu and student expressed food choices.
- b. Manage toileting and hand washing when classrooms do not have adjoining sinks and toilets
N/A – all classrooms have adjoining sinks and toilets
- c. Implement nap time, if applicable
Students are in base cohorts of 6 students with one aide and one teacher. Those cohorts stay together throughout the day. Each student will be designated their own cot. Cots will be placed 6 feet apart. Carts will be sanitized at the end of each rest time with the OCFS approved sanitizer. Student rest time materials (blanket) will be kept in the individual student's cubby until rest time, placed on

their cot during rest time, and returned to their cubby upon completion of rest. This is to minimize cross contamination.

d. Avoid children having to share materials

Students are in base cohorts of 6 students with one aide and one teacher. Those cohorts stay together throughout the day. Students will not share school materials outside of cohort and if a cohort does change rooms all areas will be disinfected by staff before an item is used by another student in a different cohort

e. Follow sanitation guidelines during the day, i.e., after center time

Cleaning and disinfecting is done daily in all areas of the school building. In addition disinfectant spray is applied to common area surfaces and access points to the school in the morning before students arrive. Shared spaces will be cleaned as needed with supplies accessible to classroom staff. The logs for the cleaning are kept in the Cleaning supply area of the building and morning disinfectant spray is recorded electronically in Docuware. Paper copies are collected by the Maintenance Department from the custodians and reviewed at least monthly. Hand washing stations are located in lavatories around the school building. In addition hand sanitizers are mounted to the wall in various areas of the school where there may not be a hand washing station immediately available. These are in public areas that are in eyesight of staff. Classrooms in their emergency supplies will have access to hand held bottles of sanitizer. Parents will have access to the plan to use hand sanitizer and will be able to opt to not allow their child to use them if they inform the school in writing. Signage regarding hygiene is displayed throughout the school and around all hand hygiene stations. Receptacles are all around the school and they use plastic liners to ensure no contamination.

Cleaning and Disinfection. Cleaning is the prime responsibility of custodial staff but each classroom and common area will have cleaning supplies in the immediate area. These cleaning kits will include disposable wipes and/or disinfecting sprays which can be safely sprayed on a paper towel to clean keyboards, desk, etc. Trash receptacles and paper towel dispensers are hands free other areas without hand washing stations nearby have hand sanitizing dispensers. Water fountains will be turned off and water will be supplied to staff and students through personal water bottles. Students use restrooms one at a time and the restrooms are checked between usages for cleanliness. As needed the day custodian will be called in to clean and disinfect the bathrooms.

f. Discourage practices which encourage physical contact, i.e. partners holding hands

Activities will be based on individual skill building.

13. For 4410 Programs Only: Describe how you will balance screen time and authentic learning experiences during remote learning periods:

To balance screen time and authentic learning experiences during remote learning periods, Gateway-Longview will send home instructional packets of materials biweekly. These packets will contain materials from teachers and related service providers in order to support the student and IEP goals during distance learning. Instructions coupled with virtual classrooms, scheduled instruction, and/or phone consultations will be provided. Materials provided will be used for independent practice as well as during remote learning sessions.

14. Describe how your program will control/limit volunteers and visitors (including parents/guardians) and, if they are permitted, how they will be informed of requirements for health and safety

No volunteer's permitted. All visitors will go through the health and safety protocol upon entering the building: temperature and questionnaire.

15. Describe how you will maintain students in a "cohort"/"pod" for i-person and blended learning:

Same as above

16. Describe some of the best practices which can inform/facilitate high-quality remote instruction?

17. Describe how are students are assigned to a learning model and if, how and when they might be moved from one model to another:

Students are in base cohorts of 6 students with one aide and one teacher. Those cohorts stay together throughout the day. This is based on their IEP classroom ratio 6:1:1. Student will not change models.

18. Describe how you will make all models as inclusive and culturally-responsive as possible:

N/A

19. Describe your models for:

- a) In-person education, including details such as number of students/staff per classroom; length of session; and any other important information:
Cohorts. Are students are in base cohorts of 6 students with one aide and one teacher. Those cohorts stay together throughout the day with the exception of related services such as counseling, speech, occupational therapy, and physical therapy

In Person Instruction. The preference is for all of our students who are Special Education students in 6:1:1 to attend in person classes.

- b) Remote learning:

- Utilizing the school wide systems and equipment such as Google, zoom, and Dojo.

- Ongoing communication and contact with school counselors, teachers, and related services providers per IEP mandates
 - Parents will be expected to use their own devices but if the family is in need of a device in order to participate in distance learning, Gateway Longview will provide the family with a tablet or Chromebook based on equipment availability and signed equipment consents.
 - Instructional packets of materials will be sent home biweekly with instructions coupled with virtual classrooms, scheduled instruction, and/or phone consultations
- c) Blended/hybrid learning, including days and duration of in-person services, staffing for in-person portions and typical patterns and practices for remote instruction:
N/A

L. CAREER AND TECHNICAL EDUCATION

NOTE: *CTE does not specifically apply to 4410 programs except for the basic Learning Standards which can be achieved in remote, blended or in-person preschool instructional models.*

Any 853 programs engaged in a robust CTE programs, especially those with a “work-based” learning component should describe below some of the modifications which will be required to help students to make continued progress, especially in periods of remote or blended learning.

M. ATHELETCS AND EXTRA CURRICULAR ACTIVITIES

No athletics or extracurricular activities (intramurals and clubs) are anticipated in the upcoming school year in order to limit exposure of students and staff and ensure social distancing.

N. SPECIAL EDUCATION

1. All students will receive FAPE as all IEP services and program modifications will be implemented including instruction and related services. If needed due to the medical situation implementation of the hybrid model or the distance and virtual learning model and teletherapy will be used to fully offer the services on each child’s IEP.
2. Parents are addressed in their native language by use of staff with the language skills of through a translation service we have contract with for those situations.
3. We work closely with all CSEs and CPSEs in providing services to our students and families. We communicate quarterly progress and report any attendance issues. In addition all serious discipline issues are related to the school districts.

4. All students will receive necessary accommodations as outlined on their IEPs. Supplementary aids and service are already in place and any devices needed have been distributed to students.
5. We communicate every school day with parents in their native language through a daily note. Any translations required are done by school staff for several languages. If additional translations of daily activities are needed we use online translations and/or the translation service.
6. We will communicate any issues regarding transportation or other barriers to students attending in person. CPSEs and CSEs will know of our plans to educate our students in person, remotely or using a hybrid model. We anticipate social and emotional issues will impact some students more than others and individualized BIPs will have to be developed and amended.
7. The plan's primary goal is in person services from the first day for all of our students. Issues that could impede that include transportation provided by the school districts and counties or an illness outbreak. We believe our student are being severely affected by the lack of I person instruction and we need them back in order to ensure they receive FAPE:
8. Progress monitoring and report cards will be delivered quarterly. In addition, when in person education is occurring all parents will receive daily notes from the school regarding student progress. Each family has a school counselor assigned to meet . with families twice a month regarding the implementation of the IEP and student progress
9. Data gathering regarding all areas will remain the same if in person. Additional record keeping regarding participation and attendance in remote classes will collected and analyzed for alternatives to engage students who do not regularly participate.
10. Related services were being delivered remotely during the 2020 ESY program. Our in person services will look very similar to normal with the exception of masks and face shields being used by related service staff so students and families can see facial expressions. Group Counseling will be scheduled by cohorts to keep the same children together and we will be using a larger room to maintain social distancing. Parent Counseling and Training will remain remote in most cases to prevent direct contact in the home and to reduce the numbers of parents and visitors on campus. Remote related services if necessary will continue with a combination of virtual learning and packets of materials to support the activities of all related services

11. Caseloads for Related Services are scheduled in conjunction with the overall school schedule. A priority is placed on students attending the most critical academics and scheduling the Related Services around the academics. Most services are provided individually. Group services will be scheduled as much as possible to keep the cohort pods intact. Group Counseling will be scheduled by cohorts to keep the same children together and we will be using a larger room to maintain social distancing.

O. STAFFING

1. All teachers and related service staff will carry appropriate certifications /licenses for their positions.
2. Normal hiring practices will continue to check through the internet NYSED site to verify certifications and licenses.
3. We may require more teachers to be hired on a temporary basis to cover for the leaves of other teachers due to COVID-19. More staffing changes may occur as the in person education plan unfolds.
4. Some Incidental assignments may be required after recruiting efforts have failed. The leaves staff are eligible for due to child care and family care may cause a staffing shortage. Efforts will be made to ensure incidental teaching assignments are a last resort.
5. Substitute teachers will have an important role to play upon reopening, especially if there are extensive or protracted staff absences or in certain staff intensive instructional models that blend remote and in-person learning.

Our school will undertake robust recruitment efforts to identify and process qualified substitutes. In the 2020/2021 school year, as permitted by NYSED, if qualified substitute teachers cannot be engaged, individuals with a high school diploma or equivalent, even those not working toward certification can first be engaged for up to ninety (90) days and then beyond the first ninety (90) day period through the end of June, 2021, as long as the superintendent documents and attests that recruitment efforts did not identify a fully qualified substitute teacher. The superintendent must attest to the shortage of qualified recruits initially and then at the end of the first ninety (90) day period. Recruitment efforts will be extensively documented.

6. Staff members who are requesting an accommodation from reporting for in-person work due to concerns about their own health must notify the Human Resources department and then comply with submitting requested information before the agency can determine if a reasonable accommodation can be made based on applicable law, regulation and the agency's needs and resources.

P. TEACHER AND PRINCIPAL EVALUATION SYSTEM

N/A We are an 853/4410 school program

Q. STUDENT TEACHING

1. Student teachers and volunteers will be allowed on a case by case basis for educational purposes and agency need. We will consider changing that in the future as we learn how the changes in school climate affect the students and staff.