

Nativity of Mary School

****DRAFT****Reopening Plan 2020-2021****DRAFT****



July 2020



Nativity of the Blessed Virgin Mary School Planning & Preparation

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1. Introduction

Background

The safety of our students, staff, and community are of the utmost importance. Nativity of Mary School's COVID-19 Reopening Plan establishes and explains the procedures, practices and safeguards needed to meet the recommendations and guidance outlined by the following governmental agencies:

- Centers for Disease Control and Prevention (CDC) CDC Guidance for K-12 Schools;
- Federal Occupational Safety and Health Administration (OSHA) www.osha.gov;
 - New York State Department of Health (NYSDOH)
<https://coronavirus.health.ny.gov/home>;
 - New York State Education Department (NYSED)
<http://www.nysed.gov/coronavirus>;
 - New York State's "New York Forward" guidelines <https://forward.ny.gov/>.

Based on the aforementioned guidance, we have developed procedures related to the Operations and Instruction for three scenarios: Face-to-Face, Hybrid and Remote Learning. Understanding the ever-changing nature of this pandemic, we have developed a plan to allow us to switch learning modalities if necessary.

Three Phases of Reopening & Maintaining Safety

1. Planning for September 2020
2. Launching the 2020-21 School Year
3. On-going monitoring & assessment during the 2020-21 School Year

Additionally, each topic of the plan contains guidance, procedures, protocols and/or other measures which explain practices that need to be considered in order to maximize the health and safety of students and staff.

2. Important Contact Information

For questions about...	Contact Information
A Course, assignment, or resource	The classroom teacher
A technology-related problem or question	Mr. Matthew Lester, mlester@nativityofmaryschool.org 716-633-7441
Social-emotional, personal or academic concern	<ul style="list-style-type: none"> • School Nurse, Mrs. Hana Muller, R.N. (716) 633-1531 office (716) 377-2094 office cell • Classroom Teacher
Free Breakfast & Lunch	Joan DiBartolomeo, Food Service Director at (716) 407-9095

Role	Contact Information
Principal	Dr. Robert Cluckey, rcluckey@nativityofmaryschool.org
Advancement Director	Mrs. Amy Connolly, aconnolly@nativityofmaryschool.org ext. 317
School Office	Mrs. Patti Downing, (716) 633-7441 office@nativityofmaryschool.org
Facilities Manager	Mr. Robin Hammer (716) 633-7441 ext. 320 rhammer@nativityofmaryschool.org
School Nurse	Mrs. Hana Muller, R.N. (716) 633-1531 office (716) 377-2094 office cell

3. Communication/Family & Community Engagement

School Level: Nativity of Mary School

The Superintendent of Schools will provide regular communication to families, responsive to recent changes/developments. Communications regarding academic instructional outlines, support for free breakfast/lunch, technological assistance, and mental health support are the foundation of these communications. Additionally, logistics of the closure and its implications on instructional delivery, grading, graduation requirements, etc. are communicated to families.

The District utilizes School Messenger to send emails and/or text messages to families. Official school communications will be sent via e-mail through School Messenger to NBVM families through the e-mail addresses they have previously provided. Further updates will also be sent to this e-mail address.

The District also utilizes social media and the press to share information with the community.

Teacher level

Teachers communicate with families via email and telephone communications. Google Classroom (our Learning Management System) and ESchool (our student data system) are also used to provide insight in student engagement with assignments.

4. Health and Safety

Personal Protective Equipment (PPE)

In accordance to the NYSDOH guidance regarding face coverings, we will communicate and enforce expectations for the wearing of face coverings as follows:

- Face coverings will be required any time or place that individuals cannot maintain appropriate social distancing, individuals must wear acceptable face coverings.
- Disposable face coverings will be available at each school and on school buses for students, staff and visitors in the event an individual does not have a face covering.
- While in any common spaces (for example, time clocks at start and end of shifts, break rooms for lunches and breaks, supply closets, restrooms, hallways, copiers).
- Face covering breaks will be scheduled and available throughout the day. Further guidance on mask breaks including duration and frequency will be forthcoming, as well as more information about properly removing and putting on masks.
- Students who are unable to medically tolerate a face covering, including students where such covering would impair their physical health or mental health are not subject to the required use of a face covering.
- School personnel will assist students who have difficulty in adapting to wearing a face covering.
- Nativity of Mary School will provide training to students, faculty, staff and families on how to adequately put on, take off, clean (as applicable), and discard PPE, including but not limited to, appropriate face coverings.
- The guidance from both the NYS Department of Health and NYS Department of Education indicate face coverings (i.e., cloth face masks which cover the nose and mouth) are acceptable barriers. If your child has medical, behavioral and/or special education needs that do not permit him/her to wear a face covering, please contact your child's school principal so all available accommodations can be considered.

Social Distancing

Social distancing (6 ft or 12 ft during aerobic activity and singing) will occur during instruction and whenever practicable. When polycarbonate shields are not provided and social distancing cannot occur, all students/staff will wear cloth face coverings (ie, transitioning from class, walking in the halls, on buses to and from school etc.)

Health Screenings

- All students will be screened by the parent/guardian at home prior to boarding the bus/coming to school using a checklist provided by the district. If the child presents with COVID-19 symptoms the parent/guardian is requested to contact the building nurse. All other "non-COVID-19" absences should be reported.

- Staff must self-assess prior to entering the building. Checklists/Questionnaires will also be provided to staff and parents, and posted at each building main entrance for visitors/vendors/contractors to complete before being granted access to the building: using the Health Questionnaire for COVID-19 Screening linked below and in the Appendix of this plan.

- [Appendix N Health Questionnaire for COVID-19 Screening](#)

- NBVM will display and share with parents, age appropriate posters and videos as reminders of proper hand washing, proper donning of face masks, how to stop the spread of COVID and how to protect yourself and others. Resources, including those listed below, can be found in the Appendix of this document.

- [Appendix A Hand Washing Poster for Elementary](#)
- [Appendix B Hand Washing Poster for Secondary](#)
- [Appendix C Hand Washing Poster for the Workplace](#)
- [Appendix D Hand Washing Poster for Parents/Community](#)
- [Appendix E Hand Washing "Health is in Your Hands" Poster](#)
- [Appendix F Prevention Info Sheet](#)
- [Appendix G Share Facts about COVID-19 Info Sheet](#)
- [Appendix H COVID-19 Info Sheet](#)
- [Appendix I Stop the Spread of Germs Poster](#)
- [Appendix J Stop the Germs! Wash Your Hands Poster](#)
- [Appendix K Cover Your Cough! Poster](#)

Periodically reminders will be sent via the Cougar News to all school families to remind them to conduct daily screenings at home prior to boarding the bus/coming to school.

Individuals Exhibiting Symptoms of COVID-19

Parents/guardians and staff members must be provided resources to educate them regarding the careful observation of symptoms of COVID-19 and health screening that must be conducted each morning before coming to school. Parents/guardians and school staff must be instructed that any student or staff member with a fever of 100°F or greater and/or symptoms of possible COVID-19 virus infection should not be present in school.

The Centers for Disease Control and Prevention (CDC) keep an up to date list of symptoms of Coronavirus on its website. This list is not all inclusive as some individuals may display other symptoms or none at all. As of 7/13/2020, the following are listed as the most common symptoms of COVID-19:

- Fever or chills (100°F or greater);
- 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;
- Nausea or vomiting; and/or
- Diarrhea.

It is strongly recommended that all staff are educated to observe students or other staff members for

- signs of any type of illness such as:
- Flushed cheeks;
- Rapid or difficulty breathing (without recent physical activity);
- Fatigue, and/or irritability; and
- Frequent use of the bathroom.
- Students and staff exhibiting these signs with no other explanation for them should be sent to the school health office for an assessment by the school nurse. If a school nurse is not available, the school should contact the parent/guardian to come pick up their ill child or send the staff member home.

Nativity of Mary School will identify a location (separate from the Health Office) to house students and staff that exhibit COVID-19 symptoms until they can exit the building. A staff member will be assigned to supervise students until a parent/guardian arrives to pick them up. The staff member will maintain social distancing and be provided appropriate PPE equipment including a face shield, face covering, gown, gloves, and a 2-way radio so that the school nurse, front desk monitor and staff member can communicate regarding the student and when the parent/guardian arrives for pick up.

Protocol for students/staff that exhibit COVID-19 symptoms:

If a student presents with symptoms related to COVID-19, the teacher should use their classroom phone to communicate with the school nurse that they are sending a student to the office for assessment.

Back to school protocols will be followed based on CDC and Department of Health recommendations and protocols.

Hand Hygiene

- Students and staff must practice good hand hygiene to help reduce the spread of COVID-19. Schools should plan time in the school day schedule to allow for hand hygiene. Hand hygiene includes:
 - Traditional hand washing (with soap and warm water, lathering for a minimum of 20 seconds), which is the preferred method;
 - Use of alcohol-based hand sanitizers (60% alcohol or greater) when soap and water are not available, and hands are not visibly dirty. NYSED's Memo: Handwashing Recommendations and Alcohol-based Hand Sanitizer Use in Schools provides information to schools regarding the use of alcohol-based hand sanitizers;
 - Provide hand sanitizer throughout common areas (e.g. entrances, cafeteria), near high touch surfaces, and use touch free dispensers when able;

- Signage should be placed near hand sanitizer indicating visibly soiled hands should be washed with soap and water; and
- Some students or staff may be unable to use alcohol-based hand sanitizers for health reasons therefore they must be permitted to wash their hands with soap and water.
- As noted in prior NYSED memos, hand sanitizers contain alcohol and are flammable. Alcohol-based hand sanitizer dispensers are permitted to be installed in rooms and corridors in limited quantities in accordance with FCNYS 2020 Section 5705.5.
- The CDC guidance on when and how to wash your hands provides information on when handwashing should occur, how to wash hands correctly, and how to correctly use alcohol-based hand sanitizers. Schools should provide the following:
 - Adequate facilities and supplies for hand washing including soap and water;
 - Paper towels or touch free paper towel dispensers where feasible (hand dryers are not recommended as they can aerosolize germs);
 - No-touch/foot pedal trash can;
 - Alcohol based hand sanitizers with at least 60% alcohol or disinfectant hand wipes;
 - Time in the schedule to allow for frequent hand washing; and
 - Promotion of proper hand washing before meals, after recess or physical education, before and after removing PPE, and other times, as appropriate.

Respiratory Hygiene

- Processes and procedures for respiratory hygiene must be included in reopening plans.
- The COVID-19 virus spreads from person to person in droplets produced by coughs and sneezes. Therefore, it is important that students and staff cover their mouths or noses with a tissue when coughing or sneezing and dispose of the tissue appropriately.
- A supply of tissues and no touch/floor pedal trash cans should be available in each room when feasible. If no tissue is available, using the inside of the elbow (or shirtsleeve) to cover the mouth or nose is preferable to using the hands. Always perform hand hygiene after sneezing, coughing and handling dirty tissues or other soiled material.

Contract Tracing

The important task of contract tracing is dependent on the accuracy of our records. The following records will be utilized and analyzed when contract tracing occurs:

- Attendance records to determine who was present and onsite (both students and teacher/staff attendance records);
- Bus route rosters;
- Substitute employee records (substitute teachers, aides, etc.) through the AESOP absence management system;
- Our visitor management system (T-Pass), which provides the date and entrance/exit time of all visitors.

Conducting school safety drills amid COVID-19

- All required NYS school safety drills will be conducted with the consideration of the social distancing and face covering requirements. It is understood that evacuation drills will likely take longer than they would without social distancing.
- As part of the drill, students should be instructed that social distancing is part of the **drill**, however, in a real situation (i.e. fire) social distancing is secondary to the immediate need to evacuate. In that event, students and staff will wear face coverings if possible.

Medically Vulnerable/High Risk Groups (adults)

The following groups are at increased risk for complications from COVID-19 and may need added or alternative provisions for social distancing. Persons in these groups should consult with their healthcare provider and the district regarding prevention:

- Individuals age 65 or older;
- Pregnant individuals;
- Individuals with underlying health conditions including, but not limited to:
 - chronic lung disease or moderate to severe asthma
 - serious heart conditions
 - immunocompromised
 - severe obesity (body mass index [BMI] of 30 or higher)
 - diabetes
 - chronic kidney disease undergoing dialysis
 - liver disease
 - sickle cell anemia
- Individual plans will be developed in conjunction with the employee and their medical providers for those who qualify as a NBVM Reopening Plan DRAFT vulnerable adult. All applicable laws and contractual rights will be addressed during this process.

Information regarding vulnerable students is located later in this document.

Monitoring of attendance

- Student attendance
 - Nurses will monitor student attendance for COVID-19 related absences using a log sheet. NO personally identifiable information will be contained on the log sheet, just numbers of students exhibiting symptoms. School Nurse log sheet for COVID-like Symptoms (Appendix Q).
 - Staff attendance will be monitored.
- During virtual or hybrid instruction, student attendance will be monitored and entered through ESchool.

5. Facilities

Summer preparations

- To prepare for the arrival of students, teachers and staff, the following safety enhancements will be completed in each school building prior to the first day of teacher attendance:
 - Markings to indicate 6' social distancing where applicable
 - Signage installed at entrances and throughout buildings to inform and remind occupants of proper hygiene recommendations
 - Remove all gathering rugs and furniture (i.e. couches, tents, etc.)
 - Removal of excess furniture to create additional space for social distancing of students and staff
 - Install polycarbonate shield partitions for forward-facing high contact positions (i.e. main office secretaries)
 - Additional hand washing stations will be added to increase hand washing opportunities for students and staff
 - Provide hand sanitizer (60% alcohol or greater) in all classrooms as well as common areas. Hand washing with soap and water should be taught and encouraged especially when hands are visibly soiled. Hand sanitizer can be used if soap and water is not available.
 - Review all HVAC settings to ensure all spaces are provided adequate ventilation
 - HVAC filters will continue to be changed at recommended regular intervals with MERV 11 rated or greater filters

Capacity

- Capacities for the maximum number of people (based on room square footage, student enrollment, and social distancing considerations) have been determined in:
 - Classrooms
 - Cafeterias
 - Auditoriums
 - Gymnasiums
 - Libraries

Spaces (communal spaces, gathering spaces)

- The school building has determined the communal spaces (i.e. library, computer lab, art room, music room, gym) may be repurposed as a classroom instructional space to provide greater social distancing and/or smaller class sizes.

Visitors to the Building

- Building procedures
 - Limit access of visitors

- Communication to parents, community regarding limitation of visitor access
- All visitors must read and answer the self-assessment questions before being allowed entry to the building

Special considerations

- Before/after school childcare will use cohort grouping and will be cleaned before and after
- Water fountains - traditional water fountains and classroom bubblers will be disabled and capped to avoid potential sharing/bottle filling stations will remain operational.
- Copy machines will be disinfected after each use
- Restrooms
 - Ensure availability of paper towel dispensers
 - Limit capacity in restrooms
 - Face coverings will be worn in restrooms

Cleaning/Disinfecting Procedures

- Cleaning and disinfecting will be manually tracked and recorded through daily cleaning logs
- Pre-Arrival/Arrival of Students
 - Clean and disinfect areas used by groups before the start of the school day
- During the School Day
 - Clean and disinfect high touch areas such as door handles, stair railings, etc. after arrival and mid-day. All staff will support cleaning efforts, including classroom teachers and teacher aides to the extent practicable.
 - Bathrooms will be cleaned and disinfected frequently during the school day
- Lunches
 - Cafeteria - If the cafeteria is used for lunch periods
 - Tables will be wiped down and disinfected by cafeteria monitors after each lunch period
 - Garbage will be emptied after each lunch period
 - Classrooms - if eating in classrooms, cleaning to protect students with life threatening food allergies
 - During the school day, shared spaces will be cleaned between usage (i.e. desks)
 - Teachers will tie up garbage bags and leave them in the hall after lunch where custodial staff can then pick them up.
- After the School Day
 - Daily procedures for cleaning and disinfecting will be completed in all student and staff areas to prepare for the next day
 - Routine cleaning includes:
 - Clean all high touch items such as light switches, door knobs, handrails, desk tops, counters, handles, faucets, etc.
 - Dust mop and/or wet mop floors
 - Empty trash receptacles and replace liners
 - Clean restrooms

- Dust
- Vacuum carpeted areas
- Disinfecting will occur after routine cleaning is completed
 - Spray disinfecting should not be done when the space is occupied by children. If there are adults in the room, they should be advised that disinfecting is about to occur and given the opportunity to leave.
- Playgrounds and Outdoor Areas
 - Hand sanitizing station(s) will be at playground entrance areas. Students will sanitize hands before/after use. Similarly, when accessing other outdoor learning spaces, hand sanitizing stations will be available outdoors or as students exit the building.
 - Maintain per CDC guidelines for outdoor areas: Outdoor areas generally require normal routine cleaning and do not require disinfection. Spraying disinfectant on sidewalks and in parks is not an efficient use of disinfectant supplies and has not been proven to reduce the risk of COVID-19 to the public. You should maintain existing cleaning and hygiene practices for outdoor areas. The targeted use of disinfectants can be done effectively, efficiently and safely on outdoor hard surfaces and objects frequently touched by multiple people.

Community Use of Facilities

Initially and upon reopening, Nativity of Mary School facilities will not be open for community use. Our priority will be safely supporting the academic and instructional program while focusing efforts on cleaning and sanitation. Therefore, general community use of our school facilities will not be permitted.

6. Child Nutrition

Food service (breakfast and lunch)

- Breakfast and lunch procedures – Some classes will eat in the cafeteria with social distancing practices in place. Students will wear mask when not seated. Lunches will be served via lunch lines, via a bagged pickup, or alternate distribution based on guidance.
- NBVM Students will wear mask when not seated in the dining hall (i.e. dumping garbage)
- NBVM lunches will be served via lunch lines, via a bagged pickup, or alternate distribution based on guidance.
- School personnel will prohibit sharing of food and beverages (e.g., buffet style meals, snacks), unless individuals are members of the same household.
- If lunch is scheduled in a classroom, it must be a nut-free environment

Classroom Celebrations

- No shared or communal food
- Continued social distance

Snacks

- All snacks must be nut-free
- Provided by the home (this includes snacks in Nativity's Pre-K Programs and after school program)

7. Transportation and Arrival/Dismissal

Transportation Planning and Bus Capacity

- Please consult your local school district regarding the transportation of Nativity of Mary School students.

Daily Transportation Procedures and Health & Safety Procedures

- Students will be required to wear facial coverings at all times while on the bus.
- All bus drivers and bus attendants will be monitored on a daily basis, including responding to self-monitoring protocol.
- Buses will be cleaned and disinfected on a daily basis. Drivers will wipe down high touch surfaces between bus runs.
- Bus drivers will be required to wear facial coverings at all times.
- Buses will be disinfected after the morning and afternoon bus runs.
- Follow all requirements as set forth by your district.

Arrival/Dismissal Changes for Parent Drop off and Pick up

- Traffic flow patterns and procedures for drop off and pick up have been developed to ensure density control. Specific procedures will be shared prior to the start of the school year. Parents will not be allowed to enter the building.

8. Social-Emotional Well Being

Mental Health of students, faculty/staff, families

When a teacher newly identifies a student at risk, based on behaviors such as lack of engagement, the teacher is the first level of intervention with the family. If concerns are still present, the teacher makes a referral to the school nurse. If concerns are not remedied, the school nurse involves the building principal. If necessary, the school principal and school nurse will refer the student at risk to obtain other community resources. Such community resources as the following: school psychologists, mental health counselors, primary care doctors, or specialized therapists.

- Students identified by the building principal (in consultation with the school nurse) will be provided support to assist students and families to remove barriers to education. This could include technology support, time management support, motivation/encouragement, opportunities for connections with a school staff member for social-emotional benefits, and academic support.

Nativity of Mary School will continue to provide professional development opportunities for faculty and staff on how to talk with and support students during and after the ongoing COVID-19 public health emergency.

9. School Schedules

A rotational lunch may be utilized at times where social distancing is not possible.

10. Attendance

Attendance

- Daily attendance will be recorded for any required synchronous learning sessions in ESchool by teachers as we would during face-to-face instruction.
- Participation grades (which can include participation in synchronous learning, participation in discussion forums, engagement during office hours, etc.) may be a component of grading.

11. Technology & Connectivity

Student Access

Parents should contact Mr. Matthew Lester if they need help with technology.

Technology Support for Families

- Orienting families to our LMS (Google Classroom) through a knowledge base page with directions and videos
- On-going tech support and troubleshooting for families through Mr. Lester and Nativity’s webpage

Technology Support for Teachers/staff

- We are committed to supporting teachers to effectively teach in the hybrid/remote learning environment. In addition, we will:
 - Orient new teachers through online New Teacher Orientation modules;
 - Support teachers in shifting to Google Classroom.

12. Teaching & Learning

A. Face-to-face Instructional Considerations

In-Person Model

100% if the staff and students will attend school in the physical building for a full day on each scheduled school day and instruction will be delivered in traditionally scheduled courses/subjects areas with established precautions for maintaining health and safety. Social distancing measures will be in place and masks are to be worn. Using this model, students will be actively involved in the school learning environment. In addition, instructional programs, for the most part, will remain their current integrity.

Room configuration considerations

Preparation to reconfigure classrooms with a focus on increasing distance between students and the instructor as much as possible occurred in the summer of 2020. These steps include:

- Removal of gathering rugs in classrooms
- Removal of classroom gathering spaces (couches, tents, etc)
- Removal of unnecessary furniture to increase available space for social distancing
- Reallocation of classroom spaces/staff as needed

Instructional Equipment and Supplies

- Procedures to limit sharing of equipment (PE equipment, musical instruments, OT/PT equipment, computer lab keyboards, etc.) have been established by the building and department.
- Procedures for cleaning of equipment that must be shared has been developed by building and department.

Academic Intervention & ENL programs

- It is recognized that gathering baseline formative assessment information is critical, given the varying degrees of academic engagement during the closure of spring 2020. This is particularly critical given the cancellation of 3-8 assessments, Regents exams and local final assessments. Given this, students will gather baseline formative data such as:
 - Running records;
 - The administration of the prior year's final exam to determine content mastered in the prior year course;
 - Placement assessments, such as in K-5 mathematics;
 - Computer based assessments and/or universal screening tools;
 - Classroom on-demand writing tasks;
 - Listening/speaking assessments;
 - Other classroom performance measures.

B. Hybrid and Remote Instructional Considerations

Hybrid Model

Students will be back in school with an altered schedule to reduce student population within the building. Students would attend school in-person for a portion of a day or a portion of a week and the rest of the time they would engage in remote instruction. Social distancing measures will be in place and masks are to be worn. Using this model, students will be actively involved in the school learning environment in a smaller group setting.

The way it is currently constructed is for the days of in-school attendance will be alphabetically/by family. There will be two cohorts broken down as evenly as possible, with a dedicated remote day.

Online/Remote Learning

NBVM will utilize Google Classroom as its Learning Management System (Pre K to grade 12) for the posting of assignments and instructional resources. Additionally, teachers may use other Ed Law 2-d compliant methods of communication with parents such as email, or telephone communications.

Access to Instructional Resources during Remote Learning

- Textbook and material distribution in the fall will be reflective of practices to avoid sharing of materials as much as possible. In mathematics, for example, K-5 students may be provided a personal set of math manipulatives, which are stored in student desks, rather than distributing/collecting materials daily. Similarly, student materials will be distributed with a mindfulness that such materials could be taken home in the event of remote learning.
- Students in grades 4-12 kept their Chromebooks throughout the summer. In grades K-3 and new students, arrangements will be made to ensure each family has a district provided device. Ideally, students will take home all needed supplies prior to switching to a remote learning environment.

Vulnerable Student Populations

Children who are medically complex, who have neurologic, genetic, metabolic conditions, or who have congenital heart disease are at higher risk for severe illness from COVID-19 than other children. Further, students with special needs or students who are medically fragile may not be able to maintain social distancing, hand or respiratory hygiene, or wear a face covering or mask. It is important for parents/ guardians to work with their child's healthcare providers so that an informed decision can be made on how best to meet the child's needs at school while protecting their health and safety.

During the month of July 2020, information will be sent to all students and families within NBVM School that believe their child may meet the criteria for a vulnerable child per the NYSED guidelines (<http://www.nysed.gov/common/nysed/files/programs/reopening-schools/nys-p12-school-reopening-guidance.pdf>).

If a family and student would like to transition their child to face to face/hybrid instruction, planning and coordination regarding specific health and educational needs will be developed on a student by student basis.

Finally, if the parents/guardians choose not to send their child back to school after consulting with the district and their medical professionals, vulnerable students will be offered a virtual instructional model.

13. Special Education

Special Education

- In developing our reopening plans, Nativity has considered IDEA and the needs of our special education students to the fullest extent possible.

In planning the Least Restrictive environment (LRE) has been central in the decision making on an individualized basis to ensure that every student has access to their grade-level standards and makes educational progress.

- **Communication and Parental Involvement:** Nativity recognizes the role of the parent/guardian in the IEP process is critical. Parents are always encouraged to be a part of the decision-making process and attend the CSE meetings through various means (ie. email, phone calls, certified letters) to participate in virtual CSE meetings. CSE meetings will continue to be scheduled through our Special Education teacher and the Clarence CSD.

- **Child Find:** Child Find is governed by IDEA, 34CFR.311, Part 200.2 and section 4410 of the New York Regulations of the Commissioner of Education. The district continues to maintain its obligation to locate, evaluate and identify students with disabilities who are in need of special education and/or related services despite the challenges of the impact of school closures. With the health and safety of all individuals in mind the district has implemented a plan for conducting evaluations.

- **IEP Implementation:** Nativity has developed a plan to ensure continuity of services to support the IEP in the event of a school closure through the development of specific grade level virtual schedules that address IEP needs.

- Individual transition plans for students who will have difficulty transitioning back to the school environment will be developed as appropriate with parental collaboration.

- Anticipate additional sensory accommodations or modifications, that may be necessary in the area of social distancing, personal safety (ie. Masks), personal hygiene or if it is not feasible.

- Identify Special Education activities that were successful in meeting the unique needs of special education students during remote learning if needed.

**Refer to page 112 in the New York State Education Department Reopening Guidance Plan for all Special Education Considerations.*

14. Staffing

Vulnerable Employees

Employees with health concerns, those considered to have vulnerabilities, and/or staff who are at increased risk for severe COVID-19 illness are encouraged to contact the Principal for additional information and guidance in response to their unique situation so appropriate accommodations may be considered.

15. Appendix

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