Wildwood School 2020-2021 Reopening Plan

3-19-21

Agency Name: Wildwood Programs

BEDS Code: 530515997783

Administrative Address: 2995 Curry Road Extension, Schenectady NY, 12303

Program Site Address:

- 2995 Curry Road Extension, Schenectady, NY 12303 (5-18)
- 1202 Troy-Schenectady Road, Latham, NY 12110 (18-21)

Program(s) provided at this site:

- o Special Class
- o Special Class in an Integrated Setting
- o Multidisciplinary Evaluations
- o 853 (School Age Special Education)

Contact Person (Name, Title): Wilford M. LeForestier Jr, Director of Education, Wildwood School; Melanie Ebbing, Lead Nurse, Wildwood School; and Kari VanDenburgh, Director of Nursing and Adult Clinical Services.

Contact Phone Number: 518-836-2200

Contact Email Address: bleforestier@wildwoodprograms.org

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

 www.wildwoodschoolsite.com/

Introduction:

This plan was developed to conform to the guidance provided by the New York State Education Department (NYSED) in its 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 reopening plan. We will rely on continued input from all stakeholders as we move forward in 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, and staff members. We will closely monitor the conditions of our community as the COVID-19 pandemic continues, as well as the effectiveness and appropriateness of our plan. Be assured that nothing has altered 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 this 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 using a blended combination of remote and in-person services. Our focus and concern 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 of the required elements identified by NYSED and follows the structure of its 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 (N/A)
13. Athletics and Extracurricular Activities (N/A)
14. Special Education
15. Staffing
16. Teacher and Principal Evaluation System (N/A)
17. Student Teaching

Goals:

To comply with NYSDOH and NYSED Guidance for all sections of the plan.

https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Pre-K_to_Grade_12_Schools_MasterGuidence.pdf

Communication: Family and Community Engagement:

- Wildwood School will continue to have regular and frequent communication between schools, families, and the wider community as these have always been

an essential element of effective family and community engagement. With all the uncertainty surrounding COVID's spread and its impact on local communities, communication and family engagement will be more important than ever this year.

- ***When families, schools, and communities work together and keep each other informed, students are more successful, and everyone benefits. Provisions to meet the following communication requirements:***

  - Wildwood School will engage with school stakeholders and community members (e.g., administrators, faculty, staff, students, parents/legal guardians of students, local health departments, local health care providers, and affiliated organizations).

  - Wildwood School has developed a communication plan for students, parents or legal guardians of students, staff, and visitors that includes applicable instructions, training, signage, and a consistent means to provide individuals with information.

  - Wildwood School may consider developing web pages, text and email groups, and/or social media groups or posts.

  - Wildwood School will ensure, to the highest degree possible, that all students are taught or trained how to follow new COVID-19 protocols safely and correctly, including but not limited to hand hygiene, wearing proper face covering, social distancing, and respiratory hygiene.

  - The following participants were involved in the Wildwood School Reopening Plan creation and will be involved in any possible future revisions.

    o The Wildwood School Staff, who were involved in crafting the original reopening plan and who will participate in future revisions of this plan:
      - Director of Education
      - Associate Director of Education
      - Associate Director of Operations
      - Elementary, Intermediate, High School, Young Adult Program Coordinators
      - Director of Facilities
      - Human Resources Director
      - School Nurse
      - Social Work, Speech, Behavior, Occupational Therapy, and Professional Development Department Leads

    o The Wildwood School community and individuals who were involved in the plan's creation or could become involved as the plan is modified or enhanced include:

- Wildwood School Staff, via survey and virtual forum
- Wildwood School Parents, via survey and virtual forums
- Wildwood Programs Executive Management Team

o Moving forward, Wildwood School's plan to consistently communicate with and provide information to each of the following groups includes the following:

- Parents/Legal Guardians - Signage, Email, written communication, One Call Now, and school website.
- Staff - Signage, Email, written communication, One Call Now, and school website.
- Visitors – Signage and school website

○ Wildwood School will contact home school districts to provide communication in languages other than English when applicable.

○ Wildwood School will communicate with members of the school community with visual and/or hearing impairments when applicable.

Wildwood School will ensure that all students are taught or trained how to follow each of the following COVID-19 protocols safely and correctly.

- **Hand hygiene:**
  o Wildwood School will plan time in the school day schedule to allow for hand hygiene, including:

    - 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.

    - Wildwood School will provide hand sanitizer throughout common areas (e.g. entrances, cafeteria), near high touch surfaces, and use touch free dispensers when able.

    - Signage will 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.

▪ Wildwood School will also provide the following:

- Adequate facilities and supplies for hand washing including soap and water.

- Paper towels or touch free paper towel dispensers where feasible.

- **Wearing proper face covering:**

  o Wildwood School will build in time during the day to teach students how to wear their face coverings properly.
  o Wildwood School will expect that face coverings will be worn by students. If they are unable to tolerate wearing a face covering, we will promote social distancing and continue to teach the skill.

- **Social distancing:**

  o Wildwood School will be instructing students throughout the day on how to maintain a safe distance of 6 feet away from others, whenever possible.

- **Respiratory Hygiene:**

  o Wildwood School will build in time during the day to teach students proper respiratory hygiene.

Reopening Plan Mandatory Requirements:

Wildwood School will review and consider the number of students and staff allowed to return in person. These factors should be considered when determining resumption of in person instruction:

- Ability to maintain appropriate:
  o Social distancing, when possible
  o PPE and cloth face covering availability
  o Availability of safe transportation
  o Local hospital capacity – (we will consult our local Department of Health).

- Wildwood School will engage with school stakeholders and community members (e.g., administrators, faculty, staff, students, parents/legal guardians of students, local health departments, local health care providers) when developing health and safety reopening plans.

- Wildwood School has identified the groups of people involved in and engaged throughout the planning process.

- Wildwood School will include a communication plan for students, parents/guardians, staff, and visitors that includes applicable instructions, training, signage, and a consistent means to provide individuals with information.

- Wildwood School's plan has a written protocol developed in collaboration with the Director of Nursing & Adult Clinical Services, to instruct staff to observe for signs of illness in students and staff and requiring symptomatic persons to be sent to the school nurse or other designated personnel.

- Wildwood School's plan has a written protocol for daily temperature screenings of all students, along with a daily screening questionnaire for faculty and staff and periodic use of the questionnaire for students.

- Wildwood School's plan requires that ill students and staff be assessed by the school nurse (registered professional nurse, RN) or medical director and that if a school nurse or medical director is not available, ill students and staff will be sent home for follow up with a healthcare provider.

- Wildwood School's plan has a written protocol requiring students or staff with a temperature, signs of illness, and/or a positive response to the questionnaire to be sent directly to a dedicated isolation area where students are supervised, prior to being picked up or otherwise sent home.

- Wildwood School's plan has a written protocol to address visitors, guests, contractors, and vendors to the school which includes health screening.

- Wildwood School's plan has a written protocol to instruct parents/guardians to observe for signs of illness in their child that require staying home from school.

- Wildwood School's plan has a written protocol and appropriate signage to instruct staff and students in correct hand and respiratory hygiene.

- Wildwood School's plan has a written protocol to ensure that all persons in school buildings keep social distance of at least 6 feet whenever possible.

- Wildwood School's plan has a written protocol detailing how the district/school will provide accommodations to all students and staff who are at high risk or live with a person at high risk.

- Wildwood School's plan has a written protocol requiring all employees, adult visitors, and students (when possible) to wear a cloth face covering whenever social distancing cannot be maintained.

- Wildwood School's plan has a written protocol regarding students being able to take breaks from wearing face coverings.

- Wildwood School has a plan for obtaining and maintaining adequate supplies of cloth face coverings for school staff, students who forget their masks, and PPE for use by school health professionals. We will encourage both staff and students to bring their own masks, which meet CDC guidelines, but will have a supply of masks, if needed.

- Wildwood School's plan has a written protocol for actions to be taken if there is a confirmed case of COVID-19 in the school.

- Wildwood School's plan has a written protocol that complies with CDC guidance for the return to school of students and staff following illness or diagnosis of a confirmed case of COVID-19 or following quarantine due to contact with a confirmed case of COVID-19. Return to school will be coordinated with the local health department.

- Wildwood School's plan has a written protocol to clean and disinfect the school following CDC guidance.

- Wildwood School's plan has a written protocol to conduct required school safety drills with modifications ensuring social distancing between persons, when possible.

- Wildwood School has designated a COVID-19 safety coordinator (Melanie Ebbing and Wilford M. LeForestier Jr.) whose responsibilities include continuous compliance with all aspects of the school's reopening plan, as well as phased-in reopening activities necessary for continuous compliance with all aspects of the school's reopening plan.

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; and local hospital capacity according to the local Department of Health.

https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/symptom-screening.html

- ***Describe your plan/protocol to instruct staff to observe for signs of illness in students and staff and require that symptomatic persons be sent to the school nurse or other designated school staff member.***

  - Wildwood School will instruct staff, during the opening staff training days, to observe for signs of illness in students and staff and require that symptomatic persons be sent to the school nurse.

- ***Describe your school's protocol for daily temperature screenings of all students and staff, along with a daily screening questionnaire for faculty and staff and periodic use of the questionnaire for students.***

  - Wildwood School will screen staff with an online screening questionnaire. Students will be screened with a temperature check before entering the building. Three entrances will be used, and a nurse, or trained staff, will be stationed at each entrance to take student temperatures. We are encouraging parents to check their child's temperature before leaving for school, and to not send the child if they do have a fever,

- ***Describe your school's plan to have ill students and staff assessed by the school nurse or other qualified medical professional engaged by the school. Confirm that if a qualified medical professional is not available at the school that the ill student and/or staff member will be sent home for follow up with a health care provider.***

  - Wildwood School has three nurses at the Curry Road site and one nurse at the Latham site. If a school nurse or other qualified medical professional is not available, a school administrator will make the decision that an ill student and/or staff member will be sent home for follow up with a health care provider. Human Resources will be notified for ill staff members. If a student is ill the parent will be notified and asked to pick up their child.

- ***Describe your school's protocol requiring students or staff with a temperature, signs of illness, and/or a positive response to the questionnaire to be sent directly to a dedicated isolation area where students are supervised, prior to being picked up or otherwise sent home.***

  - Wildwood School will require students and staff with a temperature, with signs of illness, and/or a positive response to the questionnaire to be sent directly to a dedicated isolation area where students are supervised, prior to being picked up or otherwise sent home. Wildwood School has a dedicated

isolation area identified. Staff assigned to monitor the isolation room will be trained by the school nursing staff.

- ***Describe your school's protocol for how you will conduct health screenings of visitors, guests, contractors, and/or vendors to the school.***

  - Guests, contractors, and/or vendors will use the school's main entrance. They will be asked screening questions and have their temperature checked.

    o If the screening and temperature checks are non-symptomatic, the guests, contractors, and/or vendors will be allowed to enter the school.

    o If the screening and temperature checks are symptomatic, the guests, contractors, and/or vendors will not be allowed to enter the school.

- ***Describe your school's protocol to instruct parents/guardians to observe for signs of illness in their child that require staying home from school.***

  - Parents/guardians will be instructed on how to observe for signs of illness in their child that require staying home from school.

- ***Describe your school's protocol and appropriate signage you use to instruct staff and students in correct hand and respiratory hygiene.***

  - Wildwood School will communicate the school's protocol for displaying appropriate signage to instruct staff and students in correct hand and respiratory hygiene.

- ***Describe how your school plans to ensure that all persons in school buildings keep a social distance of at least 6 feet whenever possible.***

  - Wildwood will ensure social distancing within the school and through master scheduling, whenever possible.

- ***Describe your school's protocol explaining how your school will provide accommodations to all students and staff who are at high risk or live with a person at high risk.***

  - Wildwood School will offer the opportunity to students and staff who are at high risk to work or learn remotely, as appropriate. Medical documentation ***may*** be requested in determining how to move forward on a case by case basis.

- ***Describe your school's protocol requiring all employees, adult visitors, and students to wear a cloth face covering whenever social distancing cannot be maintained.***

  - Wildwood School will attempt to maintain social distancing as much as possible. However, given that the core function of our school is to provide special education services, it will be necessary to provide more hands-on direct assistance to our students that may not allow for social distancing.

  - Wildwood School will provide face coverings for all students and staff, who do not have their own CDC compliant masks. We realize that many of the students in the school, due to their developmental disability or young age, will not tolerate any face coverings.

- ***Describe your school's protocol for allowing students to take "mask breaks.***

  - Students will be allowed to take breaks from wearing face coverings throughout the day when social distancing can be maintained.

- ***Describe your school's plan for obtaining and maintaining an adequate supply of cloth face coverings/masks for school staff, students who have forgotten their masks as well as all of the PPE needed by your school's health professionals.***

  - Wildwood School will provide masks/face covering for all students, if they come to school without a mask. We will encourage parents to send their children to school with a mask that meets CDC standards. Working with the nursing and facilities departments, regular inventory checks and regular ordering of PPE will take place.

- ***Describe what actions your school will take if there is a confirmed case of COVID-19 in the school.***

  - Wildwood School will call the COVID HOT LINE at the DOH in Albany and the DOH where the student/staff resides. The number for Albany County DOH for now, is 518-836-2400. The local Department of Health will advise us if a building closure is necessary. If a closure is recommended by the Department of Health, parents and school districts will be contacted immediately, and remote instruction will begin the next day for the length of time of the school closure is necessary.
  - Wildwood School and the Directors of Nursing and Facilities, will work with the Department of Health on the sanitation protocol, determine when the

building is ready to safely open, and communicate to staff, parents, and school districts when in person instruction can resume.

- ***Describe your plan that complies with CDC guidance for the return to school of students and staff following illness or diagnosis of confirmed case of COVID-19 or following quarantine due to contact with a confirmed case of COVID-19. Include in your description how you plan to coordinate with the local health department.***

  - Wildwood School will follow all New York State Department of Health Department guidance for the return to school of students and staff following illness or diagnosis of a confirmed case of COVID-19 or following quarantine due to contact with a confirmed case of COVID-19.

  - https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Pre-K_to_Grade_12_Schools_MasterGuidance.pdf

  - https://coronavirus.health.ny.gov/system/files/documents/2020/06/doh_covid19_publicprivateemployeereturntowork_053120.pdf

- ***Describe your school's protocol to clean and disinfect the school following CDC guidance.***

  - https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf

- ***Describe how you will conduct required school safety drills (i.e., fire drills, lockdown) with the modifications which will be necessary to ensure social distancing between persons.***

  - Education Law § 807 requires that schools conduct 8 evacuation and 4 lockdown drills each school year. Wildwood School will modify our drill procedures to minimize risk of spreading infection. Conducting drills is an important part of keeping students and staff safe in an emergency, however, steps should be taken to minimize the risk of spreading infection while conducting drills. It may be necessary for Wildwood School to conduct drills in the 2020-21 school year using protocols that are different than we have used in the past.

  - Regardless of the modification used when conducting a drill, students should be instructed that if it is an actual emergency that requires evacuation or lockdown, the most imminent concern is to get to safety; maintaining social

distancing in an actual emergency that requires evacuation or lockdown may not be possible and should not be the first priority.

- ***Identify by name, title and contact information the COVID-19 safety coordinator your 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.***

  - Wilford M. LeForestier Jr., Director of Education
    - o bleforestier@wildwoodprograms.org
    - o 518-836-2210

  - Health related considerations **prior** to reopening:

    - o Identify by name, title and contact information the COVID-19 resource person your agency has identified to assist your site(s) and the community.

      - Kari VanDenburgh, Director of Nursing & Adult Clinical Services
        - o kvandenburgh@wildwoodprograms.org
        - o 518-640-3361

Facilities:

- ***If you have to rearrange, repurpose, modify or expand facility space to implement social distancing or other safety measures, please describe:***

  - Wildwood School will rearrange, repurpose, modify or expand facility space to implement social distancing or other safety measures, if needed, depending on the number of students who will be receiving in person instruction (Overflow Space).

  - The Wildwood School building on Curry Road previously housed the Human Resources, Foundation, Central Office and Business Office staff. All of this staff relocated to our Latham Administration Building located at 1190 Troy Schenectady Road in late 2019. All of this usable, vacated school finished space will be utilized to expand the school facility space to further improve social distancing requirements. This area is fully connected to the existing school and shares the fire safety systems

(sprinkler, detection, alarming), appropriate egress, full utilities, bathrooms, etc., all appropriate for immediate occupancy.

- ***Are all of the changes you described in response to #1 above in compliance with fire, building, child care and any other applicable codes, regulations and legal requirements?***

  - Wildwood School will ensure that all of the changes described in response to #1 above are in compliance with fire, building, and any other applicable codes, regulations and legal requirements.

  - The section of the building that will be repurposed is currently part of the actual school structure and complies with all fire, building, and other applicable codes, regulations and requirements.

- ***Have the school's written emergency plans (i.e., fire drills, evacuation, lockdown) been modified to reflect and facilitate social distancing?***

  - Wildwood School's written emergency plans (i.e., fire drills, evacuation, lockdown) has been modified to reflect and facilitate social distancing.

  - Wildwood School has modified the school's written emergency plan to consider and facilitate social distancing during these emergency events.

- ***Describe any changes to time management and schedules of facility usage which are planned to reduce congestion and promote social distancing:***

- Wildwood School has implemented all necessary changes to time management and schedules of facility usage which are planned to reduce congestion and promote social distancing.

- The School Reopening Committee has created a plan that will consider both in-class and remote learning while utilizing time management of classrooms and other spaces to reduce congestion of individuals (staff & students alike) and to promote social distancing requirements.

- ***Will doors which do not have automatic closure mechanisms and/or are not fire-rated be maintained in an open position to increase air flow?***

  - Wildwood School when possible will consider doors which do not have automatic closure mechanisms and/or are not fire-rated to be maintained in an open position to increase air flow.

- It is planned to open doors to increase building airflow so long as the doors do not have automatic closure mechanisms, are not fire-rated doors, and do not pose any kind of security threat if the doors are left open.

- ***Has your school installed plastic separators or other dividers? If so, please describe:***

  - Wildwood School will consider the use of or installation of plastic separators or other dividers, if necessary.

- ***Describe your determination regarding the adequacy of hand-washing facilities. Have added additional sinks and/or mobile handwashing facilities? If so, please describe:***

  - Wildwood School will consider adding additional sinks and/or mobile handwashing facilities, if necessary. Currently, we have local access in every classroom to a sink and soap dispenser.

  - It has been determined that there are adequate hand-washing facilities in the building. In addition to the multiple bathrooms located throughout the school (per code), there are other bathrooms with hand-washing facilities located within the actual classroom areas. Where hand-washing is not immediately accessible, we will have hand sanitizer products available as an alternative.

- ***Have you installed any hand sanitizer dispensers? If so, where and are those dispensers in compliance with all applicable fire codes?***

  - Wildwood School will supply classrooms with adequate hand sanitizer for staff and students.

  - We have made a decision *not* to use wall mounted hand sanitizer stations currently. We have concerns about security and monitoring of these stations and the health and safety of the people we support within the school confines. We will use manual hand sanitizer products, but the hand sanitizer will be kept in secure locations throughout the facility and only administered by adult staff.

- ***Have you installed dividers anywhere in the facility to control groups and/or manage the possibility of crowding?***

- Wildwood School will consider the use of, or installation of, plastic separators or other dividers, if necessary.

- We currently do not have plans to install dividers within the school. Considering our new school learning schedule and utilization of additional vacant school areas, we do not believe that there is a need for dividers at this time.

- ***Have you made any changes to drinking fountains or drinking water access for students in response to COVID-19? If so, please describe:***

  - Wildwood School has considered changes to drinking fountains or drinking water access for students in response to COVID-19. Drinking fountains will not be used by students or staff.

  - The current plan is to temporarily forbid/prevent the use of public drinking fountains through appropriate signage, due to the health and safety issues revolving around contamination. The classrooms have sinks with faucets, so the faucets will be the water source either for filling cups or personal drinking containers to keep students and staff properly hydrated during the day. The faucet use and disinfecting can be better monitored and managed in the school environment.

- ***Describe your plan for increasing ventilation and air flow (natural and/or mechanical):***

  - Wildwood School has worked with the facilities department to plan for increasing ventilation and air flow (natural and/or mechanical).

  - We currently utilize economizer modes on our HVAC units to increase the use of outside air and to improve "ventilation" of the building. After we establish which particular doors can be opened at the facility, this will increase air flow and air exchange within the building structure.

- ***Describe your plan for enhancing and maintaining higher efficiency air filtering and any re-balancing of air flow necessitated by filtration changes:***

  - Wildwood School has worked with the facilities department to enhance and maintain higher efficiency air filtering and any re-balancing of air flow necessitated by filtration changes.

  - We have performed our HVAC system Preventative Maintenance as regularly scheduled in April/May 2020. This scheduled maintenance

includes: filter changing, coil cleanings, belt replacements and overall operation checks.

- We are currently reviewing improvement of air filtration of the building. We recognize that installing a higher MERV rated filter will improve the overall indoor air quality. However, we need to determine additional information on our HVAC unit capabilities and ensure that our HVAC systems can still function appropriately with higher performance filtration. We are currently considering functionality, advantages, costs and availability of components. We currently are using a MERV 13 filter.

- ***Have you installed any new air purification technologies? If so, do those devices meet or exceed safety standards, including being listed/labeled as having been approved for the intended use by a nationally-recognized testing laboratory?***

    - Wildwood School will work with the facilities department to determine if any new air purification technologies are incorporated in the school building.

    - Although ASHRAE does not recommend a specific MERV filter rating for preventing COVID-19 transmission, the organization has upgraded systems in non-healthcare facilities to MERV-13 or the highest achievable level can be a worthwhile step in emergency response plans.

Nutrition:

- Students bring their own lunches. We will be asking parents to send student lunches, using cooling packs, to be stored in student cubbies. Staff will prepare and serve lunches to students, who will be socially distanced. Hand washing by staff and students will take place much as possible, before and after lunch. Appropriate sanitation of desks will also take place.

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.*

- ***Describe changes to student disembarking/arrival procedures and locations to promote social distancing:***

    - Wildwood School is using multiple entrances and exits, to safely socially distance students during arrival and dismissal.

- ***Describe any changes made to stagger arrival and/or dismissal times:***

    - Wildwood School staff escort students into the building from buses at arrival time, and will escort students from the school to buses at dismissal. Staff will promote social distancing protocols.

- Discuss the impact of social distancing on the length of time required for arrival and dismissal:

    - This procedure is used in normal circumstances. Application of social distancing protocols have been added, which would be the only difference and might slow the process for arrival.

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

    - Wildwood School has communicated with families of students who are transported by their families by car, to check-in upon arrival. A staff member will meet the student at the vehicle, and escort the student into the building, adhering to social distancing protocols, when possible.

- ***Describe student hand-washing and/or hand sanitizer use during arrival and dismissal:***

    - Upon entering the school building, a designated staff member administering a health screening will apply hand sanitizer to the student's hands.

Social and Emotional Wellbeing:

- ***List any school-wide plans/policies related to student well-being and/or behavior management:***

    - Wildwood School has adapted existing plans and policies to meet students' social emotional, and behavioral needs, as necessary.

These changes will be recommended by social workers and behavior specialists, in consultation with school administration.

- Social workers assess student and family needs on an ongoing basis and adjust delivery of services as needed.

- ***In light of COVID-19, have qualified professionals reviewed those plans and determined if they meet current student needs?***

  - Student plans are reviewed on a regular basis, and have been reviewed during our 2020 Fall staff days, to determine if adjustments need to be made, in consultation with the students' parents.

- ***As applicable, describe your plan for revising/updating your existing procedures and protocols to address student, staff and family needs in light of the pandemic:***

  - Wildwood school has multiple contact points throughout the week, to assess family needs in light of the pandemic.

- ***Describe your plans to form an advisory council which will include families, community members, professionals and staff members to share in decision-making and future planning regarding: sustaining a positive school climate; mental health; initiatives to promote social/emotional wellness; trauma-responsive care; restorative practices; social/emotional learning (SEL); professional development; increased family/community engagement:***

  - Wildwood School, utilizing the School Administration Team, has formed an advisory council which will include families, community members, professionals and staff members to share in decision-making and future planning regarding: sustaining a positive school climate; mental health; initiatives to promote social/emotional wellness; trauma-responsive care; restorative practices; social/emotional learning (SEL); professional development; increased family/community engagement.

- ***Describe how your school will provide referrals for mental health, behavioral and emotional support programs, resources and services:***

  - Wildwood school uses a variety of methods of outreach to students and families, and will determine, if necessary, when to provide referrals for mental health, behavioral and emotional support programs, resources and services.

- Social workers share resources and refer families to outside agencies as needed. Social workers can attend meetings with physicians and other professionals when requested by families, within the guidelines of social distancing.

- ***Describe your plans for professional development which will enable personnel to best support students, families and staff during and after the COVID-19 public health emergency while developing coping and resilience skills in students and staff:***

  - Wildwood School has used staff days, prior to the start of school to provide professional development, training eligible personnel to best support students, families and staff during and after the COVID-19 public health emergency while developing coping and resilience skills in students and staff.

  - The social work department has developed a staff training on trauma-informed care for our population.

  - The social work and behavior departments have collaborated to develop plans for promoting trauma-informed care.

- ***Describe how you will communicate to all stakeholders that social emotional well-being and learning is a priority for your school:***

  - Wildwood school uses a variety of methods to communicate to all stakeholders that social emotional well-being and learning are priorities for our school.

School Schedules:

- ***Describe any planned changes to class hours for students or work hours for staff:***

  - Wildwood School has not adjusted class hours for students or work hours for staff.

- ***Describe how you will limit in-person presence to only those staff members who are necessary to be at school during normal school hours:***

- Wildwood School is limiting student and staff mobility throughout the school building, when possible.

- Classroom groups will stay together and related services will push into the classrooms, further limiting exposure. When social distancing can be achieved, related service providers may be able to work with students, outside of the classroom.
- If applicable, staff working remotely may be able to interact with students through Google Meets.

- ***Describe how you will promote, increase and or maintain a remote workforce to accommodate social distancing:***

  - Wildwood School has considered the requests of staff members to work remotely, due to being in a high-risk category. Medical documentation will be handled by human resources.

- ***Describe how you will stagger schedules or make other time adjustments to reduce congestion in hallways, walkways and/or buildings:***

  - Wildwood School has limited student and staff mobility throughout the school building, when possible.
  - Classroom groups stay together and related services will push into the classrooms, further limiting exposure.
  - When social distancing can be achieved, related service providers may be able to work with students outside of the classroom.
  - If applicable, staff working remotely may be able to interact with students through Google Meets.

- ***Describe any planned use of "cohorts" or class schedules to accommodate social distancing:***

  - Wildwood School will limit student and staff mobility throughout the school building, when possible.
  - Classroom groups will stay together and related services will push into the classrooms, further limiting exposure.
  - When social distancing can be achieved, related service providers may be able to work with students outside of the classroom.
  - If applicable, staff working remotely may be able to interact with students through Google Meets.

- ***Describe how you will involve all stakeholders in the school community (staff, families, etc.,) in your consideration of alternative scheduling?***

- Wildwood school will use a variety of methods to communicate to all stakeholders in consideration of their input when developing alternative scheduling.

- ***Describe how you will communicate with families, including those who use a language other than English, and staff when schedules need to be changed/adjusted or instruction transitioned back to all remote:***

  - Wildwood school will use a variety of methods to communicate to all stakeholders, when schedules need to be changed/adjusted or instruction is transitioned back to all remote including those who use a language other than English. We use a current staff member to translate Spanish, but would have to coordinate with the students home school district of other languages.

- ***Describe how your scheduling decisions and instructional models promote equity and access as a priority for all, including English language learners, those experiencing homelessness and students with disabilities:***

  - Wildwood School's scheduling decisions and instructional models promote equity and access as a priority for all, including English language learners, those experiencing homelessness and students with disabilities. We have surveyed parents and staff to get their input. For Spanish speakers, we have assigned a staff member, who is bilingual, to translate. For any other languages, we will coordinate with the component school district for assistance.

Budget and Fiscal:

- ***Have your internal budgeting and expense reporting been adjusted and expanded to forecast, track and account for COVID-19 related expenses?***

  - Wildwood Programs is budgeting slightly more for PPE and is tracking all expenses related to COVID-19 at Wildwood School.

- ***Describe any of the possible additional revenue sources you might tap into to meet the added expenses related to meeting COVID-19 related costs:***

- Wildwood Programs has applied for additional funding through the Cares Act Provider relief fund.

- ***Describe some of the steps you may take if your tuition reimbursement is insufficient to meet the additional costs of providing services during the COVID-19 emergency:***

  - Wildwood school would utilize our remote learning plan, if our tuition reimbursement is insufficient to meet the additional costs of providing services during the COVID-19 emergency. Wildwood would enforce all contracts with home school districts that are in effect.

- ***Briefly outline some of the steps you will take to maintain high levels of student enrollment:***

  - Wildwood School is currently open for admissions and accepting students.

  - Wildwood's Admission Coordinator is advising component school districts of our openings.
  - Wildwood admissions provides a virtual tour on our website.

  - Wildwood works closely with families and districts on the importance of continuing education.

  - Wildwood works closely with district billing departments.

  - Wildwood School has a virtual tour and program overview on our school website:

    http://www.wildwoodschoolsite.com/

Attendance and Chronic Absenteeism:

- ***Describe how you intend to collect, document and report daily teacher/student/family engagement or attendance regardless of the instructional setting (in-person or remote):***

  - Daily attendance will be recorded in our Ren Web student management system. Related services are recorded in the Frontline IEP Direct related service logs and/or the communication log.

- ***Briefly describe how you will develop/sustain positive relationships with students/families to promote attendance and participation:***

- Wildwood School's attendance plans require daily contact between teachers and students. There are multiple touch points throughout the week regardless of delivery method. Parents will be contacted 1-2 times a week by the classroom teacher or child's social worker.

- ***Briefly describe your outreach efforts when students and families are not participating in remote learning:***

  - Wildwood school uses a variety of methods to attempt to reach out to students and families who are not participating in remote learning.
- ***Describe how you will involve the CSE if students are not participating in remote learning:***

  - Wildwood School would communicate with the CSE, regarding participation in remote learning.

- ***Describe how you outreach to families who speak languages other than English:***

  - Most students and their families speak English. We have a few Spanish speaking families, who we can communicate with by engaging staff members who are bilingual to assist. For any other languages, we will coordinate with the component school district for assistance.

- ***Are your staff members periodically reminded of their responsibility as mandated reporters to contact the Department of Social Services if they suspect child abuse or neglect?***

  - Wildwood School's members are periodically reminded of their responsibility as mandated reporters to contact the Department of Social Services if they suspect child abuse or neglect

- **Student Attendance Policy:**

  - Attendance is a critical factor for educational success. Regular attendance and punctuality will improve a student's enthusiasm for education, involvement in school activities and social skills. Wildwood School asks all parents to support attendance at school. Please remember only absences related to personal illness, family illness or death, medical/dental appointments, impassable roads due to inclement weather, religious observance, quarantine, or other special circumstances approved by the Director, are excused absences. All other reasons must be recorded as illegal absences. Student attendance will be taken daily, whether

Wildwood School is providing instruction and therapies in-person, remotely, or through a hybrid version.

- **Chronic Absenteeism**
  - o Wildwood School policies and procedures will continue to focus on the academic consequences of lost instructional time and address absences before students fall behind in school. Wildwood School will use a variety of creative methods to reach out to students and their families who have chronic absences for in-person classes or are not engaged in distance learning.

Technology and Connectivity:

- ***Describe how your school will 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:***

  - Staff needs are being monitored by Wildwood School Program Coordinators and Social Workers are monitoring student needs. This information is gathered and the technology team is notified. We are small enough that people reach out if they need anything and have been communicating regularly about technology needs.

  - Wildwood School administration and social workers will maintain regular communication and create plans with the technology team as needs arise. We are taking each case as it comes to ensure we provide what is needed.

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

  - Wildwood School has been using shared school computers to make this work. We have been using Mac cart computers as well as classroom computers and iPads. We are also keeping computers that have been retired from high usage in case we need a loaner for access to the Internet.

  - Wildwood School maintains communication with, and seeks guidance from, administration as they receive requests for devices.

- If Wildwood School ever had to make a purchase it would be an administrative and agency discussion. There are also districts that are loaning devices as needed in some cases.

- Wildwood School Social workers will be in touch re: broadband access.

- For Wildwood School staff, building access is granted daily and weekly to ensure they have access to equipment and internet above and beyond what is already provided.

- The Wildwood School Technology Team will also go to the school and prepare devices for staff and students and ensure they are picked up with proper loan agreements.

- On occasion, members of the Wildwood School Technology Team will drive devices to student/staff places of residence, maintaining all safe social distance protocols.

- ***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?***

  - Wildwood School students are sent home packets in many instances so they can work on skills in that way and oftentimes contact is made with families for check in.

  - Access to resources like PBS and television-based methods are provided.

  - Wildwood School provides ways to get videos home to students that require no internet access (such as transferring a video to a disc or flash drive for families to access without internet). We provide ways to show content practice and/or mastery (such as videos from a family) as applicable.

  - Wildwood School provides tutorials and guidance on how to use non-internet-based tools such as PDF or photo markups and annotation of work, or other similar applications such as Pages.

  - Utilize phone communication when possible.

  - iPad apps are used that do not require internet connection in some cases.

- The Wildwood School Technology Team has worked with department leads to ensure their desires are met and have worked with them on the platforms they are asking staff to utilize.

- ***Describe your plans for professional development in effective practices during remote instruction and learning:***

  - Wildwood School promotes and fosters an environment in which staff feel comfortable learning and growing.

  - Our approaches are as individual as the students we work with. We maintain the philosophy of "Why Can't We?"

  - The Wildwood School Technology Team is available 24/7 and there is frequent and consistent communication in that regard to know how to contact them.

  - Wildwood School encourages personalized communication and support when at all possible rather than simply sending an email with a generic tutorial.

  - There is an established Technology Help Website that handles common FAQ as well as provides current web-based tutorials for every area that remote instruction and learning may take place.

  - There are at least weekly update emails covering all areas. These are also frequently used to explain resources that are suggested, what they do, how you can use them for various ends, and why you would use it (as opposed to another way [limitations and advantages]) with staff examples.

  - Wildwood School staff exemplar models are shared in various areas and staff are paired with each other to assist in shared development of certain skills.

  - Wildwood School offers 1:1 and small group google meets to go above and beyond what is provided on the TECH help page to provide further information and PD as needed.

  - Frequent updates to resources and tutorials are made as updates become available to us.

  - Places for independent learning are frequently shared (ie Facebook groups, YouTube channels, webinar platforms,...) that target desired skills.

- Tutorials are pushed out and made available as changes to our platforms are made based on information from administration.

- The Wildwood School Technology Team is constantly researching and ensuring they are proactive with changes that are occurring and making sure to let staff know in advance on what to prepare for.

- The Wildwood School Technology Team offers assistance and PD to meet the learning needs of staff and preferred methods. Preferred methods include real time 1:1 PD, group settings, videos,Google Meets, phone calls, and written instruction. We have multiple means of both synchronous and asynchronous assistance and PD available.

- Wildwood School offers multiple means to the same end to allow staff to choose methods they prefer (an example of using Symbaloo vs. Google Sites vs. a Bitmoji Classroom) to provide families with links they can benefit from.

- Wildwood School maintains open communication with staff and takes their suggestions and to assess if they are good for a higher volume of staff then make tutorials for those as well.

- The Wildwood School Technology Team is active on social media and with other local schools and constantly searching for effective and best practices. We have been in contact with similar schools to ours as well to share ideas and think-tanks.

- Wildwood School Technology works closely with NERIC to discuss remote learning strategies, ideas, and practices and advise them on information they provided on their website.

- Wildwood School seeks collaboration with our Professional Development Leader and Instructional Coordinators for their expertise in effective practices as related to instruction and how we can support that.

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

  - Wildwood School Technology staff are available 24/7 by phone, email, and virtual meets in order to provide assistance. That information is known to staff and also to families as needed.

- Develop and maintain relationships with families and staff, and understand how they prefer to be supported and what they need for support.
- Google meet is used to provide more intensive support to families and staff to walk through issues as they arise. This has proven very effective.

- For school owned devices, we are able to remote into the machines to provide real time support and help diagnose and remedy any issues.

- For more intense needs we are able to come to school and swap out devices until the original issue on the one machine is fixed.

- We rely on our team of three but also the agency tech team as needed if an abundance of issues arise.

- Being proactive can minimize challenges for the future and we strive to stay a step ahead and push out reminders of impending changes as well as tutorials.

- Helping staff be proactive with providing families with ease of access (i.e., use resources that allow them to share 1 link with families that never changes rather than a ton of links a week that can be confusing).   Also, providing resources and methods of access to families that do not require them to create accounts, provide information, or perform multiple steps, minimize issues in the long run and encourage and promote usage.

- The Technology Team will also meet staff at school or do home visits for staff/families as needed, maintaining social distance, if the need rises to that level.

- We focus on remedying issues but also at the same time provide guidance to staff with troubleshooting methods or strategies if it happens again (or to prevent it from happening again).

- ***Describe how you will ensure data privacy and security:***

- Frequent communication with our agency's HIPAA regulation team to ensure we are working in compliance with all applicable laws and guidelines.

- We strictly follow HIPAA guidelines and all of the resources and tools that are offered fall within that framework, when possible.

- Further guidelines, tutorials, and information are provided on how to use within those programs and platforms to ensure privacy and security.

- 1:1 Google Meets and tutorials are offered to explain workarounds to commonly used programs so that we can use them under our guidelines.

- Wildwood School Staff are frequently reminded of our privacy and security regulations and which platforms they can use as well as how strict regulations and penalties are.

- Wildwood School Staff are reminded to reach out with any questions or concerns and we are able to vet things (like google extensions), again, to ensure privacy and data security.

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

  - Frequent contact with departments to ensure their needs are being met. This happens in being available for meetings as well as 1:1 need.

  - Frequent contact with administration to ensure their plans align with The technology team's understanding and planning for rollouts.

  - Teacher and therapist data will be collected as usual and can be analyzed. If there are any gaps, they know to reach out to the technology team for more ideas and workarounds.

  - We offer a wide range of digital tools and platforms within our framework in order to have "something for everyone" to ensure needs are met. If something isn't perfect, we figure out a way to make it the best it can be within our guidelines.

  - We maintain the mindset that our approaches, resources and tools need to be as unique as our students and if something is not working, we work with staff to ensure that they can create materials and access resources to meet the needs of their students in all areas.

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

- Take the time to assess each individual need to ensure that devices are matched with features that are needed. For example, if a staff person needs to access Google Meets only, they do not need a laptop and can get by with an iPad. This frees up laptops for students or other needs.

- Aside from this, we encourage and remind staff and families that we need to always be in a position to "pivot" back to one way of learning or another. We have all the means in place to do this both in devices (again if we ever needed more it would be a discussion at a higher level) as well as platforms, training, and resources. We would be able to pivot to in-person, remote, a hybrid, or back again as needed for the foreseeable future with enough notice and support as well as guide staff in each direction, remaining flexible in the process.

- Wildwood School's belief statement for Technology during remote instruction:

  o We may provide devices to meet the needs of all staff and students based on a variety of factors. Families will be asked for preference (for delivery of materials) and in the situations where appropriate devices aren't available at home, we will be able to fill in the "gaps" based on what we have as well as in coordination with the home district.

  o Device equity is not about quantity or rolling out the same device for all students; It is about quality and looking closely at what one needs in all areas, seeing what they have available and are familiar with already, and filling in the gaps to ensure all students have the most appropriate device for their unique needs.

  o Having a small student population, we are in a position to take a case by case approach in which we examine all needs of the student and family, ensuring they aren't pressured or overwhelmed in the process, and matching devices with desires/preferences, needs, and the anticipated impact. The same process will be used for staff, we will match devices to need.

Teaching and Learning:

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

  - Wildwood School's learning plans are designed to adapt to state and local conditions, to nimbly navigate between in person, remote, and hybrid situations. We have the technology, experience, and infrastructure to move quickly between instructional plans which will be supported by our multi-dimensional communication plan.

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

- Wildwood School currently assesses students using the NYS Alternate Assessment. All instructional plans are designed to be aligned with those learning outcomes and standards.

- ***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:***

  - Wildwood School will work collaboratively with component school districts to promote technology integration, so that all students can access the curriculum, during remote and hybrid instruction.

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

  - Wildwood School's instructional plans require daily contact between teachers and students. There are multiple touch points throughout the week regardless of delivery method. Parents will be contacted 1-2 times a week by the classroom teacher or child's social worker by one or more of the following methods:

- ***Describe how you will engage families in the teaching and learning process:***

  - Parents will be contacted 1-2 times a week by the classroom teacher or child's social worker, to engage them in the teaching and learning process, by one or more of the following methods:

- ***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:***

  - Wildwood School will work with families and students, through assessment, to determine where skill regression has taken place, due to the school closure. Those skills will be focused on for each student and an instructional plan will be developed to reteach and rebuild those eroded skills. The same methodology will be used for social and emotional skills.

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

- Wildwood School engaged parents and students, using in-person meets, designed to present an interactive academic activity, and promote socialization between staff, students, and parents. Social distancing, masks, and hand sanitizers were/are used.

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

  - Wildwood School, regardless of instructional delivery, will always practice and promote healthy practices, create routines, limit interaction with other groups of students, while teaching social distancing and wearing of face coverings, building students' tolerance to these new practices.

- ***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:***

  - Wildwood School will meet regularly with staff to share information about individual needs and each student's responses to blended, in-person and/or remote learning by:

    - Class team meetings
    - Program level meetings
    - School wide Meetings
    - During staff supervision meetings

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

  - Wildwood School will use diagnostic assessment to determine each student's academic, social and emotional needs in the classroom and during related service therapy sessions on a regular basis.

- ***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?***

  - Wildwood School will discourage visitors, but in the event there is an unexpected visitor, we will communicate with visitors and inform them of the requirements for health and safety. There will be signage, temperature checks, and a signed attestation, to determine if they will be allowed in the school building.

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

  - Wildwood School will reduce travel within the building to limit exposure of classroom groups. Related services, PE, Art, and work-based learning will be provided in the classroom. When social distancing can be achieved, related service providers may be able to work with students outside of the classroom. If proper social distancing is not possible remote instruction and services will begin.

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

  - Wildwood School will use a combination of online resources, direct instruction and pen and paper resources (sent home via U.S. mail or emailed) to create a high quality interactive remote instructional environment.

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

  - Wildwood School uses a variety of learning models. Using in classroom assessments, we will determine if a student has reached mastery of one learning model and is ready to transition to another model. The new model will be introduced slowly, so that the transition is successful.

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

  - Wildwood School's instructional plans will be as culturally-responsive as possible. The curriculum, by its design, incorporates cultural responsiveness.

Wildwood School In-person Instruction Plan

- Students who are being serviced in-person, will receive direct instruction, required related services and behavioral support each school day. Dependent on social distancing requirements, related services may be delivered in an alternative manner.

- The school master schedule will promote social distancing, minimal movement within the school building, assign consistent staff members to each classroom group throughout the day, to limit exposure to other students and staff.

- For students whose parents elect for their child to receive remote instruction, the school master schedule will have the flexibility to provide virtual instruction, related services and behavioral support. These students will continue to follow the Wildwood School COVID-19 Remote Instruction Plan 2020-2021.

  o Students will follow an equitable school schedule at home with a combination of synchronous (live online) and asynchronous (recorded) teacher lessons, online group work or small group instruction. Time spent on instruction will vary by age-based program level, however, students will engage with learning daily.

- Student and staff attendance will be taken daily.

Wildwood School Remote Instruction Plan

- In the event that schools are directed to close or remain closed, Wildwood School will continue to follow our current Remote Learning Plan, which will be updated regularly.

- Wildwood will provide remote instruction. Students will follow an equitable school schedule at home with a combination of synchronous (live online) and asynchronous (recorded) teacher lessons, online group work or small group instruction. Time spent on instruction will vary by age-based program level, however, students will engage with learning daily

- Student and staff attendance will be taken daily.

Blended/hybrid learning, including days and duration of in-person services, staffing for in-person portions and typical patterns and practices for remote instruction:

Wildwood School Hybrid Instruction Plan

- **Hybrid 1 (Beginning 11/30/20)**
  - 2-4 classrooms per day (the same set day every week) will be remote and all other classrooms will be in-person.
    - **Except for Elementary, who will attend in person 5 days a week**
  - Intermediate, High School, and YAP students will be in-person 4 days a week
- **Hybrid 1A (Beginning 1-25-21)**
  - This would be an expansion of the Hybrid 1 model. Each elementary classroom will program remotely 1 day per week. This will cause all

classrooms (7-21) to have in person instruction a minimum of 4 days a week.

- **Hybrid 2 (if necessary as regional numbers increase)**
    - Split Classrooms evenly and create a Group A and Group B
    - All students are in-person 2 days a week
        - Group A - in-person Monday and Tuesday, remote Wednesday, Thursday and Friday
        - Group B - in-person Thursday and Friday, remote Monday, Tuesday and Wednesday
        - Everyone remote on Wednesday's for deep sanitizing and cleaning.

Special Education:

- ***Describe how students will receive FAPE, regardless of the service delivery model they are participating in:***

    - Wildwood School will ensure FAPE for all students whether we are in person, remote, or hybrid. Please see instructional models.

- ***Describe how parents will be meaningfully engaged in their preferred language or mode of communication regarding the provision of mandated services to their child:***

    - Wildwood will engage parents, regarding their child's mandated services, in their preferred language.

- ***Outline how your program plans to work collaboratively and communicate with the CSE:***

    - Wildwood School will work collaboratively with component school district's CSE's.

- ***Will your reopening plan ensure access to the necessary accommodations, modifications, supplementary aids and services and technology (including assistive technology) to meet the unique disability related needs of students?***

    - Wildwood School will ensure access to the necessary accommodations, modifications, supplementary aids and services

and technology (including assistive technology) to meet the unique disability related needs of students as part of the instructional plan.

- ***Describe how your school will document the programs and services offered and provided to students with disabilities to their parents/guardians in their preferred language/mode of communication:***

  - Wildwood School will use Frontline IEP Direct related service logs, for related services, and the communication log for other services. Parents will be contacted 1-2 times a week by the classroom teacher or child's social workers.

- ***Describe how you could work with the CSE to prepare contingency plans to address a student's remote learning needs in the event of future intermittent or extended school closures:***

  - Wildwood School will work with the CSE to prepare contingency plans to address a student's remote learning needs in the event of future intermittent or extended school closures.

- ***Describe how your reopening plan prioritizes in-person services to the greatest extent possible for high-needs students:***

  - All of our students have high needs. We will plan to open in-person to the degree that we can, unless otherwise directed by the governor.

- ***Will your program continue to monitor the progress of students, regardless of the service delivery model, and use that information to evaluate the effectiveness of the student's special education services and inform parents of their child's progress on a regular basis?***

  - Student assessment is used continually, despite the service delivery model. Parents will be contacted 1-2 times a week by the classroom teacher or child's social worker, to discuss student progress.

- ***Describe any changes or additions to student data collection you anticipate because of the possibility of changing student needs and experiences over various instructional models and platforms:***

- Student data collection is used continually, despite the service delivery model. Parents will be contacted 1-2 times a week by the classroom teacher or child's social worker, to discuss student progress.

- ***Describe your plan's important considerations and approach to related service provision over the various models you are planning (in-person, remote, hybrid/blended):***

- ***Describe how you will assign related service caseloads and provide related services to protect the integrity of student "cohorts"/"pods":***

  - Related service providers are assigned to specific classroom groupings. Regardless of the service delivery model, consistency and staff/student relationship are cultivated and maintained. Caseloads are equitable for our service providers.

Staffing:

- ***Will all individuals hold a valid certification/license appropriate to their service assignment?***

  - All teachers, related service providers, and teaching assistants will hold a valid certification/license appropriate to their service assignment, when possible.

- ***Will certifications and licenses be verified by the school using the internet-based tools made available by NYSED?***

  - The New York Teach, Teacher Certification Lookup, on the NYSED website will be used to verify valid certifications.
    - The Human Resources Department will be responsible for this.

- ***Describe any staffing changes which you might need to consider to meet instructional and operational demands during the COVID emergency period.***

  - Depending on the number of staff who are medically at a higher risk, we may have to assign staff differently to ensure student supervision, student safety, social distancing, and the promotion of healthy habits.

- ***Will the school be making "incidental" teaching assignments during the 2020/2021 school year? (After extensive and well-documented unsuccessful recruitment, a teacher can be given an "incidental" assignment for no more than ten (10) classroom hours per week to allow an otherwise unqualified teacher teach a subject which is not covered by their certificate.)***

  - All classroom teachers are certified special education teachers. Physical education and work-based learning staff may be given an "incidental" assignment for no more than ten (10) classroom hours per week to allow an otherwise unqualified teacher teach a subject which is not covered by their certificate), only if necessary.

- ***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 has undertaken a robust recruitment effort 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. Recruitment efforts will be extensively documented.

  - 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.