



**Reopening School in  
September**

**Mineola UFSD**

**July 31, 2020**

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### Guiding Assumptions

- **The health and safety of our students and adults is paramount**
- **Our plan provides provisions for in person, hybrid and remote learning**
- **Our initial plans may need to change based on changing infection rates**
- **Communication with parents and employees will be frequent and ongoing during the health emergency**

## **Communication/Family and Community Engagement**

To successfully plan to reopen, Mineola UFSD has engaged our stakeholders in a variety of forums in order to provide everyone the opportunity to voice opinions and guide the planning process.

### **Communication During Planning**

- Board of Education members were an integral part of the planning process and were briefed at a public meeting on July 30th with the complete plan to return. This meeting was public and video is available to the community via the District website.
- Administrators engaged in several weeks of planning for re-opening including meeting for a two-day retreat to jump start the process.
- Teacher representatives were included in the plan to return to school via meetings with their representatives and presentations done at public meetings.
- Community members were informed of BOE meetings and the link to the meeting video was shared with all stakeholders.
- All parents were given the opportunity to voice their opinion in two surveys averaging a 50% return rate. The first gauged public opinion on a number of options for the purposes of planning. The second survey incorporated the data from the first survey to finalize the plan and was to determine public opinion on the submitted plan.
- Our COVID Resources Officer liaised with representatives from the Nassau County Department of Health and Winthrop University Hospital throughout the planning process to identify best practices for the Health and Safety component of the plan.

### **Ongoing Communication Plan**

The Mineola UFSD has a robust communication infrastructure that will be utilized to the fullest for the duration of the health emergency. The following systems of communications will be utilized to ensure that all stakeholders will be apprised of both the current plan to reopen and any needed alterations to the plan based on any future guidance from the Nassau County Department of Health/NYSED/Governor Cuomo.

### **Communication Systems**

- School Messenger - This system allows for phone, email and SMS messages to be sent to all Mineola UFSD employees and families. Throughout the health emergency, Mineola UFSD has utilized this system to provide messages to **all stakeholders in their preferred language**.
- Remind - All faculty have accounts on our Remind System that allow them to send direct messages related to classroom assignments of schedules directly to the parents and the students in their classrooms.
- Social media - The Mineola UFSD utilized Twitter accounts to publicize new messages to parents and to remind parents to check their email or SMS messages.

### **Health Training Systems and Signage**

Mineola UFSD has engaged a third party company to allow the District training videos to all parent and student devices. The District has identified resources that can assist parents in determining:

- The correct procedure for filling out daily health screenings and temperature checks
- Procedures for masks wearing and identified breaks for students
- Proper handwashing techniques
- Maintaining appropriate social distancing
- Maintaining proper respiratory hygiene

All students and faculty members will have all of the above resource videos placed on their District issued iPads for reference. Parents will be able to access all video resources on both the District and School webpages and via our social media feeds.

Upon return to school, all staff members will be instructed using the aforementioned videos and these trainings will be logged in employee records.

All of Mineola UFSD school buildings will be equipped with signage that reinforces the CDC and DOH guidelines covered in the training videos. Signs will encourage proper social distance, display the rules of mask wearing, handwashing signs will be in all lavatories, and signs supporting proper respiratory hygiene will also be displayed at strategic locations throughout each building. All purchased signage will be written in both English and Spanish. Training videos will be provided in the parents and students preferred language and allow access for those parents, students, or employees with vision or hearing impairments.

**Health and Safety**

The Mineola UFSD is committed to maintaining the health and well-being of all students, families, and employees during the COVID-19 health emergency. This section of the plan provides an overview of the precautions and steps the District will take to comply with NYSED guidelines for safely reopening schools. These protocols were developed in accordance with CDC and NYDOH guidelines for school reopening.

The Mineola UFSD designates Catherine Fishman, Director of Pupil Personnel Services as COVID-19 safety coordinator. In this role, Ms. Fishman is the District’s primary contact with Nassau County Department of Health and is tasked with ensuring daily compliance with the District’s Reopening Plan. Further, Ms. Fishman is in constant communication with our District Physician, Dr. Ronald Marino, who is a representative of South Nassau Hospital. Dr. Marino provides information updates on local hospital capacity during the COVID-19 emergency.

<b>Community Engagement and Communications</b>	<b>Protocol</b>
Staff training – Recognizing Signs of Illness	<p>By the first day of school:</p> <ul style="list-style-type: none"> <li>• All faculty and staff will be responsible for completing a self-paced training protocol and certify completion prior to the first day of school. In addition, an instructional memo that describes the procedures for recognizing symptoms of COVID-19 which includes informational video provided by the CDC will be provided to all staff in their preferred language.</li> <li>• Second, all faculty and staff have been provided with directions for sending any symptomatic persons to the isolation room to be screened by the school nurse or other designated personnel in the event the nurse is not available.</li> <li>• Associated video resources               <ul style="list-style-type: none"> <li>○ <a href="#">Symptoms of Coronavirus</a></li> <li>○ <a href="#">Symptoms Coronavirus Disease 2019 YouTube</a></li> <li>○ En Espanol</li> <li>○ <a href="https://www.youtube.com/watch?v=9HTR7Xs0_7o">https://www.youtube.com/watch?v=9HTR7Xs0_7o</a></li> <li>○ <a href="https://www.youtube.com/watch?v=pC5hmrKu2QQ">https://www.youtube.com/watch?v=pC5hmrKu2QQ</a></li> </ul> </li> </ul>

Protocol - Screening Questionnaire and Temperature Checks

**Current Student Protocol**

Currently the District utilizes a paper based symptom checker that all students must complete prior to entering District transportation or school building. The completed form is submitted to the bus aide who ensures that all questions have been answered in the affirmative.

**Future Student Protocol**

Currently the District is in the process of utilizing an app to replace the paper symptom checker. The application will allow for digital records to be kept on which students/parents have completed the daily affirmation. The application comes with a dashboard and notification system that allows for a quick visible check of the completed affirmation. The District will have this system in place prior to return to school. The application is FERPA compliant and does not retain specific student health data.

**Protocol for Students arriving on buses:**

Students utilizing group transportation/district buses to arrive at school must be greeted and assessed for health clearance before entering the school building. Student families should have previously submitted health screening responses, but it is possible that some students may arrive at school either without a submitted screening response or with a screening that indicates exclusion. Building personnel should be prepared for these scenarios. The following interventions should be employed with arriving buses:

- The building principal and school nurse should review daily screening reports before the start of school.
- Students arriving who have been flagged as excluded should be directed to a designated area while they await parent contact for transportation home.
- Students arriving who do not have a health screening submitted should be directed to a designated area where on-site health screenings will be conducted.
- Students arriving who have submitted health screenings that indicate clearance should be directed to their classrooms.
- Students in the excluded, unknown, and cleared groups should not co-mingle.
- Signage such as RED, YELLOW and GREEN can be used to organize students for entry and/or holding for further action.

Students arriving as “walkers” who have not submitted health screenings indicating clearance, should be assessed before building entry. Parents should remain until the student has been cleared for entry.

Students arriving independent of parents as “walkers”, who have not submitted health screenings indicating clearance, should be directed to designated holding areas in the building until a health screening can be completed.

All students referred for on-site screening will also have their temperature checked with a no-touch thermometer.

<p>Protocol - Person Exhibiting a Sign of Illness</p>	<p><b>Protocol</b>  All faculty and staff have been provided with directions for sending any symptomatic persons or persons that have not completed the daily screening to a designated isolation room in each building to be screened by the school nurse.</p> <p>If the school nurse is not available, any student or staff member feeling ill or presenting with symptoms will be sent home.</p> <p>Students will be isolated until a parent picks them up. Students in isolation will be supervised by the school nurse.</p>
<p>Protocol -Visitors and Guests, Contractors, and Vendors</p>	<p><b>Protocol</b>  The District has established a protocol to severely limit all guests, vendors, and contractors from accessing the school building during school hours. If it is necessary to admit a guest or contractor to the building during school hours, they will be compelled to complete a symptom screener and have their temperature checked.</p> <p>After school hours, all vendors, guests, or contractors will be required to fill out a symptom checker form before entering the building.</p>
<p>Protocol -Training Parents for Signs of Illness in Children</p>	<p><b>Protocol</b></p> <ul style="list-style-type: none"> <li>• All parents will be responsible for completing a self-paced training protocol and certify completion prior to the first day of school. In addition, an instructional memo that describes the procedures for recognizing symptoms of COVID-19 which includes informational video provided by the CDC will be provided to all parents in their preferred language.</li> <li>• Second, all faculty and staff have been provided with directions for sending any symptomatic persons to the isolation room to be screened by the school nurse or other designated personnel in the event the nurse is not available</li> <li>• Associated video resources <ul style="list-style-type: none"> <li>○ <a href="#">Symptoms of Coronavirus</a></li> <li>○ <a href="#">Symptoms Coronavirus Disease 2019 YouTube</a></li> <li>○ En Espanol</li> <li>○ <a href="https://www.youtube.com/watch?v=9HTR7Xs0_7o">https://www.youtube.com/watch?v=9HTR7Xs0_7o</a></li> <li>○ <a href="https://www.youtube.com/watch?v=pC5hmrKu2QQ">https://www.youtube.com/watch?v=pC5hmrKu2QQ</a></li> </ul> </li> </ul>
<p>Protocol -Training Hand and Respiratory Hygiene</p>	<p><b>Protocol</b>  The District included affirmations in the mandatory parent training addressing proper handwashing techniques and techniques for maintaining proper respiratory health. Video resources were also provided to parents in their preferred language.</p> <p>Below please find the link to all CDC handwashing resources.  <a href="https://www.cdc.gov/handwashing/videos.html">https://www.cdc.gov/handwashing/videos.html</a></p> <p><b>Signage</b>  Signage was posted in strategic locations in all buildings reinforcing proper hand and respiratory health in both English and Spanish.</p>

<p>Protocol - Maintaining Social Distance</p>	<p><b>Protocol</b></p> <p><b>Social Distance in School</b> The District conducted a full building by building review to determine the correct number of students in each room to maintain 6ft radial social distance. The District used the NYSED provided calculators to determine the correct number of students in each room based on each room's square footage. Class sizes were then adjusted accordingly.</p> <p><b>Social Distance Training</b> The District included affirmations in the mandatory parent and faculty training addressing maintaining proper social distance. Video resources were also provided to parents, students and faculty in their preferred language.</p> <p>CDC Social Distancing Video English <a href="https://www.youtube.com/watch?v=nOa8wIhQdzo">https://www.youtube.com/watch?v=nOa8wIhQdzo</a> Spanish <a href="https://www.youtube.com/watch?v=IWOWP-11aQo">https://www.youtube.com/watch?v=IWOWP-11aQo</a></p> <p><b>Social Distance on the Bus</b> Mineola UFSD is committed to following all NYSED recommendations for best practices to transport students safely. Mineola will enforce mask wearing during the entirety of the bus ride and establish safe procedures for loading and unloading students from back to front and from front to back to unload.</p> <p><b>Social Distance for Arrival and Departure</b> Buses will be unloaded one at a time and students will be asked to maintain 6ft social distance as they enter the building. Hallway traffic will be limited as we move all children to their first period class.</p> <p><b>Social Distance in the Bathrooms</b> Traffic will be limited in all bathrooms. In addition, monitors will be charged with ensuring that students maintain social distance by limiting the number of students in the bathroom at any one time. The number of students is determined by using the square footage calculator provided by NYSED.</p> <p><b>Signage</b> Signage was posted in strategic locations in all buildings reinforcing proper social distance in both English and Spanish.</p>
<p>Protocol - Accommodations for Staff and Students that are high risk or live with someone who is high risk</p>	<p><b>Protocol</b></p> <p><b>Accommodations for Students that are high risk or live with someone who is high risk</b> As part of the reopening plan, all parents will be surveyed about their interest in remote learning due to health concerns of a student or family member. Based on responses, remote learning opportunities will be configured to ensure students equal access to education. Parents will have the choice to choose remote learning as an option. Parents will be asked to make this choice by August 14, 2020 so that the district can adequately staff the program for the number and grade levels of the students.</p>

	<p><b>Protocol</b>  <b>Accommodations for Staff that are high risk or live with someone who is high risk</b>  As part of the reopening planning, the District will accommodate students and staff members that demonstrate a medical condition that requires an accommodation as per NYSDOH and NYSED guidance.</p>
<p>Protocol - Mask Wearing when Social Distance cannot be maintained</p>	<p><b>Protocol</b>  All students and faculty will be required to wear masks in all situations except during a designated mask break. Building Principals will work with teachers to establish mask breaks that will occur only when 6ft social distance can be maintained.</p> <p>Nurses will provide information to staff and students on proper use, removal, and washing of face guards.</p> <p>This protocol also applies to any visitors approved to enter the building after completing the affirmation.</p> <p>CDC Mask Protocol Videos  English <a href="https://www.youtube.com/watch?v=TYgTkJD1BHY">https://www.youtube.com/watch?v=TYgTkJD1BHY</a>  Spanish <a href="https://www.youtube.com/watch?v=zIDNVyehsRM">https://www.youtube.com/watch?v=zIDNVyehsRM</a></p>
<p>Protocol - PPE purchasing for health professionals and additional supplies for students and staff that forget masks</p>	<p><b>Protocol</b>  The District has consulted with all school nurses and District medical professionals to establish the correct amount and design of necessary PPE. Nurses were given wide latitude to choose their preferred item of PPE.</p> <p>The District has established a protocol to keep up to 90 days of additional PPE on hand commencing at the start of the school year. This additional PPE was determined by reviewing the included NYSED guidelines for the purchase of PPE.</p> <p>A student or staff that forgets a mask will be provided one.</p>
<p>Protocol - Clean and Disinfect the Schools according to CDC Guidance</p>	<p>The District protocol is to maintain a cleaning schedule that comports with all CDC recommended guidelines and products. Building principals have coordinated with each head custodian to establish frequent cleanings in all classrooms and trafficked areas. All surfaces such as door handles, bathrooms, and table/desk surfaces will be wiped down several times during the day.</p>
<p>Protocol - Conducting Safety Drills with modifications for Social Distancing</p>	<p>The District has proposed the following modifications to all safety drills in order to maintain social distance.</p> <ul style="list-style-type: none"> <li>• Conducting drills on a “staggered” schedule, where classrooms evacuate separately rather than all at once and appropriate distance is kept between students to the evacuation site. Staggering by the classroom, minimizes contact of students in hallways, stairwells and at the evacuation site. If conducting drills using a modified procedure, it is required that the drill be conducted with all students in the school building on that school day, it may be necessary to do so during a class period that is extended for this purpose; and</li> </ul>



	<ul style="list-style-type: none"> <li>• If schools re-open with a “hybrid” in-person model, such as one where students attend school alternate school weeks to reduce the occupancy of the school building, Mineola will be certain that all students are receiving instruction in emergency procedures and participating in drills while they are in attendance in-person.</li> </ul> <p>Modifications to Lockdown Drills may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Conduct lockdown drill in classroom setting while maintaining social distancing and using masks;</li> <li>• Conducting lockdown drills on a “staggered” schedule with smaller numbers of students present to maintain social distancing, however schools must be certain that all students are receiving instruction in emergency procedures and participating in drills while they are in attendance in-person; and</li> <li>• Conduct lockdown drill in classroom without “hiding”/“sheltering” but provide an overview of how to shelter or hide in the classroom.</li> </ul>
<p>Protocol -Written plan for actions taken if there is a confirmed case of COVID-19 in the school</p>	<p>In the event of a confirmed positive COVID-19 case (student or staff), the school nurse will contact the DOH, the building administrator, medical director, and the District’s safety coordinator to inform them of the confirmed case.</p> <p>The District will cooperate with contact tracing and follow the directives of the DOH for sending home students/staff, informing student/staff of the DOH recommendation for follow-up steps, and for returning to school.</p>
<p>Protocol -Written plan that complies with CDC guidance for the return to school of students or staff following an illness or diagnosis 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 DOH</p>	<p>Staff and students will receive written and verbal information about returning to school after an illness. The school nurse will guide families/staff through the decision making process:</p> <p><b>Return of staff/student following quarantine due to contact with COVID-19 case</b></p> <ul style="list-style-type: none"> <li>• If an employee has had close or approximate contact with a person with COVID-19 for a prolonged period of time AND is experiencing COVID-19 related symptoms, the employee may return to work upon completing at least 10 days of isolation from the onset of symptoms.</li> <li>• If an employee has had close or approximate contact with a person with COVID-19 for a prolonged period of time AND is NOT experiencing symptoms, they may return after 14 days of self-quarantine.</li> <li>• The district will refer to the CDC provided guidance and local DOH for recommendation for discontinuing isolation as medical guidance continues to evolve on this issue.</li> <li>• Returning from travel from a NY designated quarantine state or country can return after the state’s mandatory 14-day quarantine.</li> </ul> <ul style="list-style-type: none"> <li>• <a href="https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html">https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html</a></li> <li>• <a href="https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html">https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html</a></li> </ul>

	<p><b>Return of staff/ student following a diagnosis of COVID-19</b></p> <ul style="list-style-type: none"> <li>• If a person is diagnosed with COVID-19, the individual may return: (1) after 24 hours of being fever-free (without fever reducing medication) and, (2) at least 10 days passed from the onset of first symptoms and, (3) and at least three days of symptom improvement (including cough and shortness of breath) and, (4) if tested positive for COVID-19 but have been asymptomatic, the individual must stay home for 10 days from the day the test was taken.</li> </ul> <p><a href="#">find-test-site-near-you</a></p> <p><b>Return of staff/student following an illness which include COVID-19 symptoms but not positive for COVID</b></p> <p>If a person is not diagnosed by a healthcare provider with COVID-19 the individual may return to school if: (1) Provide medical documentation stating you have been evaluated, cleared to return to school with confirmation of an alternative diagnosis from a health care provider that would explain the COVID-19-like symptom(s) and have felt well for 24 hours, and (2) 24 hours fever free without fever reducing medication and, (3) COVID-19 testing results are negative and, (4) Resolution of symptoms which includes no fever for at least 24 hours without using fever reducing medicines like acetaminophen(Tylenol) or ibuprofen (Motrin, Advil).</p> <p><a href="https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html">https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html</a></p>
<p>District must designate a COVID-19 safety coordinator</p>	<p>The Board of Education will designate Catherine Fishman, Director of Pupil Personnel Services to serve as the COVID-19 safety coordinator. Ms. Fishman’s responsibilities will include ensuring that the safety measures/assurances outlined in this plan are implemented and that the District continues to meet the guidelines set forth by the CDC, the NYSED, and the local DOH.</p>
<p>Protocol -Written Plan for Before or After Care</p>	<p><b>SCOPE School Age Child Care COVID-19 Guidelines</b></p> <p>The NYS Office of Children and Family Services (OCFS) license all SCOPE School Age Before and After School Programs. SCOPE follows all rules and regulations set forth by OCFS. SCOPE continually updates our policies, procedures and practices to meet OCFS requirements.</p> <ul style="list-style-type: none"> <li>• Health and Safety / Screening (Risk of COVID-19 Transmission) Health screening, including temperature checks of all children, staff and parent/legal guardians each day before entering the program. Use of daily screening questionnaire for children, staff and parent/legal guardian each day.</li> <li>• Children or staff with a temperature greater 100.0 will not be permitted into the program. At any time when a staff member develops a temperature greater than 100.0, the staff member will be dismissed and sent home from the program.</li> <li>• Children becoming ill at program will be separated from group and supervised by SCOPE staff while awaiting pick up from a parent. Children or staff who have tested positive for COVID-19 will only be permitted to return to program based upon the guidelines set forth by the Department of Health (DOH), Center for Disease Control (CDC) and OCFS. Limit visitors to the program to only essential visitors. All food items served to children will be in individually wrapped packages.</li> </ul>

	<ul style="list-style-type: none"> <li>• Hygiene/ Cleaning, Disinfecting Requirements - Adhere to hygiene, cleaning and disinfection requirements from the CDC, DOH and OCFS. Will maintain logs that include date, time and scope of cleaning and disinfection.</li> <li>• Assign Safety Monitor as required by OCFS. Train all children and staff on proper hand washing and appropriate respiratory hygiene. Follow all NYS OCFS guidelines on hand washing times and techniques. Conduct regular cleaning and disinfection of materials and surfaces used by SCOPE.</li> <li>• PPE Usage - SCOPE will provide hand sanitizer, face coverings and gloves for staff. All staff are required to wear face coverings throughout the length of the program. All staff will be trained on how to adequately put on a face covering, take off, clean and discard according to CDC guidelines</li> <li>• SCOPE will follow school district guidelines regarding children wearing face coverings.</li> <li>• Social Distancing Children will be in small consistent groups, 10 or less children in group, paired with social distancing Members of the same household may remain together Where practical and possible, physical barriers will be maintained between each group (i.e. cones, tables, retractable walls) When and wherever possible, each small consistent group of children and staff will be maintained.</li> </ul>
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**Facilities**

Mineola UFSD recognizes the importance of facilities planning as a component of safely reopening school during the COVID-19 health emergency. Mineola UFSD has utilized the DOH and NYSED guidelines for social distancing and other safety measures to mitigate the spread of COVID-19. Each building will ensure that student classrooms allow for 6ft social distancing using a radial method. The head custodian and building principal will devise a cleaning schedule following CDC guidelines for all high contact areas. All buildings will be disinfected nightly and daily logs will be maintained of all cleaning and disinfections. Further, the District provides the following assurances:

- Any changes or additions to existing facilities will comply with the requirements of the 2020 New York State Uniform Fire Prevention, Building Code, and the State Energy Conservation Code. All changes or additions will be submitted to the New York State Office of Facilities Planning.
- Mineola UFSD reopening plan is in compliance with the 2020 Building Condition Survey and Visual Inspection.
- Mineola UFSD reopening plan provides provisions to conduct the Lead-In-Water Testing as required by NYS DOH regulation 67-4.
- If in the event the District decides to utilize dividers, detailed floor plans indicating areas where dividers will be installed in classrooms, libraries, cafeterias, auditoriums, gymnasiums, doors and other points of congregation will be submitted to the New York State Office of Facilities Planning.
- All new building construction and temporary quarter projects will be submitted to the New York State Office of Facilities Planning for a full code review.
- Plans for temporary or permanent use of Tents will adhere to the New York State Building Code.
- The number existing or altered toilet and sink fixtures in each of the facilities meet the minimum standards of the New York State Building Code.
- Each facility will provide one drinking fountain per one hundred occupants or a reasonable alternate source of drinking water.

- Mineola UFSD reopening plan includes written plans on how to maintain adequate, code required ventilation (natural or mechanical) as designed.
- Only projects specific to “COVID-19 Reopening” will be labelled as such when submitted to the New York State Office of Facilities Planning.
- Use of plastic separators will comply with the 2020 New York State Building Code section 2606.

At this time, the District is in discussions about the purchase or lease of large tents to provide an additional sheltered space for students. The District will also ensure that classroom doors and windows are open to ensure proper ventilation. Further, the District has purchased disinfecting foggers so that all rooms and buses can be disinfected daily.

## **Nutrition**

Mineola UFSD recognizes that student nutrition is a key component to a successful educational environment. Mineola’s plan to reopen includes the commitment to follow national, state, and local health and safety guidelines in the area of nutrition. The bullet points below highlight the actions and affirmations our District will make to ensure student nutrition during this health crisis.

- Mineola UFSD will provide all students enrolled with access to school meals each school day. This must include:
  - Students in attendance at school; and
  - Students learning remotely.
- If cafeterias are used:
  - Principals will stagger times to allow for social distancing and clean and disinfect between groups.
  - Clean and sanitize tables/surfaces between each meal service.
  - Space students at least six feet apart.
  - Use disposable food service items (example - utensils, dishes).
  - Encourage proper hand washing before and after eating meals.
- Mineola UFSD has addressed all applicable health and safety guidelines. The District will constantly emphasize the proper protocols for hand washing, mask-wearing, glove-wearing and other safety steps.
- Mineola UFSD will provide protection for students with food allergies when providing meals in spaces outside the cafeteria, such as classroom dining. The school nurse will ensure that all students with allergies are appropriately accommodated.
- Mineola UFSD will reinforce protocols and procedures for how students will perform hand hygiene before and after eating, how appropriate hand hygiene will be promoted and how sharing of food and beverages will be discouraged. Daily reminders will be provided before all snacks and/or meals.
- Mineola UFSD has developed protocols and procedures that require cleaning and disinfection prior to the next group of students arriving for meals, if served in the same common area. Building principals will coordinate with custodial staff to provide a schedule for frequent cleaning of all areas where food is served along with daily disinfection.
- Mineola UFSD will ensure compliance with Child Nutrition Program requirements.
- Mineola UFSD has developed protocols that describe communication with families through multiple means in the languages spoken by families, including a link on our website [www.mineola.k12.ny.us](http://www.mineola.k12.ny.us)
- Mineola UFSD will ensure that all food service employees adhere to basic safety protocols: practice social distancing, wear face masks and follow proper preventative hygiene, such as washing hands frequently and using hand sanitizer.

## Transportation

Mineola UFSD recognizes that the school bus is a continuation of the classroom therefore many of the recommendations that apply to our school buildings will apply to the school bus. In developing the Transportation section of the plan, the District has engaged the following stakeholders:

- Parents via survey
- Transportation Administrators
- Building Administrators
- Bus Driver
- Bus Aides
- Health Professionals

Below please find the components of our Transportation plan:

- Students, drivers and bus attendants will be required to wear masks and social distance on the bus. Students who are unable to medically tolerate a face covering, including those where such a covering would impair their physical health or mental health are not subject to the required use of a face covering.
- Mineola UFSD buses will be cleaned and disinfected twice a day. High contact spots will be cleaned after the morning and afternoon run.
- School buses will not be equipped with hand sanitizer due to its combustible composition and potential liability to the school District.
- School bus drivers and bus attendants will not carry personal bottles of hand sanitizer with them on buses.
- School bus drivers, bus attendants and mechanics will perform a self-health assessment for symptoms of COVID-19 before arriving to work. If personnel are experiencing any of the symptoms of COVID-19, they should notify their supervisor and seek medical attention.
- School bus drivers, bus attendants and mechanics will wear a face covering when on the bus.
- Transportation staff will undergo training on the proper use of Personal Protective Equipment; social distancing and the training will include recognizing the signs and symptoms of COVID-19.
- Drivers and bus attendants who have direct contact with a child must wear gloves.
- The Mineola UFSD will provide Personal Protective Equipment such as masks and gloves for bus drivers and bus attendants. The District will provide hand sanitizer for all staff in the Transportation Office and the bus garage.
- As outlined in the Health and Safety section, all parents/guardians will be required to ensure that their child/children are not experiencing any signs and symptoms of COVID-19 and do not have a fever of 100 degrees or more prior to them boarding the bus to school.
- Students who do **not** have a mask will not be denied transportation.
- Mineola UFSD will provide students with a mask if they do not have one. A small supply will be kept on each bus.
- Mineola UFSD students with a disability, which would prevent them from wearing a mask, will not be forced to wear one or be denied transportation.
- Students will be trained on the proper use of protective equipment, the proper use of social distancing and the signs and symptoms of COVID-19. There will be periodic reminders during the year.
- If the Mineola UFSD is in session remotely or otherwise, student transportation will be provided to non-public, parochial, private, charter schools or students whose Individualized Education Plans have placed them out of the District whose school are meeting in-person.

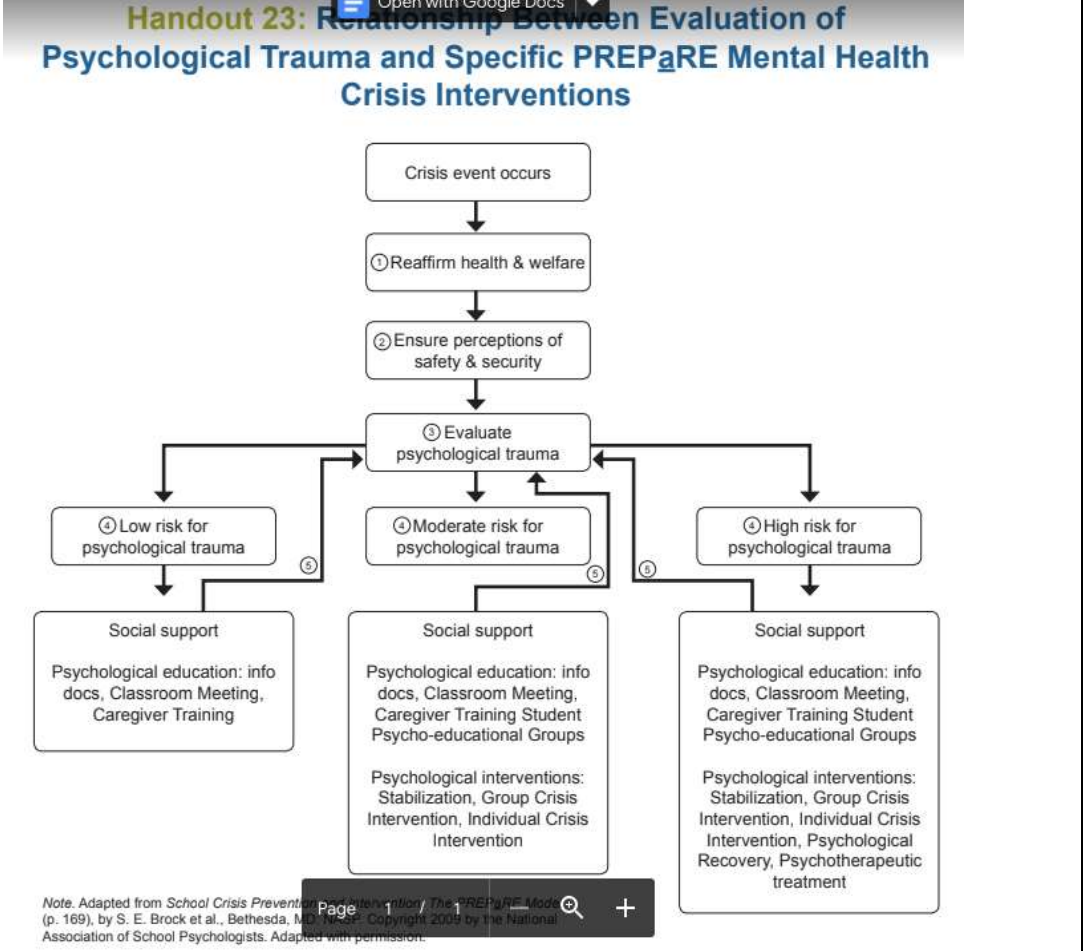
- Mineola UFSD will fulfill existing mandates regarding the safe and effective transportation of students who are homeless (McKinney-Vento), in foster care, have disabilities and attend non-public schools and charter schools.

**Social Emotional Well-Being Mandatory Assurances:**

The Mineola School District has a robust Social-Emotional-Learning curriculum, on-going professional development for staff, and a well-trained mental health support staff who are all committed to maintaining a positive school climate, integrating social emotional learning in everyday instruction, and provide support and interventions in crisis situations. Our plan below outlines the existing supports and additional steps we plan to implement to support our students, families, and staff. We will continue to use a multi-tiered approach to implement support throughout the District.

<b>Assurance</b>	<b>Plan Strategy</b>
<p>District/school ensures that District-wide and building-level comprehensive developmental school counseling program plans, developed under the direction of certified school counselor(s), are reviewed, and updated to meet current needs.</p>	<ul style="list-style-type: none"> <li>• The Social Emotional Learning (SEL) Committee will meet to discuss and review our comprehensive school counseling plan and set appropriate goals/actionables for the year.</li> <li>• Committee members will discuss District wide needs of students to ensure that counseling programs are research based and valid. Committee will amend service groupings and focus based on the survey and trauma assessment.</li> <li>• Based on the survey and trauma assessment, the Committee will identify appropriate interventions based on the impact of the crisis.</li> <li>• Committee will continue to collaborate with support staff District wide to expand and review the list of outside resources within the community for families in crisis.</li> <li>• Committee will review outside resources periodically for efficacy</li> <li>• <a href="#">Comprehensive School Counseling Plan</a></li> </ul>
<p>District/school establishes an advisory council, shared decision-making, school climate team, or other collaborative working group comprised of families, students, members of the BOE, or school’s board, school building and/or District/charter leaders, community-based service providers, teachers, certified school counselors and other pupil personnel service providers including school social workers and/or school</p>	<ul style="list-style-type: none"> <li>• The SEL Committee - composed of administration representatives, school psychologists, social workers, teachers, guidance counselors and a parent.</li> <li>• Students’ mental health needs will be assessed periodically via rating scales throughout the District in age appropriate ways to assess SEL status and needs.</li> <li>• The SEL committee will review the mental health needs assessments to identify students/families and appropriate resources.</li> <li>• The SEL Committee will follow the flowchart below to clearly designate how to access different points and levels of service and prevent over-referrals for individual services when not appropriate.</li> </ul>

psychologists, to inform the comprehensive developmental school counseling plan.



District/school reopening plan addresses how the school/District will provide resources and referrals to address mental health, behavioral, and emotional support services, and programs.

- The SEL Committee will develop a schedule to meet regularly throughout the school year to address results of surveys and develop a plan accordingly.
- The District will work collaboratively with outside agencies for further support when needed.
- Based on parent interest, support staff will serve as facilitators at parent-led meetings to discuss how they are coping with COVID (i.e. loss, displacement, family disputes, educating their children while at home via virtual technology) in their homes.
- The Guidance Department page has a link for family resources which is periodically updated.
- The District website and K-2 website also have a list of available resources for families.
- The District utilizes Twitter to notify families at each age level as well as District wide for available resources.
- The District notifies families periodically of the availability of these documents through “robo-calls”.
- School counselors/social workers will provide individual/small group check ins throughout the year as a proactive measure.

	<ul style="list-style-type: none"> <li>• Counselors/Social Workers will also visit classrooms to introduce themselves and explain what they do and why the students may come to see them. In addition, classroom visits may include lessons on self-efficacy, agency and resilience.</li> <li>• Health teachers will continue to implement NYS Mental Health curriculum teaching students how to identify when one may need support and where to go to receive that support.</li> <li>• The District is initiating a partnership with Northwell Health to develop a community based Mental Health Urgent Care where students can be quickly assessed and provided with treatment options/referrals. This partnership will also provide students/families with a “warm hand-off” to mental health services as well as follow up with the school and providers.</li> </ul>
<p>District/school reopening plan addresses professional development opportunities for faculty and staff on how to talk to and support students during and after the ongoing COVID-19 public health emergency, as well as provide support for developing coping and resilience skills for students, faculty and staff.</p>	<ul style="list-style-type: none"> <li>• Much of the focus of professional development for teachers and staff will be developed to support adult SEL (vulnerability, belonging, resilience) and restorative practices.</li> <li>• On the District Website Staff Resources page, links will be provided for available mental health and support resources under the insurance plan provider. This will be communicated to all staff via email from District leadership.</li> <li>• The District offers the Employee Assistance Program to all staff who may need short-term counselling support. This information is available on the District’s website</li> <li>• Summer and year-long administrative professional development will center around strategies to promote belonging, self-efficacy, agency and resilience through Growth MIndset and Brene Brown study.</li> <li>• The District developed a volunteer committee named the Special Committee on Diversity, Equity and Justice. The committee met several times in the spring of 2020 and will continue to meet throughout the 2020-2021 school year. The committee recommended beginning a book audit which the administrators conducted over the summer. The book audit provided administrators with a variety of titles by diverse authors to read and recommend to our staff to include in our curriculum.</li> <li>• Staff will be requested to complete a school climate survey periodically throughout the year which will be reviewed by building and District administrators</li> <li>• Staff will be given/reminded of the protocol for identifying and reporting any concerns regarding their students.</li> </ul>



## School Schedules

This section of the plan provides an overview of the proposed building schedules for each of our schools. Please see the chart below:

<b>School</b>	<b>Schedule Description</b>
Hampton Street School (Pre-K-2)	<p>All students are invited to attend school on a daily basis</p> <p>Hampton’s Schedule provides for</p> <ul style="list-style-type: none"> <li>• 6:44 minute instructional day</li> <li>• 40-minute special-in classroom</li> <li>• 30-minute lunch-in classroom</li> <li>• 30-minute recess-outdoors in specific areas</li> <li>• Special education services provided in push in model as per IEP</li> <li>• ENL services provided by certified instructor as per level of service</li> </ul> <p>COVID-19 Mitigation Steps</p> <ul style="list-style-type: none"> <li>• All students invited to attend school daily.</li> <li>• Cohort Size 15-18 with larger cohorts in larger spaces to maintain 6ft distance.</li> <li>• Masks will be worn in all areas where 6ft social distance cannot be maintained.</li> <li>• All students will stay with the designated cohort teacher with the exception of special areas such as gym or art. Those teachers will push in.</li> <li>• Students will eat in their classrooms.</li> <li>• Outdoor recess will be provided daily with additional opportunities for cohorts to go outside.</li> <li>• All building classrooms will be disinfected daily with frequent multiple cleanings of high traffic areas.</li> </ul>
Meadow Drive School (Pre-K-2)	<p>All students are invited to attend school on a daily basis</p> <p>Meadow’s Schedule provides for</p> <ul style="list-style-type: none"> <li>• 6:44 minute instructional day</li> <li>• 40-minute special-in classroom</li> <li>• 30-minute lunch-in classroom</li> <li>• 30-minute recess-outdoors in specific areas</li> <li>• Special education services provided in push in model as per IEP</li> <li>• ENL services provided by certified instructor as per level of service</li> </ul> <p>COVID-19 Mitigation Steps</p> <ul style="list-style-type: none"> <li>• All students invited to attend school daily.</li> <li>• Cohort Size 15-22 with larger cohorts in larger spaces to maintain 6ft distance.</li> <li>• Masks will be worn in all areas where 6ft social distance cannot be maintained.</li> <li>• All students will stay with the designated cohort teacher with the exception of special areas such as gym or art. Those teachers will push in. Gym outdoors when possible.</li> <li>• Students will eat in their classrooms.</li> </ul>

	<ul style="list-style-type: none"> <li>• Outdoor recess will be provided daily with additional opportunities for cohorts to go outside.</li> <li>• All building classrooms will be disinfected daily with frequent multiple cleanings of high traffic areas.</li> </ul>
<p>Jackson Avenue School (3-4)</p>	<p>All students are invited to attend school on a daily basis</p> <p>Jackson’s Schedule provides for</p> <ul style="list-style-type: none"> <li>• 6:44 minute instructional day</li> <li>• 40-minute special-in classroom</li> <li>• 30-minute lunch-in classroom</li> <li>• 30-minute recess-outdoors in specific areas</li> <li>• Special education services provided in push in model as per IEP</li> <li>• ENL services provided by certified instructor as per level of service</li> </ul> <p>COVID-19 Mitigation Steps</p> <ul style="list-style-type: none"> <li>• All students invited to attend school daily.</li> <li>• Cohort Size 14-20 with larger cohorts in larger spaces to maintain 6ft distance.</li> <li>• Masks will be worn in all areas where 6ft social distance cannot be maintained.</li> <li>• All students will stay with the designated cohort teacher with the exception of special areas such as gym or Music. Those teachers will push in.</li> <li>• Students will eat in their classrooms.</li> <li>• Outdoor recess will be provided daily with additional opportunities for cohorts to go outside.</li> <li>• All building classrooms will be disinfected daily with frequent multiple cleanings of high traffic areas.</li> </ul>
<p>Mineola Middle School (5-7)</p>	<p>All students are invited to attend school on a daily basis</p> <p>Mineola Middle School’s Schedule provides for</p> <ul style="list-style-type: none"> <li>• 6:55 minute instructional day</li> <li>• A full 8 period academic day</li> <li>• 24-minute lunch-in classroom</li> <li>• 24-minute recess-outdoors in specific areas</li> <li>• Special education services provided as per IEP</li> <li>• ENL services provided by certified instructor as per level of service</li> </ul> <p>COVID-19 Mitigation Steps</p> <ul style="list-style-type: none"> <li>• All students invited to attend school daily.</li> <li>• Cohort Size 15-22 with larger cohorts in larger spaces such as music room or library to maintain 6ft distance.</li> <li>• Masks will be worn in all areas where 6ft social distance cannot be maintained.</li> <li>• All students will stay with their designated cohort.</li> <li>• Classroom and special area teachers will push-in with the exception of Music and Physical Education.</li> <li>• Students will eat in their classrooms.</li> <li>• Outdoor recess will be provided daily with additional opportunities for cohorts to go outside.</li> </ul>

	<ul style="list-style-type: none"> <li>All building classrooms will be disinfected daily with frequent multiple cleanings of high traffic areas.</li> </ul>
<p>Mineola High School (8-12)</p>	<p>Grade 8 students attend in person Grade 9-12 students attend in person every other day with off day being virtual.</p> <p>Mineola High School’s Schedule provides for</p> <ul style="list-style-type: none"> <li>6:55 minute instructional day</li> <li>A full 9 period academic day</li> <li>42-minute lunch with social distancing</li> <li>Opportunities for outdoor instruction</li> <li>Special education services provided as per IEP</li> <li>ENL services provided by certified instructor as per level of service</li> <li>ENL and SPED students will have the opportunity to attend in person every day</li> </ul> <p>COVID-19 Mitigation Steps</p> <ul style="list-style-type: none"> <li>All Grade 8 students invited to attend school daily.</li> <li>Cohort Size Grade 8 is 22-27 students with larger cohorts in larger spaces such as music room or library to maintain 6ft distance.</li> <li>Cohort Size Grades 9-12-all classes will be reduced by half which yields a cohort size of 8-16 students in classes with an alternate day approach.</li> <li>Masks will be worn in all areas where 6ft social distance cannot be maintained including passing in hallways.</li> <li>All students will stay with the designated cohort teachers with the exception of special areas.</li> <li>Students will eat in the cafeteria or outdoor spaces while maintaining social distancing. The amount of students eating in the cafeteria will be reduced 75% with students eating for 20 minutes and then moving to the auditorium to allow another group to eat in the cafeteria.</li> <li>All building classrooms will be disinfected daily with frequent multiple cleanings of high traffic areas</li> </ul>
<p>Mineola Virtual School</p>	<p>All parents will be provided with the opportunity to enroll their children in a virtual school which will offer students or families with health issues or concerns the opportunity to have their children attend school virtually.</p> <p>The schedule for the virtual day will mirror the child’s home school schedule with the only caveat that classes will take place virtually.</p> <p>At the elementary level, Mineola Virtual School will provide for 5 hours of virtual instruction.</p> <p>At the secondary level, the Mineola Virtual School will provide 5 hours and ten minutes of instruction in the four core disciplines.</p>

## **Attendance and Chronic Absenteeism**

The Mineola UFSD has devised a plan for capturing daily attendance for potential scenarios (remote, in person, hybrid).

**In Person** - Daily attendance for all students that attend school in person will be captured in our District's student management system, eSchool data. Currently this system allows both daily attendance and period by period attendance.

**Hybrid** - Daily attendance in a hybrid model will be taken in two places. First for students that are remote, daily attendance will be taken in our WebEx system that allows homeroom teachers to video conference for classes with students that do not come to school. Students that do not log into WebEx at the appropriate time will receive a call from either the guidance counselor or school social worker to check in on the safety of the students. Daily attendance will be taken in eSchool for all students that are in school for in person learning. Students that are absent from in person learning will also receive a call from the designated person in each schools' attendance office.

**Remote** - For students that are remote, daily attendance will be taken in our WebEx system that allows homeroom teachers to video conference for classes with students that do not come to school. Students that do not log into WebEx at the appropriate time will receive a call from either the guidance counselor or school social worker to check in on the safety of the students.

## **Technology and Connectivity**

The Mineola UFSD currently maintains a 1:1 iPad program for all students K-12. During the extended school closures of spring 2020, the District conducted several parent surveys to assess Internet connectivity for all of our students. Students that reported no or irregular Wi-Fi connectivity, were supported by one of two options.

- **Option 1** - Students or Teachers that reported no Wi-Fi connection were provided with access to Optimum Wi-Fi hotspots. This covered the majority of students with no Wi-Fi.
- **Option 2** - For students or teachers that were not close enough to an Optimum Wi-Fi hotspot to ensure reliable connectivity, students were provided with a Verizon personal hotspot to ensure connectivity.

To ensure ongoing compliance, the District plan calls for monthly connectivity surveys of all parents to allow all students access to reliable Wi-Fi.

**Mineola UFSD** has been a 1:1 District for the past 10 years. In that time, our students and faculty have become adept at incorporating technology in the classroom as well as to design and deliver remote learning opportunities for students. As such, the District is well positioned to utilize technology tools to support all three state mandated reopening plans.

1. **In Person Learning** - In event that all students are able to attend school given the proper health conditions, Mineola UFSD will integrate technology solutions such as learning management systems, ancillary applications, creative suites, and web based resources to support in person education. Our current Learning Management Systems at the elementary and middle school level allow teachers to track student progress in NYS Learning Standards by tagging assignments and materials to the appropriate standard. At

the High School, our learning management system is aligned to each course offered by the District which are all aligned with NYS Learning Standards. The District is committed to using these systems to support student learning in all three potential models (in-person, hybrid, remote). This will ensure the continuity of instruction in the event that health conditions change and we need to pivot to different models. Further it allows the District to maintain equitable access to education for all students regardless of location.

2. **Hybrid Model** - The Mineola UFSD is well equipped for a hybrid model of learning should the health conditions warrant such an approach. Further the use of these software systems would allow any students with health conditions that are precluded from attending school to maintain regular and substantive access to their teachers and appropriate course material.

The District will utilize a suite of software systems to support a hybrid model of instruction where some students are learning remotely while others are learning in person.

- a. **WebEx** - WebEx meetings will allow teachers and students to regularly “meet” for substantive and bi-directional communication. WebEx will also allow for attendance to be taken for all virtual classes. The system logs teacher and participant time and can provide a daily report.
  - b. **Learning Management Systems** - will allow teachers and students to track progress towards meeting NYS learning standards. Further, Learning Management Systems also allow students and teachers the ability to share and comment on files.
  - c. **Google Suite Apps** allow teachers and students to easily comment on each other’s work as well as share files.
3. **Remote Learning** - In the event health conditions require the District to switch to a fully remote option, our plan is to utilize the above suite of software systems to provide a continuity of learning for all of our students in remote settings.

### **Supporting Technology Needs**

The District maintains a technology support staff that are well versed to support all family, student, and faculty needs during any of the three scenarios listed above. In addition, through an innovative partnership with a local tech services company, several of our high school students complete an internship rotation by learning to support.

Over the past four months, the District has developed technology support resources and professional development tools to enhance the remote learning experiences of our students. The District created a special website to support Pre-K-2 parents new to our technology tools. We conducted a week of virtual PD for all faculty on the use of digital tools to enhance distance learning and increase student engagement. We also created a series of virtual summer programs that utilize a learning path model that allows students to combine synchronous and asynchronous learning activities in high engagement subjects.

### **Teaching and Learning**

The Mineola UFSD is committed to providing all students an equitable educational experience. The District has prepared plans for three different scenarios for the 2020-2021 school year. Each plan has, at its core, instructional aligned with NYS Learning Standards with clear opportunities for instruction for all students.

Communication - All principals will be providing a weekly letter to parents sent in the language of their choice. Further, teachers will use the School4One and Canvas Learning Management systems to provide parents with regular updates on assignments and coursework.

<p><b>In Person Instruction</b></p>	<p>In the event that health conditions surrounding the health emergency allow, it is the District’s first preference to offer all students in person instruction for the entirety of the academic year with all extracurricular and co-curricular activities.</p> <p>The Mineola School District is confident that given the current health guidelines put forth by NYSED and the Department of Health, that all students in Grades Pre-K through Grade 8 will be offered the opportunity to attend school for in-person instruction every day. Social distancing and mask wearing will be essential components of this plan to bring all Pre-K-Grade 8 students back every day. Students will be placed in cohorts and travel in the building will be minimized. Special area teachers and support personnel will push into the classrooms to further minimize travel.</p> <p>Grades 9-12 Students in grades 9-12 will be offered in person instruction on alternating days. Please see the Hybrid Model below for more details.</p> <p>*ENL and SPED students for grades 9-12 will be given the opportunity to attend every day as in person learning in order to access mandated services.</p>
<p><b>Hybrid Model</b></p>	<p>In order to maintain social distancing, it is not possible to bring back all of our 9-12 students for in person learning on a daily basis. Therefore, students in grades 9-12 will have a hybrid model of instruction that blends remote and in-person learning on alternating days.</p> <p>Students will attend their classes for in-person learning on an alternating day schedule based on the student’s last name so that family members may be on the same schedule.</p> <p>While at home, students will have access to asynchronous activities that are aligned with the curriculum for the designated courses. These activities are planned by their teachers and align with the activities and topics taught during in-person instructional days. The District is currently devising an instructional model for hybrid instruction that allows teachers to take attendance for both in person and virtual students and provide all students with daily meaningful contact with their teacher. The District will utilize the Canvas Learning Management System and WebEx Meetings to provide students with a direct connection to the class assignments and message boards.</p> <p>*ENL and SPED students in Grades 9-12 will be given the opportunity to attend every day as in person learning in order to access mandated services.</p>

<p><b>Remote Learning</b></p>	<p>In the event the District needs to close due to an Executive Order, Mineola UFSD is prepared to offer all students a robust remote learning experience that provides standards-based instruction via WebEx for all students on a daily basis. Our plan allows students to continue with all of their classes in a remote setting.</p> <p><b>Curriculum Connections</b> Students will be able to utilize their Learning Management Systems to maintain access to the most current curriculum planned by their teacher. It will also allow students to submit work and allow teachers to track progress.</p> <p><b>Remote Instruction</b> Mineola utilizes WebEx to allow teachers to meet virtually with students both in large and small groups to provide direct instruction in standards based curricula. WebEx also has an attendance feature which will allow teachers to report any student absence to Guidance for a follow up phone call.</p>
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**Special Education Mandatory Assurances:**

The Mineola UFSD is committed to students with disabilities being able to fully access programs and services they need to progress academically. The District’s instructional framework permits students to make an easy transition despite any transition between in-person, hybrid, or remote environment.

<b>Assurance</b>	<b>Plan/Strategy</b>
<p>District/school reopening plan whether services are provided in-person, remote and/or through a hybrid model, addresses the provision of free appropriate education (FAPE) consistent with the need to protect the health and safety of students with disabilities and those providing special education and services.</p>	<ul style="list-style-type: none"> <li>• Mineola will prioritize students with the highest level of need to be educated in person. All students with IEPs will be offered an in person education every day. A virtual option will be available when requested by a parent or during school closure. <ul style="list-style-type: none"> <li>○ In cases where a virtual option is required, additional specialized instruction/smaller groupings will be considered in order to ensure student progress.</li> </ul> </li> <li>• <b>Provision of Services</b> <ul style="list-style-type: none"> <li>○ All IEPs will be followed to every extent possible in terms of mandates, whether in person, virtual or hybrid instruction takes place, with minor changes in group sizes if necessary. The District is committed to offering its full continuum of services.</li> </ul> </li> <li>• <b>Least Restrictive Environment</b> <ul style="list-style-type: none"> <li>○ All programming will ensure that students will not be separated from non-disabled peers unnecessarily.</li> </ul> </li> </ul>
<p>District/school reopening plan addresses how it will document the program and services offered and provided to students with disabilities as well as</p>	<p>All IEPs will be followed to every extent possible in terms of mandates, whether in person, virtual or hybrid instruction takes place.</p> <p>Parents will be notified of all programmatic changes via email in their native language of choice. Parents will be contacted directly if any student specific modifications need to occur.</p>

<p>communication with parents.</p>	<p><b>LRE Documentation</b> Any changes considered will be made collaboratively with teachers, parents, and CSE chair people.</p> <p><b>Progress Monitoring</b> Systems (Goal Attainment Scales) and electronic data collection in our IEP platform (IEP direct) allow District staff the shared ability to document and analyze progress toward each IEP goal. Progress reports will be made available to parents via email quarterly and on-going progress will be communicated more frequently to address parent concerns about student progress.</p> <p>Attendance will be monitored remotely by WebEx printouts.</p>
<p>District/school reopening plan addresses meaningful parent engagement in the parent’s preferred language or mode of communication regarding the provisions of services to his or her child to meet the requirements of the IDEA.</p>	<p>CPSE and CSE will continue via the WebEx platform in order to address any parental concern as well as review student progress toward goals.</p> <p>In the event that the school program moves to a virtual platform due to COVID-19 regulations, additional behavioral support and increased special education staff contact will be made available to address any student engagement concerns.</p> <p><b>Referrals</b> District staff have received training regarding virtual evaluations. Students suspected of having a disability will be referred to the CSE and all timelines will be met to complete evaluations.</p> <p><b>Initial Evaluations/Reevaluations</b> Parents were offered in person evaluations in the summer of 2020 for all initial evaluations that were backlogged and unable to be completed prior to the end of the 19/20 school year.</p> <p><b>Eligibility Determination</b> Initial Eligibility Determination meetings will be held as quickly as possible in the beginning of the 20/21 school year. If parents opted to wait until the return to school in the fall, those students will be prioritized with any student reevaluations that were backlogged.</p>
<p>District/school reopening plan addresses collaboration between the committee on preschool special education (CPSE) and committees on special education (CSE) and program providers representing the variety of settings where students are served to</p>	<p><b>Communication/Coordination</b> The District has communicated with each CPSE and CSE program and received a program description of what they offered for the 19/20 school year and ESY. The District will again connect with all programs, agencies and parents in August to clarify plans for each student with an IEP. If alternative services need to be considered, the CPSE/CSE will reconvene.</p> <p>If a parent or school team feels that the student was not benefiting from the educational plan in place, the CPSE /CSE will reconvene.</p>



<p>assure there is an understanding of the provision of services consistent with the recommendations on IEPs, plans for monitoring and communicating student progress, and commitment to sharing resources.</p>	<p><b>Private schools</b> The District will continue to provide special education services in accordance with IESPs for students attending private and parochial schools within the District boundaries. The District will share information and resources with these schools for any COVID-19 related accommodation/modification needed to serve students with disabilities.</p> <p><b>Compensatory Services</b> During the ESY program, the District continued collecting data from 19/20 IEP goals. This will continue in the fall upon return to school. The District will make individual determinations whether and to what extent compensatory services are to be provided. The CSE will proactively meet to discuss and adjust the level of services.</p>
<p>District/school reopening plan must 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</p>	<p>In the event of virtual instruction, the District secured instructional tools that easily lend itself to distance learning, progress monitoring as well provides a high level of student engagement.</p> <p>All students have an iPad with the apps necessary for teacher tracking and progress monitoring.</p> <p>Hot spots were delivered to families that did not have adequate Wi-Fi access.</p> <p>The District has an assistive technology specialist available to support teachers, parents and students with any assistive technology needs that may arise.</p>

## Bilingual and World Languages

Mineola UFSD is committed to continuing rigorous instruction, high-levels of support for students, as well as consistent programming that can be delivered in person, while maintaining appropriate social distancing and following health and safety guidelines, in a hybrid model or remotely. Mineola will continue to provide all ELL services as well as maintain the K-12 bilingual program it has designed and implemented for the past 6 years. In the K-12 Dual Language program students will continue to receive instruction in all content areas in both Spanish and English in either of the three reopening plans; in person, hybrid and remotely.

### 1. ELL Identification process:

- TESOL certified teachers will begin the identification process during July and August of 2020 for all new entrants and kindergarten students. As students continue to enroll during the school year the TESOL teachers for each of the 5 buildings will continue to assess the new entrants within the required 10 days and the students will be placed appropriately.

### 2. Units of Study:

- ENL students will receive units of study as prescribed by their most recently measured assessment levels. In Kindergarten through 3<sup>rd</sup> grade students will be serviced by a TESOL provider that co-teaches with the classroom teacher and provides the standalone period. For students in 4<sup>th</sup>-11<sup>th</sup> grade, the students will be provided with a dually certified content/TESOL teacher for the entirety of their day. Students will be provided with a separate standalone period of instruction with that

teacher where possible or a TESOL certified teacher when necessary. The aforementioned structure will allow flexibility for delivery of instruction either in person or remotely.

**3. Communication:**

- Communication to parents is provided in their preferred language. We partner with ASTA USA Translation Services as well as Propio LS, LLC to facilitate communication in low incidence languages.

**Staffing and Human Resources**

**APPR**

The Mineola UFSD is committed to implementing the current components of the District's APPR plan for the professional review of faculty and administrators. Currently the District is in discussions with the teacher's association about how best to be able to observe teachers that require a remote teaching accommodation. For teachers that teach their full day or a part of their day in-person, the required amount of observations using the Danielson rubric will be scheduled.

**Student Teaching**

Currently the District has established a partnership with Adelphi University to create a Teaching Residency Program. This program allows student teachers to gain an immersive experience with students in both a virtual or in-person experience.