



# Astor Learning Center Reopening Plan 2020



## GOAL

*Create a healthy environment that maintains our mission to provide respect, hope, quality, partnership and integrity to individual learning opportunities*

## A Message from Yvette Bairan, Chief Executive Officer

Astor began its reopening plan almost as soon as we stopped providing on-site services. To say that providing remote teaching has been a challenge for our population is an understatement. However, I have been so proud of the work being done by our administrators, teachers, support staff, and most importantly, students and families.

On March 16, 2020, Governor Andrew Cuomo issued an Executive Order closing all schools in the State due to the COVID-19 virus and subsequently issued Executive Orders closing schools for the rest of the academic year. These closings have forever changed education in New York State and at Astor Services for Children & Families.

As we look toward our 2020-2021 school year, we continue to face uncertainties. However, our goal is to ensure the safety of the staff and students and we believe our Plan meets that goal. The goal of our reopening plan is to allow us to safely open and to react to changes that will come over the next months due to the pandemic.

We understand that this Plan needs to be flexible and that with the ever changing environment it will be important to regroup and make necessary changes to ensure we meet our goal. We will continue to fine-tune the details of our Plan by reviewing the science about COVID in our region, and responding to the direction from the Governor.

We have been very fortunate that we have been running a summer program for residential and day students, in addition to doing remote teaching. This has positioned us to learn quite a bit about what has worked and what did not go as smoothly. We have incorporated these lessons learned into our September opening plan.

Like school districts, our plan will differ from others because of the size of the facilities, the instructional programs, and the ability to effect social distancing for students and staff. Be assured that as we develop our plan further, the safety of our students, staff and families is our first priority.

Sincerely,

*Yvette Bairan*

Yvette Bairan  
Astor Services for Children & Families  
Chief Executive Officer

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## **Introduction**

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

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

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

Our plan includes all the required elements identified by NYSED and addresses 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. Special Education
13. Staffing

Any suggestions, concerns and/or questions about our plan should be directed to the principal of the school or designee.

## **Guiding Principles**

1. Safeguarding the health and safety of our students and staff;
2. Providing the opportunity for all students to access education in the fall;
3. Monitoring schools, students, and staff. When necessary, modifying schedules to appropriately contain COVID-19 spread;
4. Emphasizing equity, access, and support to all students and families;
5. Fostering two-way communication with partners, such as families, educators, staff and partnering districts;
6. Factoring into decision making the challenges to the physical safety, social emotion well-being, and the mental health needs of our students caused by these unprecedented times while they are not in school;
7. Maintaining enhanced cleaning and sanitization processes for all school facilities and equipment.

## **Considerations and Priorities**

### **School Schedule**

- Prepare models to respond to changing circumstances
- Allow families to opt out of in-person learning at this time

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

Keeping in mind our guiding principles of respect, hope, quality, partnership and integrity, we designed our Reopening Plan with the following considerations.

- ◆ In order to create a cohesive and thought out plan, the Astor Learning Center sought feedback and input from the educational team including:
  - The Principal

- Director of Education
  - Education Coordinator
  - CSE Coordinator
  - Behavior Specialist
  - Day Student Manager
  - Agency Re-opening Task Force
- ◆ This team also collaborates and seeks input from the following Agency departments:
- Housekeeping
  - Operations and Facilities
  - Nursing
  - IT
  - Food Services
  - Finance
  - Human Resources
  - Residential
- ◆ The following community-based groups or individuals were involved:
- Committees on Special Education (CSE)
  - Transportation Companies
  - Parents and families of students
  - 853 Coalition
  - Local School Districts

The Astor Learning Center remains committed to communicating this re-opening plan to students, parents/guardians, staff, and visitors. The Draft plan is available via the agency's website at [www.astorservices.org](http://www.astorservices.org) and will be updated throughout the school year, as necessary, to respond to local circumstances.

### Communication Goals

1. To encourage all students, faculty, staff, and visitors through verbal and written communication (I.e. signage) to adhere to NYSED, CDC, OCFS, OMH, and DOH guidance regarding the use of acceptable face coverings and sanitization protocols.
2. Communicate with families, staff, districts, Board of Directors, transport providers, and visitors of protocols and plans in place
3. Seek input from stakeholders as needed

4. Provide families with information and communication through a wide array of platforms

## Health and Safety

*The health and safety of our community is at the highest priority.*

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

- Mitigation and preventive measures- health screenings
- Enhanced cleaning and sanitation
- Containment of ill persons
- PPE (inventory, training)
- Student/Staff interactions

## Buildings, Supplies and Facilities

The Astor Learning Center building and facilities will be modified as needed to meet the safety requirements.

We will use verbal and written communication to encourage students, staff, and visitor to adhere to Center for Disease Control (CDC) and Department of Health (DOH) regarding the proper use of face coverings when social distancing is not possible:

- Signage outlining the CDC guidelines for face coverings and social distancing will be placed at entrance gate and in all building entranceways and hallways. All leadership staff will be responsible for enforcing face coverings and social distancing. Signage will also be displayed in Spanish at the entranceways. There are currently no members of the school community with visual and/or hearing impairments. If at any such time we will need to

provide such accommodations, we will employ someone to communicate information via sign language and braille.

The COVID-19 safety coordinator who is 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:

Sean McLaughlin Assistant Executive Director Agency Operations

6339 Mill Street, Rhinebeck NY 12572

[smclaughlin@astorservices.org](mailto:smclaughlin@astorservices.org)

Training Completed 5/15/20

## **Educational Plans**

The information shown below includes the current plans for full distance learning and hybrid in-person schooling. Pending Governor Cuomo’s orders, our school plans to open following the Hybrid In-Person Plan. Unsafe conditions could require closing as per Governor Cuomo’s Executive Order. In the event of an order to close area schools or in the event of closure due to a confirmed case all students (residential and day) will remain fully remote until it is determined safe to return.

### **Full Distance Learning Plan (Residential)**

All residential students will access distance learning via Google Classroom by utilizing the chrome book cart in the library. Related service providers will continue using paper material and/or Zoom meetings. Teaching Assistants will assist residential students in accessing distance learning. A schedule will be developed to supervise all related service sessions via Zoom. Attendance will be taken daily.

TIME	Monday	Tuesday	Wednesday	Thursday	Friday
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9:00-10:00	MARIST	MARIST	MARIST	MARIST	MARIST
10:00-11:00	JOSEPHITE	JOSEPHITE	JOSEPHITE	JOSEPHITE	JOSEPHITE
11:00-12:00	VINCENTIAN	VINCENTIAN	VINCENTIAN	VINCENTIAN	VINCENTIAN
12:00-1:00	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
1:00-2:00	PAULIST	PAULIST	PAULIST	PAULIST	PAULIST
2:00-3:00	SETONITES	SETONITES	SETONITES	SETONITES	SETONITES

**Full Distance Learning Plan (Day)**

Day students will participate in Google Classroom daily and weekly virtual meetings with educators. Related service providers will continue using paper material and/or Zoom meetings. Attendance will be taken daily. All day students will be called in the morning or check in via Google Classroom.

**Hybrid In-Person Learning Plan**

Cohort A: Residential Students K-8    Cohort B: Day Students K-5

Cohort C: Day Students 6<sup>th</sup>-8<sup>th</sup>

Cohort D: Day Students whose parents have opted to continue remote learning

Student location	Monday	Tuesday	Wednesday	Thursday	Friday
In-building learning	Cohort A	Cohort A	Cohort A	Cohort A	Cohort A
In-building learning	Cohort B	Cohort B	Cohort B	Cohort C	Cohort C
Remote Learning	Cohort D				

In-person learning for Cohort A (Residential K-8) will be from 8:15am to 12:15pm Monday through Friday.

In-person learning for Cohort B (Day Students K-5) will be from 9:30am to 2:00pm Monday, Tuesday, and Wednesday. Distance learning will be Thursday and Friday.

In-person learning for Cohort C (Day Students 6-8) will be 9:30am to 2:00pm Thursday and Friday. Distance learning will be Monday, Tuesday, and Wednesday.

Any Day Student family electing to participate in Cohort D will be provided fully remote learning.

## Strategic Plan

The following sections address the specific action plans the Astor Learning Center will implement to maximize health and safety of all students and staff during the COVID-19 pandemic.

### Communication Plan

A consistent communication plan will be provided as follows:

<b>Mandate/Concern</b>	<b>Strategy</b>
Clear consistent communication	<ul style="list-style-type: none"> <li>• Principal and Director of Education designated as responsible party for point of contact communication.</li> <li>• Prior to opening for 2020-2021 school year, day student parents will be individually called by the Day Student Program Manager and provided with:               <ul style="list-style-type: none"> <li>○ time to understand what the program is providing</li> <li>○ what safety protocols and precautions will be in place</li> <li>○ support with how to make an informed choice as to</li> </ul> </li> </ul>

	how best to partner for their child’s success
Mandated posting of plan	<ul style="list-style-type: none"> <li>• Plan to be posted on the Astor Services for Children and Families website www.astorservices.org</li> </ul>
Stakeholder engagement	<ul style="list-style-type: none"> <li>• Planning and problem-solving conducted by: <ul style="list-style-type: none"> <li>○ Administration team</li> <li>○ Agency departments</li> <li>○ Local CSEs</li> <li>○ Transportation</li> <li>○ Parents/Guardians</li> <li>○ 853 Coalition</li> </ul> </li> </ul>
Outreach to Parents	<p><b>Parents/Legal Guardians</b></p> <ul style="list-style-type: none"> <li>• will receive a mailed copy of the most recent version of the reopening plan</li> <li>• The plan will be posted on the Agency website with contacts provided for questions/concerns.</li> <li>• Updates will be provided to parents/families notifying of any updates, changes, or general information as needed.</li> <li>• All Astor Learning Center students have program and services offered for the 2020-2021 school year on their finalized IEP.</li> <li>• Parents and guardians will have received email or mailed copies of their child’s IEP.</li> <li>• In the event the school or child moves to “distance learning”, parents and guardians will receive correspondence from the CSE Coordinator and principal indicating how the services and</li> </ul>

	<p>program will continue to be provided from a remote modality.</p> <ul style="list-style-type: none"> <li>• All students will continue to receive progress reports on IEP goals and teacher progress reports on quarterly report cards.</li> <li>• Parents of remote students will be provided a weekly check in with teacher and/or individual counselor.</li> </ul>
Outreach to students	<p><b>Students</b> will receive:</p> <ul style="list-style-type: none"> <li>• communication from their classroom teacher and weekly support from their counselor and behavior support team</li> <li>• age-appropriate signage, daily reminders with modeling by staff</li> </ul>
Outreach to staff	<p><b>Staff</b> will receive:</p> <ul style="list-style-type: none"> <li>• hard copies of the reopening plan</li> <li>• an email of the plan</li> <li>• updates and COVID-19 related correspondence to school staff email.</li> </ul>
Staff training before reopening	<p>Staff will receive:</p> <ul style="list-style-type: none"> <li>• training via CDC handouts and agency provided links and videos for mitigating COVID-19 and safety practices.</li> <li>• The two conference days prior to school opening in September will be utilized to train staff, provide appropriate PPE and materials, as well as ensure all CDC guidelines are being followed. Staff will sign off at</li> </ul>

	the end of the training to assure competency.
Outreach to component school districts	<p>All school districts served by the ALC will receive:</p> <ul style="list-style-type: none"> <li>• hard copies of the Re-opening plan as well as ongoing correspondence with the CSE Coordinator.</li> <li>• The CSE Coordinator is the liaison between CSEs and program staff to collaborate and inform as to decisions, challenges and progress with agreed upon instructional modality for students.</li> <li>• Updates to CSEs are provided as needed and upon request from either party.</li> </ul>
Outreach to transportation providers	<p>All bus companies will receive:</p> <ul style="list-style-type: none"> <li>• hardcopies of reopening plan and transportation guidelines expected for transported students.</li> <li>• Day Student Manager will be liaison for communication.</li> </ul>
Signage	<p>Posters are displayed throughout the building reflecting CDC guidance on:</p> <ul style="list-style-type: none"> <li>• social distancing</li> <li>• hand washing</li> <li>• face coverings, etc.</li> <li>• Health screening poster displayed in day student protocol room.</li> <li>• Signage will be posted in all traffic areas and pathways throughout school to maintain a social distance of 6-feet.</li> <li>• Staff will follow markings for flow of traffic and adhere to</li> </ul>

	restrictions for certain common areas.
Visitors	<p><b>Visitors</b> will receive:</p> <ul style="list-style-type: none"> <li>• communication and information directly through signage and the agency website.</li> <li>• All school leaders and administrative staff will be the first line of communication with any visitors.</li> <li>• All school related parent meetings, CSE meetings or district meetings will be held via phone or zoom.</li> <li>• Visitors will be restricted to emergency pick up and pre-scheduled appointments that need to be in person.</li> </ul>
Outreach to Community	<ul style="list-style-type: none"> <li>• Astor is providing a client hotline 1-866-278-6701.</li> <li>• The agency is offering Tele Health Services and intakes by video and tele-conference in all of our programs.</li> <li>• There is a community COVID-19 Resource page available on the agency website to assist both families and staff.</li> </ul>
Feedback to School	Feedback can be provided to the school Tiffany Helms- 845-871-1032 thelms@astorservices.org

**Health and Safety Plan**

Mandate/Concern	Strategy
Designated Responsible Parties	COVID-19 Safety Coordinator/COVID-19 Resource Person: Sean McLaughlin

	<p>Assistant Executive Director Agency Operations  <a href="mailto:smclaughlin@astorservices.org">smclaughlin@astorservices.org</a>          Designated responsible parties will work with school personnel include:</p> <ul style="list-style-type: none"> <li>• CEO</li> <li>• Medical Director</li> <li>• Director of Nursing</li> <li>• Assistant Executive Director Agency Operations</li> <li>• Deputy Assistant Executive Director Agency Operations</li> <li>• Program Directors of RTF and RTC</li> <li>• Direct Care Manager</li> <li>• On Call</li> </ul>
<p style="text-align: center;">Health Checks</p>	<p>Parents/families and staff will be given instructions in advance regarding mandatory daily health screening including</p> <ul style="list-style-type: none"> <li>• temperature checks</li> <li>• travel advisories</li> <li>• health and hygiene expectations</li> <li>• quarantine protocol</li> <li>• return to school criteria</li> </ul> <p>Staff will be expected to:</p> <ul style="list-style-type: none"> <li>• confirm they are fever free</li> <li>• have no signs of COVID related symptoms prior to coming to work</li> <li>• proceed through temperature taking protocol where they will affirm wellness prior to entering school building</li> <li>• Any staff exhibiting illness or fever or potentially indicating exposure will be instructed to stay</li> </ul>

	home and contact the principal before 7:45am via email/text.
Screening	<ul style="list-style-type: none"> <li>• <b>Residential Students</b> <ul style="list-style-type: none"> <li>○ daily temperature screened and asked health questions by the nurse on the living units during morning pre-school med pass.</li> </ul> </li> <li>• <b>Day Students</b> <ul style="list-style-type: none"> <li>○ Parents will be asked to attest to health screening questions from home before students are transported to school.</li> <li>○ All entering students will proceed through the health and safety protocol that is set up in a separate contained area and managed by a nurse and education leadership personnel. A nurse will be present to assess for any signs of illness and</li> <li>○ If a child is presenting as ill, they will be taken to the health clinic where they will be isolated and wait until a parent/guardian can pick up.</li> <li>○ Students must be cleared by a medical provider to return.</li> <li>○ Parents will receive instructions on how to observe signs of illness and will be given the protocol as to when to keep child</li> </ul> </li> </ul>



	<p>home and when child will be sent home due to observable or suspicious illness.</p> <ul style="list-style-type: none"><li>● <b>Staff</b><ul style="list-style-type: none"><li>○ will enter the building and participate in temperature check</li><li>○ Staff are not to come to work if feeling ill or if someone in their home is ill.</li><li>○ Staff who are presenting with illness or feeling ill, will be sent directly home to follow up with a medical professional.</li><li>○ Staff are not to return to work unless cleared by a medical professional.</li><li>○ Staff are to alert the principal or designee immediately via email/text if they can't clear the health and safety protocol upon entry.</li></ul></li><li>● A written protocol is in place that will be kept in the administrative office and nursing office regarding signs and symptoms of illness.</li><li>● A hard copy will be provided to staff and signage will be posted in classrooms and spaces utilized by individuals.</li><li>● Staff will be instructed to call the nurse if any observable signs of</li></ul>
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	<p>illness are present in students or staff.</p> <p><b>Visitors/guests/contractors and/or vendors:</b></p> <ul style="list-style-type: none"> <li>• Per agency protocol, all visitors, guests, contractors and/or vendors must confirm with meeting party via email/text the morning of coming on campus to be fever-free, exhibiting no symptoms of illness and able to answer a negative to the health screening questions.</li> <li>• All non-employees invited to campus must proceed through the entrance with a properly fitting face covering, have their temperature taken and affirm to questions asked upon arrival.</li> </ul>
<p>Healthy hygiene practices</p>	<ul style="list-style-type: none"> <li>• Prior to returning to work/school, staff will receive training on proper hygiene practices and expectations.</li> <li>• Students are discouraged from bringing in personal belongings to school.</li> <li>• Families will receive information prior to the first day of school.</li> </ul>
<p>Hand hygiene</p>	<ul style="list-style-type: none"> <li>• Students will receive direct instruction in their classroom on proper hand washing technique, age appropriate signage will be in all bathrooms and by sinks.</li> <li>• Parents will receive age appropriate instructions to support teaching their child at home.</li> </ul>

	<ul style="list-style-type: none"> <li>● Each classroom teacher, with support from their assigned teaching assistants, will be responsible for enforcing and managing handwashing. <ul style="list-style-type: none"> <li>○ Students will wash hands immediately upon entering the classroom, after sneezing/coughing, soiled, before/after eating, and before leaving the classroom for the day.</li> <li>○ Handwashing is available as needed during the day.</li> </ul> </li> <li>● All staff handling food items are expected to properly hand wash and wear gloves when delivering, serving or helping students.</li> <li>● All staff and students will receive written and verbal instructions for proper hand washing and respiratory hygiene.</li> <li>● All classrooms and student/staff areas will have signage displaying proper hand washing and respiratory illness.</li> </ul>
Respiratory hygiene	<ul style="list-style-type: none"> <li>● Parents will be provided with instructions of how to teach proper respiratory hygiene, posters will be in each classroom, hallways and flow of traffic areas, bathrooms, and entrance ways. <ul style="list-style-type: none"> <li>○ Specifically, students will be taught to sneeze or cough into a tissue or elbow and then dispose of tissue and wash hands.</li> </ul> </li> </ul>
Vulnerable populations	<ul style="list-style-type: none"> <li>● <b>Students:</b> Students identified as high risk will be accommodated</li> </ul>

	<p>by providing either a fully remote learning academic plan or a hybrid of partial on-site and partially remote learning plan.</p> <ul style="list-style-type: none"> <li>• <b>Staff:</b> Accommodations for staff presenting or disclosing an “at-risk” status will be handled through the Human Resources Department in conjunction with the principal. Work from home options will be provided and schedules adjusted to support the employee when possible.</li> </ul>
<p><b>Personal Protective Equipment (PPE)</b></p> <p>Maintaining adequate supply</p> <p>Face coverings masks</p>	<ul style="list-style-type: none"> <li>• The agency has identified minimum 90-day inventory levels based on student census, staffing patterns and identified “burn rates” <ul style="list-style-type: none"> <li>○ Agency Operations Team is tasked with maintaining 90- day levels and distribution.</li> <li>○ Purchasing is adjusted based on actual usage.</li> </ul> </li> </ul> <p><b>Proper face covering wearing:</b></p> <ul style="list-style-type: none"> <li>• Parents will receive instructions on proper face covering and counselors will practice with students. Teaching staff will provide instruction and modeling, as needed, to ensure proper usage. Posters will be in each classroom, bathrooms and entrance ways.</li> </ul> <p><b>All students will be provided masks.</b></p>

<p>Masks for students</p>	<ul style="list-style-type: none"><li>• The ability to wear/tolerate a mask is <b><u>NOT</u></b> a requirement of students in order to return to in-person schooling.</li></ul> <p><b>As per agency protocol, all employees and adult visitors will be required to wear properly fitted face coverings within the agency building.</b></p>
<p>Mask breaks</p>	<ul style="list-style-type: none"><li>• Students may ask to take “mask breaks” and be offered “mask breaks” between activities and lessons.</li><li>• They will be monitored to step outside of classroom and pull mask down for a few breaths.</li><li>• Classroom teachers will be instructed to take students outside to pull masks down in the fresh air.</li><li>• When socially distant maintained 6-feet apart, students may take mask down during lessons if in their seat.</li></ul>
<p>Additional PPE</p>	<p><b>Additional PPE will be provided to staff for situations in which there is a high risk of exposure of bodily fluids.</b></p>
<p>Physical Distancing</p>	<p><b>Social distancing</b></p> <ul style="list-style-type: none"><li>• Teachers and counselors will instruct students on social distancing, utilizing the environment.</li><li>• Posters will be placed throughout the school.</li></ul>

	<ul style="list-style-type: none"> <li>• Markings will be placed to demarcate 6-feet in classrooms and hallways.</li> <li>• Instruction or activities, such as physical education and music classes will allow for 12-feet of physical distancing and refrain from sharing or having students engage in activities that require physical touch.</li> </ul>
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**School Nursing COVID-19 Safety Plan**

Mandate/Concern	Strategy
Nursing Services	<p>To the best extent possible, nurses will:</p> <ul style="list-style-type: none"> <li>• Administer lunch time medications in the classroom.</li> <li>• classroom staff will be seen in the health clinic.</li> </ul> <p>The health clinic has two exam rooms and a triage area.</p> <ul style="list-style-type: none"> <li>• Isolation would only take up one exam room leaving the triage area and other exam room for medication and treatment.</li> </ul>
Management of ill persons	<ul style="list-style-type: none"> <li>• Ill persons will be isolated in the health clinic exam room.</li> <li>• Residential students who are in isolation will be placed on a separate unit.</li> </ul>
Contact Tracing	<ul style="list-style-type: none"> <li>• Attendance records for students will be utilized for contact tracing.</li> <li>• Astor has established a sign in procedure for staff, visitors, contractors, and vendors who enter the building.</li> <li>• Astor will assist local health department with tracing all</li> </ul>

	contacts should it become necessary.
School Closures	<ul style="list-style-type: none"> <li>• Astor will collaborate with the Dutchess County Health Department to determine if a school closure is necessary.</li> </ul>
Cleaning after confirmed case	<p>Housekeeping Coordinator will facilitate the cleaning and disinfection of any impacted areas.</p> <p>We only use EPA approved COVID-19 effective cleaners. This may include:</p> <ul style="list-style-type: none"> <li>• 1. 2% bleach solution</li> <li>• Perdiem</li> <li>• Clorox disinfectant wipes</li> <li>• Sani-wipes</li> </ul>

**Buildings, Facilities, & Supplies Plan**

<b>Mandate/Concern</b>	<b>Strategy</b>
Physical distancing	<ul style="list-style-type: none"> <li>• 6 sq. Ft physical distancing unless safety makes this impossible</li> </ul>
Ventilation	<ul style="list-style-type: none"> <li>• Make up air will be increased on those systems that allow for it</li> <li>• Fans will be set to “ON” versus “Auto”</li> <li>• Systems will be set to exhaust versus recirculate</li> <li>• Increase frequency of filter replacement cycle to monthly</li> <li>• Increased MERV rating when possible</li> <li>• Rebalanced air flows where possible</li> <li>• Keep classroom doors open when possible</li> </ul>
Spaces	All classrooms and student spaces will:

<p style="text-align: center;">Shared/Common spaces</p> <p style="text-align: center;">Offices, conference rooms, and staff lounges</p>	<ul style="list-style-type: none"> <li>• have extraneous and non-student furniture removed to allow for more open space.</li> <li>• All soft objects and communal furniture and/or materials will be packed away and removed to storage.</li> <li>• Computer Lab will be repurposed into a classroom for eight students socially distancing.</li> <li>• Classroom 2 will become the computer lab utilizing a cart and partitioned desks spaced six feet apart.</li> <li>• All student desks will be marked with tape 6-8 feet apart on all sides from another student.</li> <li>• Partitions will be positioned between computer stations as necessary.</li> </ul> <ul style="list-style-type: none"> <li>• Signs will be posted to indicate occupancy guidelines.</li> </ul> <ul style="list-style-type: none"> <li>• Meeting rooms, break rooms, and other communal areas have reduced seating and capacity limits.</li> <li>• Office occupants who share an office will utilize alternate scheduling in the office, access other rooms, and/or work from home as deemed necessary.</li> </ul>
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<p>Physical distancing in hallways</p>	<ul style="list-style-type: none"> <li>• Staff will be encouraged to remain in their classrooms/offices if possible.</li> <li>• Morning and afternoon transition to and from the school will be staggered.</li> <li>• Classrooms and units will be called individually and allowed ample time to navigate the hallways before the next group is called.</li> <li>• We are considering ways to manage traffic in the buildings, which may include hallways and stairways being marked as one-way to reduce face-to-face traffic.</li> </ul>
<p>Visitors, guests, contractors, vendors</p>	<ul style="list-style-type: none"> <li>• Routine visitation will be discouraged.</li> <li>• Meetings involving outside stakeholders will be conducted remotely.</li> <li>• Per agency protocol, all visitors, guests, contractors and/or vendors must confirm with meeting party via email/text the morning of coming on campus to be fever-free, exhibiting no symptoms of illness and able to answer a negative to the health screening questions.</li> <li>• All visitors, guests, contractors, vendors will be required to wear a mask and follow all CDC guidance.</li> </ul>
<p>Common and shared staff equipment</p>	<ul style="list-style-type: none"> <li>• Copy machine <ul style="list-style-type: none"> <li>○ sanitize before and after use with approved cleaner</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ gloves also provided to all staff</li> <li>○ boxes of gloves will be stored in classrooms</li> <li>● Computers <ul style="list-style-type: none"> <li>○ use wipes or sanitizing spray to wipe down before and after each use</li> </ul> </li> <li>● Phone <ul style="list-style-type: none"> <li>○ sanitized at end of school day</li> <li>○ staff instructed to wipe down with cleaning solution before and after use</li> </ul> </li> <li>● Walkies <ul style="list-style-type: none"> <li>○ each staff has their own walkie</li> <li>○ staff will be required to wipe it down at the beginning and end of use for the day</li> </ul> </li> <li>● Bathrooms <ul style="list-style-type: none"> <li>○ light switches, door knobs, stair handrails will be cleaned according to daily schedule</li> </ul> </li> <li>● Staff mailboxes will be closed for the Summer.</li> <li>● Water machine, microwave and refrigerator available but staff are advised against using these and will use them at their own risk.</li> </ul>
Enhanced cleaning	<ul style="list-style-type: none"> <li>● Housekeeping staff will be disinfecting the ALC with a 2% bleach solution.</li> <li>● Touching all desks, chairs, sinks, door knobs, light switches,</li> </ul>

	<p>computer keyboards, computer mice and telephones in all classrooms.</p> <ul style="list-style-type: none"> <li>• This will be done every afternoon from 2:30pm—4:30pm when school is finished.</li> <li>• Mats in the Support room will also be disinfected using a 2% bleach solution at the end of the school day.</li> <li>• Offices in ALC are also disinfected with a 2 % bleach solution. Touching door knobs, light switches, chairs, keyboards, telephones as well as vacuuming and removing the garbage.</li> <li>• Hand rails in ALC stair will be cleaned once in the morning and again in the afternoon using a 2% bleach solution.</li> <li>• A contracted cleaning team will sweep and mop all classrooms as well as take out all garbage.</li> <li>• A contracted cleaning team will disinfect all gym mats—floor and wall mats—in both the big and small gyms nightly using a 2% bleach solution.</li> <li>• Hallways in the ALC are mopped –Upper Floor—Monday's &amp; Thursdays and Lower floor—Tuesday's &amp; Friday's.</li> </ul>
<p style="text-align: center;">Hand sanitizer</p>	<ul style="list-style-type: none"> <li>• Handwashing is the primary method advised for maintaining proper hand hygiene.</li> <li>• Hand sanitizer has been provided to any classroom/office that is</li> </ul>

	<p>not equipped with a handwashing station.</p> <ul style="list-style-type: none"> <li>• Housekeeping will refill bottles as needed.</li> <li>• Hand sanitizer dispensers are on wall in school rooms that do not have a sink.</li> </ul>
Drinking water	<ul style="list-style-type: none"> <li>• All water drinking fountains have been removed.</li> <li>• Individual bottled water will be provided to all classrooms.</li> </ul>
Signs	<ul style="list-style-type: none"> <li>• Posters are displayed throughout the building reflecting CDC guidance on social distancing, hand washing, face coverings, and respiratory hygiene.</li> </ul>
Safety Drills	<ul style="list-style-type: none"> <li>• The required evacuation and lockdown exercises will be conducted in compliance with New York State Department of Education regulation for all students. <ul style="list-style-type: none"> <li>○ All students will participate.</li> <li>○ Social distancing and separation of cohorts will occur.</li> <li>○ If possible, a single staff will hold the outside door for students/staff exiting the building.</li> <li>○ Students will be provided masks to wear when social distancing cannot occur.</li> <li>○ In the event of a true emergency dynamic risk assessment will occur, and safety will be a priority.</li> </ul> </li> </ul>

## Nutrition Plan

Mandate/Concern	Strategy
Food Service	<ul style="list-style-type: none"> <li>• All residential students will be provided lunch on their living unit under the supervision of the residential program staff.</li> <li>• All day students will be provided and will consume lunch in their assigned classroom with the assigned classroom cohort.</li> <li>• Day students will be provided with an individual pre-packaged meal that is easily discarded after consumed.</li> </ul>
Parent packed meals	<ul style="list-style-type: none"> <li>• Any student in need of bringing in outside food will keep their food with them in the classroom in a disposable bag.</li> </ul>
Families facing food instability	<ul style="list-style-type: none"> <li>• Home school district information will be provided to families for meal distribution.</li> <li>• Food pantry information available upon request.</li> </ul>
Food allergies/special diets	<ul style="list-style-type: none"> <li>• The nursing department maintains and shares the allergy and special diet list for all students.</li> </ul>
Communication with Parents	<ul style="list-style-type: none"> <li>• All parents/guardians will receive written notice (via mailed correspondence and email) as to how water, breakfast, snack and lunch will be provided to their child during the school day.</li> <li>• Day students will have a call made to the parent to confirm daily breakfast, snack and lunch</li> </ul>

	procedure and if any individual plans need to be put into place.
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**Transportation Plan:**

Mandate/Concern	Strategy
Extra Support	<p>The following staff will support the arrival and departure of day students:</p> <ul style="list-style-type: none"> <li>• Teaching staff</li> <li>• Day Student manager</li> <li>• Counselors</li> <li>• Support Staff</li> <li>• Administration</li> </ul>
Stagger arrival/departure	<ul style="list-style-type: none"> <li>• Residential students will arrive in school by 8:15am from the units.</li> <li>• Day students will arrive for instruction to begin at 9:30am.</li> <li>• Buses will be unloaded one at a time allowing enough time for staff to bring students from that bus through day student protocol and maintain social distancing</li> <li>• Dismissal will be called as each bus arrives and will be loaded individually.</li> </ul>
Extra time for arrival/departure	<ul style="list-style-type: none"> <li>• Extra time will be allocated in the schedule for allow extra time for arrival and departure.</li> </ul>
Vehicle traffic	<ul style="list-style-type: none"> <li>• Vehicle traffic will be restricted during arrival and departure of day students in the traffic circle.</li> </ul>
Parent drop off/pick up	<ul style="list-style-type: none"> <li>• Parents dropping off or picking up their student will remain outside the gated facility.</li> <li>• Staff will pick up/drop off student to the parent outside of the gate.</li> </ul>

Pedestrian traffic flow during arrival/dismissal	<ul style="list-style-type: none"> <li>• Day students will arrive and depart through the side gate.</li> <li>• All other staff arrivals/departures will occur through main gate.</li> </ul>
Hand sanitizing arrival/departure	<ul style="list-style-type: none"> <li>• Day students will sanitize hands during day student protocol and at departure prior to getting on the bus.</li> <li>• Staff assisting with transition will wear PPE (ie. gloves).</li> </ul>

**Social-Emotional Well-Being:**

Mandate/Concern	Strategy
Resource bank	<ul style="list-style-type: none"> <li>• EPA program available for staff</li> <li>• Monthly Agency Wellness resources provided to staff (i.e. self-care, COVID)</li> <li>• Second Step Curriculum including COVID resources will be delivered to students</li> </ul>
Classroom specific	<ul style="list-style-type: none"> <li>• Second Step Curriculum with weekly counselor infusion</li> <li>• Behavior team available</li> </ul>
Advanced support	<ul style="list-style-type: none"> <li>• Student and families have access to individual therapists/counselors as needed in addition to weekly sessions</li> </ul>
Positive Behavior Interventions and Supports (PBIS)	<ul style="list-style-type: none"> <li>• This program will reflect COVID-19 expected behaviors</li> </ul>
Referrals for mental health, behavioral and emotional support programs, resources and services	<ul style="list-style-type: none"> <li>• Our program serves as a therapeutic educational environment where the emotional and mental health of students and families is addressed.</li> </ul>

	<ul style="list-style-type: none"> <li>• We have the ability to refer day students to outside programs that support home-based needs.</li> </ul>
Communication regarding social emotional well-being and learning	<ul style="list-style-type: none"> <li>• Given the nature of our school program, we are a school that serves the social emotional well-being of our students as part of our milieu.</li> <li>• All students have daily access to behavioral support staff, counselors and therapists and advocacy.</li> <li>• This is identified in our mission and will be included in our back to school parent/family's correspondence and discussions with CSEs.</li> </ul>

**Education and Related Services Plan:**

Mandate/Concern	Strategy
Alternative and flexible models	<ul style="list-style-type: none"> <li>• Astor Learning Center's learning plan will be followed for any student whose parent/guardian has opted for remote learning. This may include               <ul style="list-style-type: none"> <li>○ Google Classroom</li> <li>○ Packet material</li> <li>○ Zoom/Google Meet/phone call interactions</li> <li>○ Videos</li> <li>○ Online resources</li> </ul> </li> <li>• All remote learners will be provided a chrome book.</li> <li>• IT is available to assist with any technical issues associated with the chrome books as needed.</li> </ul>



	<ul style="list-style-type: none"> <li>• Internet access information will be provided to families as needed.</li> <li>• A list of additional online resources will be provided to enhance distance learning.</li> </ul>
Curriculum and Standards	<ul style="list-style-type: none"> <li>• Standard-based curriculum will continue to be delivered to students as aligned with a student’s IEP in-person and remotely.</li> </ul>
Addressing instructional gaps	<ul style="list-style-type: none"> <li>• iReady Diagnostic will be administered in Quarter One to assess any instructional gaps.</li> <li>• Teachers will administer reading placement tests to place students at their instructional level.</li> </ul>
Classroom set up	<ul style="list-style-type: none"> <li>• All classroom furniture will be kept to a minimum.</li> <li>• Desks will face all in one direction and maintain a six-foot distance from others.</li> <li>• Tables have been replaced with individual desks.</li> <li>• Students will have individual areas for their personal belongings.</li> <li>• Students will be provided individual supplies to reduce shared materials.</li> </ul>
Classroom routines	<ul style="list-style-type: none"> <li>• Hallway transitions will be minimized as special areas will push into the classroom for delivery of instruction.</li> <li>• Classes will use planned travel routes when traveling throughout the building.</li> </ul>





	<ul style="list-style-type: none"> <li>• Therapists will only be on site as needed for sessions.</li> </ul>
Equitable access to critical educational information for all parents	<ul style="list-style-type: none"> <li>• Interpreters are available upon request.</li> </ul>
Behavior Therapy	<p>The behavior therapy is providing the following supports to facilitate positive experiences:</p> <p>Students/families:</p> <ul style="list-style-type: none"> <li>• Provide in-person counseling as per IEP</li> <li>• Provide intermittent support as needed to students during the school day</li> <li>• Resources via Google Classroom</li> </ul> <p>Classroom supports:</p> <ul style="list-style-type: none"> <li>• Push in lessons weekly using Second Step</li> <li>• Resource binder available upon request</li> <li>• Guidance and feedback selecting appropriate classroom resources</li> <li>• Guidance on how to prioritize students' mental and behavioral health when assessing their readiness to respond to educational demands</li> </ul> <p>The following guidelines for COVID-19 precautions during physical interventions will be implemented:</p> <ul style="list-style-type: none"> <li>• Staff must wash hands after physical interventions. Staff will wash hands before a physical intervention if safety and time allows</li> <li>• Staff will change face masks if soiled with students' bodily fluids after intervention</li> <li>• Student masks will need to be removed during physical</li> </ul>

	<p>interventions because they interfere with monitoring of student health status</p> <ul style="list-style-type: none"> <li>• Additional PPE will be provided to staff as needed</li> </ul>
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**Attendance and Chronic Absenteeism**

<b>Mandate/Concern</b>	<b>Strategy</b>
<p><b>Attendance Policy</b></p> <p>Remote Learning</p>	<p>Daily attendance will be documented remotely.</p> <ul style="list-style-type: none"> <li>• A daily phone call will be made to any student participating in packet material.</li> <li>• All teachers will post a Google Classroom check in for the student to complete.</li> <li>• iReady instruction automatically document any student login.</li> <li>• Known hospitalizations and illnesses will be marked as an excused absence.</li> <li>• Illegal absences will be documented for any student not participating in remote learning and no documentation has been provided to the Astor Learning Center.</li> <li>• Student absences will be analyzed to implement attendance interventions including on-going communication between administration, counselors and parents.</li> </ul>

	<ul style="list-style-type: none"> <li>• All communication will be documented.</li> <li>• Ongoing attendance issues will be reported to the student’s home district.</li> </ul> <p><b>This policy will be revised as further guidance is provided by NYSED.</b></p>
Attendance Policy In-Person Instruction	<ul style="list-style-type: none"> <li>• Attendance will be taken for in-person instruction by the teaching staff and be kept in a monthly attendance book following the existing policies in place.</li> </ul>
Participation	<ul style="list-style-type: none"> <li>• Families will be surveyed to determine whether or not students will be in attendance as in-person or electing to remain fully remote.</li> <li>• CSEs will be required to notify the school as soon as possible with family decision.</li> </ul>
Classroom staff attendance	<ul style="list-style-type: none"> <li>• Staff attendance is monitored daily by staff sign in sheet at switchboard and time clock usage.</li> </ul>
Mandated reporters	<ul style="list-style-type: none"> <li>• All staff understand and participate in yearly mandated training requirements. They will be reminded quarterly of their obligation as mandated reporters when working in a remote capacity with their students.</li> </ul>

**Budget and Fiscal**

Mandate/Concern	Strategy
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Internal budgeting and expense reporting	<ul style="list-style-type: none"> <li>• COVID-19 expenses are identified and tracked as such when provided to the finance department.</li> </ul>
Additional revenue sources	<ul style="list-style-type: none"> <li>• The Astor’s COVID-19 Assistance Fund exists that will benefit Astor’s clients affected by the pandemic. Individuals may donate.</li> </ul>
Maintaining student enrollment	<ul style="list-style-type: none"> <li>• Communication will remain a priority between the Astor Learning Center and local CSEs to maintain a student enrollment.</li> </ul>

**Technology and Connectivity**

<b>Mandate/Concern</b>	<b>Strategy</b>
Access to devices and Internet	<ul style="list-style-type: none"> <li>• In March all day students were issued a chrome book and Internet access resources.</li> <li>• Administration and teaching staff will maintain communication with families in regards to functionality of chrome book and Internet.</li> <li>• Parents should report any technical issues they are experiencing to teaching staff and/or administration.</li> </ul>
IT issues	<ul style="list-style-type: none"> <li>• Administration will meet weekly with IT to troubleshoot and plan accordingly.</li> <li>• The current help desk ticket protocol will be continued for any IT issues that need to be addressed.</li> <li>• IT is also available 845-871-1555.</li> </ul>

Access to learning materials	<ul style="list-style-type: none"> <li>The Astor Learning Center will continue to provide instructional materials in multiple formats as needed.</li> </ul>
High-quality remote learning experiences	<ul style="list-style-type: none"> <li>We will use two learning platforms (Google Classroom and iReady Instruction Reading and Math)</li> </ul>
Professional Development	<ul style="list-style-type: none"> <li>Professional development will be provided via: <ul style="list-style-type: none"> <li>webinars</li> <li>online resources in effective practices during remote instruction and learning</li> </ul> </li> </ul>

**Equity**

<b>Mandate/Concern</b>	<b>Strategy</b>
FAPE	<ul style="list-style-type: none"> <li>All students in the Astor Learning Center receive a FAPE as instruction and related service sessions are provided to the best of the school’s ability in an equitable and consistent manner.</li> </ul>
Special Education Services	<ul style="list-style-type: none"> <li>Due to the nature of our school, all students holding an IEP/504 plan will continue to receive all accommodations, modifications, supplementary aids and services as indicated in their plans.</li> <li>All teaching staff, including related service providers, have digital access to student IEPs/504 Plans.</li> </ul>
Instructional hours	<ul style="list-style-type: none"> <li>Residential and Day students will receive the same amount of instructional hours per day.</li> </ul>



<p>Remote Learning</p>	<ul style="list-style-type: none"> <li>• Google Classroom and iReady Instructional assignments will be available by 8:00am daily.</li> <li>• Teachers will create student schedules providing Zoom/Google Meet/telephone conferencing.</li> <li>• Teachers will hold daily office hours and ensure families have access to their contact information.</li> <li>• All teachers delivering remote instruction are qualified instructional personnel.</li> <li>• Certificates can be verified using TEACH.</li> </ul>
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**Human Resources:**

<p><b>Mandate/Concern</b></p>	<p><b>Strategy</b></p>
<p>Employee Assistance Program</p>	<ul style="list-style-type: none"> <li>• Access directly by calling toll-free help line 1-800-252-4555</li> <li>• Login at: <a href="http://www.theEAP.com/TotalCare-EAP">www.theEAP.com/TotalCare-EAP</a></li> </ul>
<p>Health screening</p>	<ul style="list-style-type: none"> <li>• All employees and visitors will be required to answer questions regarding COVID-19 symptoms before entering our buildings. Part of the screening process will include having one’s temperature taken. <ul style="list-style-type: none"> <li>○ If an individual’s temperature reads 100 degrees or greater, they will be asked to go home for the day. Individuals who refuse to answer health-screening questions</li> </ul> </li> </ul>

	<p>will not be permitted entry into the building.</p> <ul style="list-style-type: none"> <li>○ Employees will be marked with an unexcused absence in these circumstances.</li> <li>○ Please see your employee handbook regarding use of unpaid leave for unexcused absences.</li> <li>○ Any questions about the daily health screening process should be directed to human resources in advance.</li> </ul>
<p>Staggering work shifts</p>	<ul style="list-style-type: none"> <li>● We are staggering the start and end times of some work shifts to reduce the number of people coming and going at any particular time. <ul style="list-style-type: none"> <li>○ For example, instead of everyone working 9 a.m. to 5 p.m. and entering the parking lot, elevator, coffee areas, etc. at the same time, we will have some employees start and end their day a bit earlier or later than their traditional hours.</li> </ul> </li> <li>● Supervisors will meet with employees to discuss this in advance.</li> </ul>
<p>Accommodations</p>	<ul style="list-style-type: none"> <li>● Staff members who are requesting an accommodation from reporting for in-person work due to concerns about their own health must: <ul style="list-style-type: none"> <li>○ notify the Human Resources department</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ 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.</li> </ul>
Reporting illness	<ul style="list-style-type: none"> <li>● Employees who feel ill should notify their supervisor.</li> <li>● <b>You should not report to work.</b></li> <li>● If you are already at work and begin feeling sick, you should notify your supervisor and go home <b>immediately</b>.</li> <li>● Employees can utilize accrued paid sick leave, or other accrued benefit time that may be available.</li> <li>● Contact human resources for more information.</li> </ul>
Masks	<ul style="list-style-type: none"> <li>● Staff will be required to wear a mask, or other face covering, while at work. This is in keeping with the Executive Order issued by the Governor.</li> <li>● If a staff has a medical condition that restricts him/her from wearing one speak with human resources.</li> </ul>
In-Person Meetings	<ul style="list-style-type: none"> <li>● In order to promote social distancing in the workplace, some meetings will need to be restructured.</li> <li>● There may be an in-person meeting with limited attendees in a space that is large enough to allow for distancing between</li> </ul>

	<p>participants. In addition, some meetings will include a virtual option for employees to participate from their personal workspace.</p> <ul style="list-style-type: none"> <li>• The meeting organizer and supervisor can provide more guidance specific to roles.</li> </ul>
<p>Handling of positive cases of COVID-19</p>	<ul style="list-style-type: none"> <li>• Despite all precautionary measures, there is always a risk of workplace exposure to communicable diseases. Should an employee contract COVID-19 and expose others in our workplace, we will: <ul style="list-style-type: none"> <li>○ immediately inform all employees of the possible exposure.</li> <li>○ Employees who have been potentially exposed will be sent home and asked to telework for 14 days.</li> <li>○ A thorough cleaning of the workspace used by the infected individual will be conducted after the area has been closed off for at least 24 hours.</li> <li>○ Additionally, the infected employee will not be permitted back in the workplace until a negative COVID test result has been shared with human resources.</li> </ul> </li> </ul>
<p>Insurance premiums</p>	<ul style="list-style-type: none"> <li>• Employees are responsible for paying their portion of health insurance premiums that were</li> </ul>

	<p>missed while on unpaid leave or furlough.</p> <ul style="list-style-type: none"> <li>• Employees have several options for paying these premiums including a lump-sum payroll deduction or a series of deductions spread over time.</li> <li>• Please contact human resources to make arrangements for these payments, if applicable.</li> </ul>
<p>Interns/Student Teachers</p>	<ul style="list-style-type: none"> <li>• Astor Learning Center welcomes these individuals.</li> <li>• All Interns and Student Teachers will follow the same protocol as Astor staff and be expected to follow the same CDC guidelines including social distancing, face covering use, health status reporting and any other protocols and procedures Astor staff follow.</li> <li>• Student teachers from NYSED registered college or university programs can serve under the supervision of fully certified teachers.</li> <li>• Student teachers be under the supervision of a full-time, certified teacher</li> <li>• At no time will a student teacher be used as a teacher of record</li> </ul>