Covid-19 Remote Instructional Plan

April 7, 2020

GATEWAY LAB CHARTER SCHOOL

2501 Centerville Rd,
Wilmington, DE 19808

Phone:(302) 633-4091

http://www.gatewaylabschool.org/
4/8/20

Dear Gateway Lab School Community,

As you know, the COVID-19 public health emergency has caused significant disruptions to our school calendar. At this point Governor John Carney has ordered all schools in the state to remain closed through May 15, as a State of Emergency. Therefore, Gateway Lab School has been looking at options to reduce the number of days we may need to make up this school year.

To that end **we have decided to modify spring break, originally set for April 10-17. Remote learning will continue to take place on April 14, 15, 16 and 17. Students and teachers will still have off on Friday, April 10, and Monday, April 13.**

This action, in addition to the nine days we have ‘banked’ because we did not need to cancel school for snow days this school year, gives us a total of 13 student days that we will not need to add to the end of the school year.

Again, we will not have to add the two weeks of school missed from March 16-27 to the end of the year for students, because the closure was due to a State of Emergency, issued by the Governor. We will meet ‘mandatory requirements’ for student and teacher hours in the Hourly Attendance Survey for the 2019-2020 school year, while adhering to the existing school calendar.

**(Secretary of Education, Dr. Susan Bunting, has approved our ‘remote learning plan’ which outlines how we are meeting the needs of our students, providing instruction, delivering special services, progress monitoring, providing professional development to our faculty and staff, and supporting our families in a strong, healthy community.**

By re-sending our Internet Safety Policy, which all students and parents agree to and sign, in a ‘News You can Use’ communication, we hope to remind our community of how to use the internet safely during these unprecedented times of ‘virtual’ life.

Also, our Parent Engagement Liaison is working hard to create opportunities for parents to stay engaged in virtual PTO meetings called **Gateway Gladiator Gatherings** where parents can ask questions, learn about resources, share stories and encourage one another. **The next meeting will be Wednesday, 4/15, at 12:00.** All parents and guardians will receive an invitation to a private Zoom meeting for the Gateway Gladiator Gatherings, each week.

**You can view our Remote Learning Plan details under the COVID-19 tab on our website.**
The key areas of our ‘remote learning plan’ include:

1) Teacher Expectations and Master Schedule from the Principal
2) Dean of Students’ Responsibilities
3) Academic Dean’s Distance Learning Responsibilities
4) School Counseling Services
5) Special Education Team’s Synopsis of Services
6) The Wilson Reading Specialist’s Schedule for Instruction via Zoom
7) Arts Integration Professional Development collaboration with University of Delaware
8) Math Coach’s Schedule for PLC trainings
9) Student Groups i.e. Student Council, Leadership Groups, Dance Club, Chorus via Zoom

One additional Note: The Gateway Lab School Board of Directors is adhering to the scheduled meetings as listed on our website. Links and instructions are being provided for the public to join safely if they desire.

Thank you for all you are doing to keep our families safe and healthy and to help students grow through this time of uncertainty and challenge. May you be blessed with peace and much wisdom as you step into the role of teachers and educational facilitators. We will update you frequently with information and resources as they become available.

I feel this plan offers stability, hope and comfort to our families as we continue to educate our children and protect them from harm. Please stay safe and healthy. We look forward to all being together again!

Gratefully,

_Catherine_

Catherine Dolan, Head of School
Gateway Lab School Remote Instructional Plan

Marlin White
Principal Remote Service Plan

Staff Meeting
April 3, 2020

- Building access.
- Lesson Plans done weekly. (Being Creative)
- DPAS (White)
- Technology. Online Platforms & safety online. (Edwards)
- Parent communication. All mass communication will go through outlook with everyone blind copied (include me). All individual contacts will be placed into DSC.
- Grading-Progress Monitoring IXL & Study Island. (Dolan & White)
- PLCs are mandatory for GLS staff. (Menna)
- IEP (Kahn)
- Wellness checks. (Wainwright)
- Yearbook & COVID Experience (Dolan & Allen-McIntyre)
- 8th Grade virtual dance & Graduation
- Joe Corbi fundraiser (Dolan)

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00-10:00</td>
<td>IEP</td>
<td></td>
<td></td>
<td></td>
<td>6th Grade ZOOM &amp; Spec. ED Meeting</td>
</tr>
<tr>
<td>10:00-11:00</td>
<td>IEP</td>
<td>Arts Integ-Ration</td>
<td>PLC 3rd-5th</td>
<td>Leadership/Math PLC 3rd-5th</td>
<td>Staff Meeting</td>
</tr>
<tr>
<td>11:00-12:00</td>
<td>Dance Zoom</td>
<td>DPAS</td>
<td>PLC 6th-8th</td>
<td>Math PLC 6th-8th</td>
<td>7th &amp; 8th Grade ZOOM</td>
</tr>
<tr>
<td>12:00-1pm</td>
<td>Music</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1:00-2:00</td>
<td>Learning Support &amp; 5th Grade Zoom</td>
<td>Student Council</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2:00-3:00</td>
<td>IEP</td>
<td>IEP</td>
<td>IEP</td>
<td>IEP</td>
<td>4th grade ZOOM</td>
</tr>
<tr>
<td>3:00-4:00</td>
<td>IEP</td>
<td>IEP</td>
<td>IEP</td>
<td>IEP</td>
<td></td>
</tr>
</tbody>
</table>

Open times

UPDATED - April 7th
Good Afternoon Team,
I hope everyone is safe and maintaining your distance from large groups. Below is a follow up to our expectations if you have questions please contact me:

- Teachers continue to provide expectations for your students. Tell them what assignments to complete and track their performance. Communicate with their parents and document. All mass communication will be done through outlook. Make sure you blind copy parents and myself. Individual communication needs to be place into I-tracker. Let Dolores and I know who is not working. We will reach out to those parents. It is suggested that each teacher create a zoom or google classroom to meet once a week to discuss work, socializing in a positive manner, and/or a check in with students. (Zoom is free during this crisis) This can be done once a week at the allotted times in our schedule. Joseph Menna will have weekly PLC meetings for teachers through zoom on Wednesdays. This will start April 1st. Teachers and Case Managers are still responsible for IEPs. Information must be inputted in a timely manner. Janene and Dolores will be setting up Zoom conferencing for IEP meetings.

- Dean, Nurse, Counselor, and Behavior Interventionist will check in with families of our high needs students to provide wellness checks, counseling, and/or resources. They will also participate in IEP meetings for specific staff. All communication needs to be placed into DSC.

- GLS paraprofessionals need to correspond with their assigned teacher for specific duties such as but not limited to tracking data on online programs, assisting in communication of families, participating into Zoom conferences and/or discussing students’ expectations.

Please do not plan any meetings with students during these meeting times.

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00-10:00</td>
<td>IEP</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:00-11:00</td>
<td>IEP</td>
<td>Arts Integration</td>
<td>PLC 3rd-5th</td>
<td>Leadership/Math PLC 3rd-5th</td>
<td>Staff Meeting</td>
</tr>
<tr>
<td>11:00-12:00</td>
<td></td>
<td></td>
<td>PLC 6th-8th</td>
<td></td>
<td>Math PLC 6th-8th</td>
</tr>
<tr>
<td>1:00-2:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2:00-3:00</td>
<td>IEP</td>
<td>IEP</td>
<td>IEP</td>
<td></td>
<td>IEP</td>
</tr>
<tr>
<td>3:00-4:00</td>
<td>IEP</td>
<td>IEP</td>
<td>IEP</td>
<td></td>
<td>IEP</td>
</tr>
</tbody>
</table>

These expectations are mandatory. Our students’ future is in our hands. In addition, Catherine and I must justify why our staff is getting paid. (Email Pam for HR questions) We will have a staff meeting through Zoom on Fridays at 10am. Everyone will receive an email for the zoom login. This can be accessed through computer and/or cell phone. Stay safe. Marlin
Staff Meeting
March 27, 2020

- Building access.
- Lesson Plans done weekly. (Being Creative)
- ZOOM, Google Classroom, Google Meet. Try to meet once a week.
- YouTube videos. (Music, Arts, PE and/or Responsive Classroom)
- Parent communication. All mass communication will go through outlook with everyone blind copied (include me). All individual contacts will be placed into DSC.
- Progress Monitoring IXL & Study Island. (send certificates & create a log)
- PLCs are mandatory for GLS staff.
- IEP input must be done 10 days before the meeting.
- Support staff will conduct wellness checks.
- DPAS
- Joe Corbi fundraiser contact pattroy-brooks@gls.k12.de.us
  - Arts Integration
  - School Year dates (Spring Break, Last Day)
  - Your Story, My Story, Our Story
  - H. R.

Positives
- Staff is helping one another. Our communication is golden.
- No grades. Encourage Participation.
- State Testing Cancelled.
- We were more prepared than other schools.
- Multiple students moved up in Failure Free.

Resources:
Comcast is offering FREE Internet to families that don't have internet at home.: https://corporate.comcast.com/covid-19 or may be close to an Xfinity Hot Spot: http://wifi.xfinity.com/#find-a-hotspot.
Staff Meeting
April 3, 2020

- Building access.
- Lesson Plans done weekly. (Being Creative)
- DPAS (White)
- Technology. Online Platforms & safety online. (Edwards)
- Parent communication. All mass communication will go through outlook with everyone blind copied (include me). All individual contacts will be placed into DSC.
- Grading-Progress Monitoring IXL & Study Island. (Dolan & White)
- PLCs are mandatory for GLS staff. (Menna)
- IEP (Kahn)
- Wellness checks. (Wainwright)
- Yearbook & COVID Experience (Dolan & Allen-McIntyre)
- 8th Grade virtual dance & Graduation
- Joe Corbi fundraiser (Dolan)
- Calendar & Start of school (Dolan & White)
- HR – Open enrollment (Draper)

Positives
- Stacey Johnson is licensed.
- Staff is helping one another. Our communication is golden.
- No grades. Encourage Participation.
- State Testing Cancelled.
- A number of students have made great strides.
David Wainwright  
Dean of Student’s Office  
Responsibilities during COVID-19 Pandemic

- Established a team consisting of Dean of Students, School Nurse, School Counselor and Behavioral Interventionist
- Identified “At Risk” students with academic, emotional, behavioral, social and medical vulnerabilities
- Conduct wellness checks with 52 families consisting of 63 students
- Contacted on a weekly basis, by telephone and e-mail, to ensure that student is remaining on-point and focused with their academic responsibilities
- Provide additional support for those students/families through suggestions, answering questions and concerns as well as references for other support agencies (ie: Delaware Food Bank, counseling services, medical referrals, etc.) and services
- Dean of Students and School Counselor have remained available to mediate any issues between students at the request of parents
- All contacts with families/students are documented in DSC I-Tracker
Dolores Allen-McIntyre
Academic Dean

- Participate in on-line remote Leadership and Staff meetings.
- Communicate remotely with the Principal and Head of School concerning student progress and achievement, professional development, staff evaluations, and Special Education department.
- Collaborate with the Principal and Head of School concerning student digital learning and resource needs and supports.
- Collaborate with School Director of Technology for technical support, guidance and resource information to adjust effectively with Remote Continuing Education Distance Learning.
- Collaborate with Dean of Students and Behavior Interventionist concerning student and families’ resource needs to enable the student to access on-line remote instruction google class.
- Continue to remotely perform DPASII evaluations summaries for teachers and specialist.
- Support Special Education Department, including contracted employees, and complete DPASII evaluations summaries of the Special Education Coordinator and Case Managers.
- Support facilitation of efficient and effective management of remote on-line pre-meeting and telephone conference of IEP process and meetings.
- Support Special Education department including Coordinator, and Case Managers for compliance with federal IEP law requirements.
- Continue to collaborate with Instructional Math Coach to seek and share with teacher’s curriculum and instructional remote practices and resources.
- Continue to ensure instructional resource selection.
- Attend remote on-line meetings as needed to support teachers, and facilitate positive faculty dynamics.
- Support teachers in remote instructional google classrooms and offer insights for the enhancement of effective instruction.
- Continue Student Leadership and Governance programs, such as Yearbook Facilitator for the development of student leaders.
- Support and evaluate Guidance Counselor
- Support Student Transition
- Continue to seek information from community as Community Liaison for programs involving GLS students e.g. Youth in City Government, Future Link, Kind To Kids, Out of the Ashes, and Food Bank.
- Participate in on-line DEDOE curriculum and professional development training for remote digital instruction.
- Provide reports on relevant information to school leadership as needed.
Emily Cathell
Guidance Remote Service Plan

- Weekly wellness check ins with students and families in our high risk population
- Assignments and interactive lessons posted for all students through Google Classroom
- Individual sessions requested by students through Google Forms and communicated through Zoom
- Group counseling calls through Zoom
- Social media challenges to encourage family involvement- Child Abuse Awareness, Puzzle Challenge for Autism, Earth Day
- Monitoring families and providing resources for students identified through McKinney Vento Act
- Participating in IEP meetings via Zoom
- Participating in virtual Chorus rehearsals
- Supporting teachers with reaching out to students to monitor academics, and assisting with assignments, such as a Math Jumping Jack activity and music project.
- Contributing to the school newsletter and yearbook
- Assisting with planning 8th grade activities such as virtual dance and graduation
- Supporting students in Student Council during Zoom meetings on Wednesdays 1-2PM
- Participating in a three week series- Educator Self-Care and Social Emotional Learning on Tuesdays and Thursdays 2-2:30
- Weekly staff meetings- specials PLC on Wednesdays at 10AM, Leadership on Thursdays at 1PM, Spec Ed meetings on Fridays at 9AM and staff meeting on Fridays at 10AM.
Special Education Services
Janene Kahn, Special Education Coordinator

Synopsis of Special Education Services:

- Students were sent home with chrome books that have access to Study Island, IXL, and Google classroom/docs for teachers to provide remote individualized instruction to every student in special and general education.

- Teachers are progress monitoring students' IEP goals via the aforementioned avenues.

- Instructional staff were immediately provided with a webinar on providing individualized instruction through Study Island.

- Instructional staff were encouraged to participate in weekly webinars on providing digital learning and meeting the needs of the special education population.

- Parents are contacted by special education coordinator and case managers to schedule IEP and 504 meetings and gather parents’ input for the IEP.

- School psychologist, speech and language pathologist, occupational therapist, and physical therapist are working on annual reports and meeting with students via zoom when they can to complete reevaluations.

- Speech and OT are receiving training today to provide services via zoom. PT has received training and is working to contact parents to set up therapy sessions.

- IEP meetings are being held via Zoom and documents being signed through Eversign.

- Special education team is having weekly meetings to touch base, ensure everyone has the most updated information, and ensure students with IEPs are receiving services as described in their IEPs (Fridays @ 9am).

- Special ed team and teachers' continue to collaborate for IEP and 504 preparation.

- Check in on families by case managers, counselor, and nurse to provide guidance and resource information.

- Administration support to assist with difficult cases to provide options and solutions.

- Special ed coordinator planning for virtual ESY services.
Brain Dance

Teacher Reflection:
- What went well?
- What challenges occurred?
- What would you: change for your class?

Lesson Assessment

<table>
<thead>
<tr>
<th>Understanding</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Are students engaged in constructing and demonstrating understanding of the curricular content as opposed to just memorizing and reciting knowledge?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Art Form</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Are the students constructing and demonstrating their understanding of the art form?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Creative Process</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. Are the students engaged in a process of creating something original as opposed to copying or parroting?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Will the students share their products?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Connection</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>5. Does the art form connect to the curricular content?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Is the connection mutually-reinforcing</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Standards and Objectives</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>7. Are there Standards in both the art form and the curricular content?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Are there objectives in both the art form and the curricular content?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Teaching: Teacher: Loper  Topic: Arts Integration
Joseph Menna
Math Instructional Specialist/Coach
Responsibilities within the Remote Instructional Plan/LEA

Instructional Staff Leadership

- Set weekly PLC meetings via Zoom, one for grade levels 3-5 and one for grades 6-8
- Plan agenda items for discussion: instructional modalities, meeting accommodations, IEP planning and discussion, engagement of students' discussions, health and wellness check-ins, technology sharing, sharing of instructional methods
- Provide opportunities for problem solving together as a team
- Provide updates on various online webinars and services for online platforms, especially Study Island, IXL, and Math in Focus.
- Facilitate communication between instructional staff and school administration

Math Instructional Coaching Support

- Set weekly PLC meetings via Zoom, one for grade levels 3-5 and one for grades 6-8
- Coordinate planning of instructional lessons in accordance with State Standards for reinforcing and deepening previous standards, and introducing critical foundational standards needed for next year
- Provide a forum to share engagement and instructional ideas and platforms
- Continue to provide opportunities for Professional Development with online instruction through PLC meetings, individual and group Zoom and phone conferences, and email check-ins
- Provide updates on various online webinars and services for online platforms, especially Study Island, IXL, and Math in Focus.
- Weekly individual and group conferencing with Nicole Marshall from DoE regarding the Coaching Program
Nurse Medication Pick-up Letter

Good Afternoon Gateway Friends and Families,

I hope everyone is doing well and staying safe. I wanted to reach out quickly to parents/guardians of students that may have medication at school. If you absolutely need the medication while home, please reach out to our school nurse via email: Tara.Weaver@gls.k12.de.us. If you are able to re-order medication with your doctor, we stress you try this first. If you are not due for a refill and need your student’s medication, Tara Weaver our school nurse will be available for pick up on Monday 3/30/2020 from 3-5 pm and Wednesday 4/1/2020 from 3-5pm at Gateway Lab Charter School.

A reminder that an adult 18 years or older will need to sign for the medication. A parent or guardian will need to EMAIL HER DIRECTLY to arrange pick up.

We do ask that if you are having any symptoms at this time, please contact your physician for best guidance and do not come to pick up medication. Arrange for another time if available.

Medication Pick Up:

- You must have already discussed pick up with Nurse Weaver via email confirmation or this may result in a delay/wait for medications. (Do not call the school).
- This will be a curbside pick-up. You will remain in the car and Nurse Weaver will address the car with your medications.
- You will need to sign for the medication at pick – up. (You will have your own pen given to you to sign and keep, to prevent any cross contamination.)
- Please keep in mind that we are trying to accomplish this with thought, safety and organization.

Thank you for your patience at this time as we navigate these waters together. Stay well. And let your kiddos know I miss them.

Gratefully,

Tara Weaver RN, BSN
Gateway Lab Charter School
Tara.Weaver@gls.k12.de.us