



# La Cima

CHARTER SCHOOL

La Cima Elementary Charter School  
District Safety Plan  
2023-2024

## Introduction:

At La Cima Elementary Charter School, safety and health are of the utmost importance. This District Safety Plan was developed by the School Leadership Team pursuant to Commissioner's Regulation 155.17.

La Cima Elementary Charter School, 84K649 (K - 5) takes every precaution to ensure the safety of its students and staff. La Cima considers emergencies and violent incidents very serious occurrences and treats these events expeditiously. The La Cima School Safety Plan is designed to address the needs of its students, the school, the campus and its urban location and is aligned to the safety procedures outlined in the I. S. 324 Safety Plan.

Our goals in creating and implementing our La Cima School Safety Plan are:

- to create a safe atmosphere and complementary set of practices that prevent violence or unsafe conditions,
- to create/implement a plan that will minimize the effects of serious violent incidents and emergencies,
- to have the capacity to implement an effective response plan for all predictable safety concern situations, and
- to produce a document that can be used as a basis for informing and training all school constituencies in regard to keeping our school safe.

## Building Information

La Cima is located at 800 Gates Avenue, 3rd Floor, Brooklyn, NY 11221. La Cima is co-located and shares space with:

1. Middle School 267 (16K267) - 1st & 2nd Floor
2. Bedford Stuyvesant Collegiate Uncommon Charter (84K648) - 4th Floor

La Cima uses select classrooms in the building on the 3rd floor. We all have individual access to the cafeterias in the basement, gymnasium and auditorium.

## Identification of Teams:

- District Safety Team: The district safety team at La Cima is responsible for assessing incidents, incident response and post incident response. La Cima's District Safety team is composed of the following staff members: Head of School, Director of Special Populations, Director of Operations, and Operations Manager.
- NYC DOE School Safety Agents: School Safety Agents provide security and ensure

the safety of students, faculty and visitors in our school buildings and surrounding premises. They coordinate with our Building Council team and Building Response Teams to respond to concerns of safety. School Safety agents patrol school premises, act as first points of contacts at school entrances (verifying identity of school visitors, operating scanning and surveillance equipment, etc.). The agents also serve as direct liaisons to city officers and officials (NYPD, etc.).

- Building Council Team: In schools, Building Council teams at schools are composed of the Operations lead, school leaders, members of the BRT, School Safety Agents and other school leaders who share responsibility for building a safe, consistent campus culture for their community. All Building Councils must host 12 meetings between August and July of the following year to make decisions around school safety planning.

## **RISK REDUCTION/PREVENTION & INTERVENTION**

Risk Reduction & Intervention Prevention and Intervention Strategies: La Cima has several initiatives to create a safe and positive learning environment for staff and students, which in turn minimizes conflicts.

### **SEL and Restorative Justice Practices:**

- La Cima implements a comprehensive restorative justice program. Restorative justice is a community based approach to build, repair and restore relationships. La Cima's program is grounded in the school's Habits of Heart and Mind: Integrity and Stewardship; Kindness and Collaboration; Imagination and Spirit; and Dedication and Practice. We build upon this foundation by implementing three Tiers of Restorative Justice Program.
  - Tier I focuses on community building
  - Tier II focuses on harm and healing
  - Tier III focuses on reintegration Tier I is primarily a prevention strategy while Tiers II and III are both prevention and intervention strategies.

### **Social Emotional Learning:**

- La Cima focuses on the development of the whole child, and social-emotional learning is a key component of the student experience at La Cima. Students have an SEL weekly class and begin and end the day with a circle. The circle structure at La Cima is used for many purposes, like restorative justice practices or parent meetings, all of which are related to social-emotional learning, because these experiences are all part of building and maintaining relationships.
- Mandated Counseling & At-Risk Counseling: Students who have this service on their Individualized Education Program (IEP) receive mandated counseling. In

addition to this, students can participate in at-risk counseling with parental consent.

- Monthly Parent Events: Our Parent Association, in conjunction with school-based counselors, restorative justice team members and administration, offer monthly events throughout the school year to increase parent participation and involvement

## **Training and Drills:**

La Cima ensures that at least one member of the School Leadership team has completed the NYC DOE's Emergency Management Training annually. In addition to this, La Cima conducts training for all staff on the required drill procedures for all NYC schools. La Cima, along with its co-located school, conducts the following drills:

- Emergency evacuations (fire drills): The purpose of an evacuation drill is to train staff/students in emergency evacuation procedures so they might leave the school building in the shortest possible time and without panic in the event of an actual emergency. Upon hearing the three gongs, students/staff will safely evacuate the building. All classrooms are equipped with a safety clipboard, containing parent and staff contact information, emergency evacuation routes and alternative emergency evacuation routes.
- Soft lockdown drills: The purpose of a lockdown drill is to train staff/students in the emergency procedures so that if an intruder enters the building, they will know the proper actions to take without panicking in the event of an actual emergency. Upon hearing the announcement: "Attention, we are now in a lockdown", students/staff will take the proper actions. During the drill, teachers will usher any students from the hall into their room, lock the door, turn off the lights and usher students into the "safety triangle". In the event of an actual lockdown, NYPD and School Safety Agents will support the building in terms of when the lockdown can be lifted.
- Shelter-in drills: The purpose of shelter-in drills is to train staff/students in emergency procedures so that if they are prevented from leaving the classroom for an extended period of time (due to an incident outside of the school building), they will know what actions to take without panicking in the event of an actual emergency. In the case of a real emergency, local law enforcement/public safety officials will make the determination that staff and students should remain inside during the disaster.
- Review/Training on drills: In the beginning of each school year, teachers are trained on the proper drill procedures and in turn, conduct training for their classes so students are prepared for each drill. After each drill, members of the District Safety Team give feedback to staff in order to improve and prepare us for real-life emergencies. In addition to this, counseling staff provide training on violence prevention and mental health for all staff. Staff/Student Internal Information: La Cima Charter School utilizes our student information system as well as our human resources databases to maintain accurate student and staff information. La Cima maintains information on: school population, staff population, emergency contact information for

both students and safety. In addition to this, all incidents are logged to have a record of the incident, the communication and the school's response. All of this information is stored electronically with hard copies in our Main Office safety binder, which is used during any emergency incident.

## **Prevention/Intervention Strategies**

*All students are encouraged to approach any staff whenever they are concerned about their safety, especially if it involves violence or an emergency situation.*

La Cima asks that all students and adults in our building be safe, kind and productive. La Cima believes that adhering to this maxim establishes the necessary conditions to realize the mission of the school and ensures that there is a sense of respect and security throughout the school community. Nevertheless, La Cima has established procedures that are followed when this sense of safety, kindness and productivity is breached.

The Executive Director and DOO work collaboratively with La Cima parents at every level of engagement, from individual parent conferences to parent association meetings, in order to maintain a violence-free community. The La Cima Code of Conduct prohibits student actions that are inconsistent with the overriding goal of maintaining a sense of respect and security throughout the school. Conduct in violation of the Code may be dealt with within the School setting, but it is also punishable by suspension from school or social or extracurricular activities or, under certain circumstances, by expulsion. The Code of Conduct has been approved by the School's Board of Trustees and is subject to ongoing review by the Discipline Review Board, the Student Judiciary Council, and the School Community.

## **La Cima Incident Procedures**

When an incident occurs on the premises staff notifies the office, as well as the Instructional Leadership Team (ILT). A member of the OPS Team escorts the involved parties to Support Services. Each person involved in the incident completes an Incident Report to describe their experience of the incident. Additionally, any student who violated the La Cima Code of Conduct during the incident completes a reflection. An administrator reviews the plan(s) and incident reports, and then interviews the student and any involved parties. If it is determined that a student has violated the Code of Conduct, family members and advisors are invited to meet with the administrator and student regarding the incident. The student participates in natural consequence, act of apology, and community service. The administrator may determine that the incident should be referred to the Principal/Executive Director.

## **School Safety Personnel**

La Cima utilizes the School Safety services provided by the NYPD School Safety

Division. Each School Safety Agent (SSA) assigned to the School Safety Division takes an oath to provide security and ensure the safety of students, as well as faculty and visitors in New York City Public Schools. During the hiring process, Agent candidates provide information and undergo extensive examinations as part of the applicant process. Some of the exams include medical, psychological, physical and character exams; they must pass each exam to be considered for employment. Upon successful completion of these exams, they enter the New York City Police Academy, School Safety Agent Recruit Training School for a period of fourteen (14) weeks. While assigned to the academy, they receive training including classes in Law, Police Science, Behavioral Science, as well as Physical Training. They also learn how to interact with students, staff and the public utilizing Courtesy, Professionalism and Respect.

An Agent is posted at the main entrance of La Cima, as well throughout the building of the I. S. 324 campus space. In addition, the Executive Director, DOO and other staff members are a constant presence in La Cima hallways and stairwells.

It is the duty of the School Safety Agent Level III and other School Safety Agents to work in conjunction with the administrations of all schools on the I.S. 324 Campus. The agents are required to report any untoward incidents to the School Safety Division Operations Center.

In emergencies, the School Safety Agent Level III has the authority to alter assignments as the needs of the building change. In the absence of the School Safety Agent Level III, the second-in-command, i.e. the assigned School Safety Agent will assume this responsibility.

## **Visitor Control Procedures**

The front door of the school is located at 800 Gates Avenue, Brooklyn, NY 11221. Upon entering the school building, all visitors must proceed directly to the School Safety Agent's desk. The visitor must present valid identification and sign the Visitor Log. The security agent will then call La Cima main phone line to obtain permission for the visitor to go directly to the main office. All school visitors are required to wear a school name tag/pass while in the school.

If a visitor fails to provide proper identification or refuses to sign in, the security agent must call the La Cima main phone line for explicit permission to allow the visitor access; they may deny entry. In the event that a visitor is observed on the wrong floor or without a Visitor Pass, the visitor must be addressed and may be escorted out of the building.

## **Training, Drills and Exercises**

La Cima believes that it is critical for staff and faculty to be able to detect potentially violent behaviors early; consequently, teachers and staff receive professional development training to aid in the identification of any behavior or emotional issues students may face. Regularly scheduled meetings with teachers provide ample room

for staff discussion of any issues as they arise.

## **Early Detection Of Potentially Violent Behaviors**

Internal and external presentations are made by school administrators, as well as by a contracted vendor on establishing positive discipline, to the entire La Cima staff and students that address issues of violence in our community, trends that lead to violent behavior and our mutual responsibility to preserve a safe school community. Training for staff on early detection will continue as part of a threat assessment strategy so that employees understand what actions to take.

## **Drills**

The School conducts the mandated safety drills (fire, lockdowns, shelter in, buss) within the first two months of school, concluding drills by October 31. La Cima schedules the dates and times of drills with co-located schools; these drills are conducted in coordination with local and county emergency response and preparedness officials. Each drill is followed by a meeting of the La Cima School Safety Team to assess necessary improvements and/or alterations.

## **Hazard Identification**

In conjunction with the inception of La Cima's School Safety Plan, La Cima's Executive Director and DOO, with the assistance of the Custodial Engineer, School Safety Agents and local emergency officials, identifies sites of potential emergency situations annually. This group works to identify both internal and external hazards that may warrant protective actions, such as maintenance, warnings, removal, evacuation planning, etc.

## **SECTION III: RESPONSE**

Response Protocol: In the event there is an incident which requires interventions by local law enforcement, La Cima will take the following steps:

Any adult in the school building could and should call 911 in the event that a person needs immediate medical attention or his/her condition appears life threatening.

A list of local law enforcement officials and contact information will be maintained in the School "Emergency/Safety" Binder in the Main Office. The DOO will also have a soft copy of this document on file, and a hard copy in their office.

In the event of a disaster or violent act, the Executive Director, or designee/DOO will ensure that all staff are notified personally if immediate communication is required (by walking from classroom to classroom or using the loudspeaker system, if appropriate), or by conducting an emergency staff meeting at the earliest convenient

time if the situation does not require immediate communication. The Executive Director, or designee/DOO will also notify the Board of Trustees by phone as soon as all critical details have been handled at the site.

La Cima will notify parents of a violent incident or early dismissal through use of the School Messenger system, e-mail and/or letter home. Parent contact information including a school-wide email group and the School Messenger System will be regularly updated with current family/parent/guardian contact information.

*Note – La Cima Families are instructed in the Family/Student Handbook as to where to find updated information and contact numbers for the school in the event of any emergency situation.*

## **SITUATIONAL RESPONSES**

La Cima Charter School has incorporated response protocols defined by the NYS education department. We have established protocols around lockdown, shelter in and evacuation in conjunction with our co-located school as well as responses to civil disturbances, criminal actions, environmental emergencies, weather emergencies, facility related emergencies, medical and mental health emergencies.

**RESPONSE TO ACTS OF VIOLENCE: IMPLIED OR DIRECT THREATS--BRT will be initiated**

La Cima Charter School has established policies and procedures for responding to implied or direct threats of violence by students, teachers, other school personnel as well as visitors to the school, including threats by students against themselves, which include suicide. La Cima takes all threats of violence seriously. Threats of violence from children will be reported to parent/guardian, police and/or ACS based on the situation and appropriateness as determined by administrators. Threats of violence from adults will be reported to the police.

All threats of suicide are considered serious. In emergency situations, school personnel will call 911. Staff must follow up with the person that heard or learned of the threat and gather details. The counseling team will be informed for risk assessment. School staff will encourage parents to call 911 (if the school has not already called) or take the student to ER for risk assessment. School staff will provide parents with mental health resources including referrals and mental health contact numbers. A link to mental health resources for educators compiled by the New York State Education Department can be found here.

The Executive Director, or designee and/or the DOO should be notified immediately of all implied or direct threats. They will investigate, and assess the credibility and level of threat. If the threat is deemed credible, the Executive Director, or designee/DOO contacts local law enforcement officials and monitors the situation closely until the threat passes or local law enforcement officials take control.

**RESPONSE TO ACTS OF VIOLENCE: INTRUDER IN THE BUILDING--BRT will be initiated**



La Cima Charter School has established policies and procedures for responding to acts of violence by students or staff. When a student engages in behavior that poses a substantial risk of serious harm to the student or others, school personnel will determine the appropriate way to manage and de-escalate the behavior. In these situations, the following procedures will be followed: If an intruder is discovered in the building, the campus will be subject to immediate lockdown in accordance with the DOE Regulations

- The BRT will be initiated and the police department will be in communication with the command post members
- The Executive Director, or designee/DOO contacts The Emergency Information Center at (718) 935 - 3210.

When the intruder is found and/or the situation is determined to be stable:

- The BRT will announce that the lockdown has been lifted.

Afterwards, the Executive Director, or designee/DOO obtains written statements from all witnesses ONLY if approval has been given by the NYPD Incident Commander.

### **RESPONSE TO ACTS OF VIOLENCE:**

La Cima Has established the following protocols in order to properly respond to a bomb threat:

If staff observe a suspicious package, they are instructed to NOT touch the package and instead to alert the Co-Principals or any member of the District Safety Team.

- The District Safety Team will alert our co-located school and the School Safety Agents. The decision to evacuate will be made in consultation with School Safety Agents and NYPD.
- If an evacuation takes place, members of the District Safety Team will serve as floor wardens, ensuring that all members of the community are safely evacuated.
- Once evacuated, the District Safety Team will work with School Safety Agents and NYPD to determine if and when a re-entry is possible. If re-entry is not possible, the entire campus will transition to a nearby school (as indicated in the Building Safety Plan). No one can re-enter the building/affected area until explicit clearance is granted by the NYPD or appropriate agency.
- The District Safety Team will assign one member to send out emergency communication to all families alerting them of the incident and the response. If the school community is relocated, we will inform families and implement a pick up plan for any families who wish to do so.

### **RESPONSE TO ACTS OF VIOLENCE: BUILDING COLLAPSE/EXPLOSION--BRT will be initiated**

- Any Injured party is taken care of

- The immediate area of the act will be isolated and/or evacuated
  - any students in the hallway should immediately be taken to the nearest classroom by school personnel;
  - all teachers should immediately lock their classroom doors and not issue any passes;
- The Executive Director, or designee/DOO calls 911 and provides:
  - name and telephone number
  - address of the building
  - description of the situation and any weapons involved
  - location of the intruder, if known
  - entrance for first responders to use

**RESPONSE TO ACTS OF VIOLENCE: SHOOTING/ HOSTAGE SITUATION--BRT will be initiated**

- BRT will be initiated and the school will be subject to a shelter in or a lockdown depending on where the act of violence has occurred.
- The immediate area of the act will be isolated and/or evacuated
  - any students in the hallway should immediately be taken to nearest classroom by school personnel;
  - all teachers should immediately lock their classroom doors and not issue any passes;
  - The Executive Director, or designee/DOO calls 911 and provides:
    - name and telephone number
    - address of the building
    - description of the situation and any weapons involved
    - location of the intruder, if known
    - entrance for first responders to use

**RESPONSE TO ACTS OF VIOLENCE: KIDNAPPING--BRT will be initiated**

Note: Standard Operating Procedure requires that a Staff member always check Emergency Contact Card to ensure that a legal guardian is taking the student from the school building

- Notify security agent and /DOO and/or appropriate school leader of suspected kidnapping;
- Contact parent/guardian to ensure that student is not, knowingly, with relatives or friends;
- Confirm attendance information for the student reported kidnapped;
- The Executive Director, or designee/DOO must call the NYPD/SSD Operations Center with any information (718) 730-8888.

**RESPONSE TO ACTS OF VIOLENCE: FIRE EMERGENCY--BRT will be initiated**

- Any Injured party is taken care of
- The immediate area of the act will be isolated and/or evacuated

- any students in the hallway should immediately be taken to the nearest classroom by school personnel;
- all teachers should immediately lock their classroom doors and not issue any passes;
- The DOO calls 911 and provides:
  - name and telephone number
  - address of the building
  - description of the situation and any weapons involved
  - location of the intruder, if known
  - entrance for first responders to use
- **Follow instructions provided by 911 operator**
- The Executive Director, or designee/DOO contacts The Emergency Information Center at (718) 935 - 3210.
- In cases where a reported/suspected explosive device is found, the ranking NYPD member at the scene is in command. S/he will consult with ranking Fire Officers and other City Officials, if present, to determine if further evacuation is required or if emergency action taken should be expanded or curtailed.

## **RESPONSE TO ACTS OF VIOLENCE: SUSPECTED CHILD ABUSE**

According to New York State Law, school officials and licensed or certified staff are mandated reporters of suspected child abuse or maltreatment. Reporting is required if the victim is under the age of 18, and the subject of the report is a parent or other person (18 or older) who is legally responsible for the child's care. A mandated reporter, together with a designated member of the School Leadership Team (if such person is available) will report such suspicion to the New York Statewide Central Register of Child Abuse and Maltreatment (SCR). The hotline number for making this report is 1-800-342-3720. Within 48 hours of the oral report, the School will file a written report on Form LDSS-2221A which can be obtained at [www.ocfs.state.ny.us](http://www.ocfs.state.ny.us).

School staff members will also report any allegation of child abuse in the School setting to the Executive Director, or designee/DOO of La Cima or, if the Executive Director, or designee is not available, another member of the School Leadership Team. A written report of the allegation will be provided on a form to be provided by the Executive Director. Following investigation, the Executive Director and/or designee/DOO, will notify the Office of Special Investigations (OSI) of the New York City Department of Education (718) 935-3800 and the Office of the Special Commissioner of Investigation (SCI) for the New York City School System (212) 510-1400.

Allegations of corporal punishment, including verbal abuse of a student, by a staff member will be reported to the Executive Director, or designee/DOO and, following investigation, to OSI (718) 935-3800.

## **SECTION IV: RECOVERY**

### **District Support**

La Cima Elementary Charter School, M. S. 267 Math, Science & Technology, Uncommon Bedford Stuyvesant Collegiate Charter School will support its staff members and students in dealing with an emergency by providing adequate instruction regarding the identification and prevention of violence, in addition to training in appropriate response protocol. The La Cima School Safety Team will continue to work collaboratively with the Campus Level School Safety Team and the Campus Level Emergency Response Team during the recovery period after threats or actual violent incidents occur on our campus, providing support and resources as needed.

The La Cima Executive Director and designee/DOO and the School Safety Team will review the emergency response procedures for needed modifications and alterations based upon feedback from debriefing sessions.

## Emergency Remote Instruction Plan

Overview: La Cima Charter School is committed to maintaining the continuity of learning for all students. This plan details the procedures, policies, and expectations for transitioning to remote instruction during emergency conditions.

Management & Owners: The Executive Director will make the decision on whether the building closes in collaboration with the Instructional Leadership Team (pending guidance from NYC Public Schools and any other organizations to help determine context and risk).

Outline: La Cima will begin Remote Instruction on Day 3 after the Emergency Remote Plan is activated: -

- Day 1: SLT & Operations Team in Building (if safe) -
  - ILT
    - Coordination of Remote Programming
    - Adjustments of Calendar, Pacing Guides & Teaching Schedules
    - Communication Plan
    - Special Population Needs
      - Food
      - Services
      - Counseling
  - Operations -
    - Review of SOY Compliance Survey
    - Coordination of Tech
    - Packaging of Devices and Materials
    - Coordinate Pick-Up Setup
    - Purchasing if Needed
  - Culture -
    - Ops members contact all families in transitional housing to develop a support plan around needs, tech and supports. -
- Day 2: Instruction & Device Pick-Up
  - ILT
    - Coordination w/ Teachers around Platforms & Instruction

- Coordination of Material Pick-Up and Personal Supplies
    - Teacher Outreach
  - Operations
    - Distribution of Tech, Materials & Schedules
    - Adjusting FAIT
    - Building Deep Clean and Pack-Up
  - EdIT
    - Support Building Online Platforms
    - Sign-Out Devices
    - Adjust Cyber Security Permissions
- Day 3: Instruction Begins
  - - Students are engaging in their first day of Remote Learning

#### Computing Device/School Supplies Provision

To ensure that all students have access to computing devices to participate in synchronous instruction.

- Dissemination Method: Laptops will be provided via pick-up system at the school premises located through the La Cima building entrance
  - All laptops will be sanitized and packaged with care. Students will receive
    - TECH: 1 laptop, 1 charger, 1 pair of headphones and if applicable, 1 hotspot
    - SCHOOLS SUPPLIES: Notebooks, pencils, pens, index cards, loose leaf and markers.
- Service/Replacement: Damaged devices will be exchanged on designated days at the school.

#### Internet Connectivity:

To ensure that students receive access to the internet for remote learning.

- Needs Assessment: La Cima will review the SOY Compliance Survey to identify the connectivity needs of each student.
- Provisioning: Mobile hotspots will be provided to students who lack internet access.

#### Instructional Expectations:

To establish clear expectations for synchronous and asynchronous instructions.

- Staff Readiness: Staff will be provided with essential tools, devices, and Wi-Fi, ensuring delivery of remote instruction.
- Instructional Allocation: 60% synchronous and 40% asynchronous instruction will be observed, with asynchronous serving as supplementary.
- Training and Support: Staff will receive ongoing training and support to adapt to the expectations for remote instruction.

#### Alternative Instructional Methods:

To provide instructional access to students for whom digital technology is not appropriate or available.

- Identification: Regular assessment and teacher input will help in identifying students who require alternative instructional methods.
- Office Hours: Teaching and Instructional Teams will host Office Hours for students who need additional support in adjusting to the remote learning

environment

- Initiating IEP's: Students who are facing struggles with adjusting to the new environment will be recommended to receive IEP's to support learning.
- NON-Instructional Staff Supports: Non-instructional staff will be assigned a CREW group to support building relationships and strengthening culture in the building.
- Attendance & SEL Team: Student Support Team will conduct daily outreach to families whose students aren't present for remote learning. This team will also provide SEL opportunities for students throughout the day - either through talking spaces, engaging in community groups or fun whole school activities.

## **Special Education & Related Services**

La Cima team members work together to ensure needs are being met for all learners, including our scholars with disabilities and multilingual learners.

### **Special Education Teacher Support Services**

Special education teachers will participate in weekly Zoom grade level meetings and support their team with differentiation for online learning activities and outcomes. Special education teachers will hold learning sessions that adhere to scholars' IEPs in small groups in breakout rooms.

### **English as a New Language Teacher**

The English as a New Language Teacher will hold learning sessions that adhere to scholars' English proficiency level. The teacher will push into classrooms or pull scholars into small groups via breakout rooms, based on scholar need.

### **Guidance Counselor**

The Guidance Counselor will provide social emotional supports for scholars and families by holding sessions and providing resources. She will hold counseling sessions that adhere to scholars' IEP mandate, as well as provide at-risk counseling to scholars who need social emotional support but are not mandated to receive counseling.

### **At-Risk Psychotherapy**

At-risk psychotherapy, occurs weekly to address trauma, anger management, and social skills with scholars individually, while providing and connecting families to resources that will support the family as a whole.

### **Related Service Providers**

Related Service Providers will deliver therapy sessions that adhere to scholars' IEP mandates.

## **IEP Meetings**

IEP meetings will be held via telephone or video conference with parents, related service providers, special education teachers, counselors, and school psychologists to ensure appropriate services are provided for scholars. Parent meetings will be held through video sessions with remote related service providers, to provide families with ways to support their scholar at home and to share techniques providers use.

## **Progress Monitoring**

Families will continue to receive updates regarding scholar progress related to their IEP. Both teachers and related service providers will provide reports to update families on individual IEP goals.

## **Instructional Hours Estimation:**

- Foundation Aid Claim: La Cima plans to claim five hours of instruction for each day of an emergency closure for State aid purposes.

## **Implementation & Communication:**

- The Emergency Remote Plan will be posted publicly on the La Cima website and communicated to parents, guardians, teachers, and other school personnel in an accessible and understandable manner.
- This plan will be attached as an appendix to our yearly District-wide School Safety Plan (DWSSP).
- The local board of education will adopt and review the plan annually
- The URL for the DWSSP and ERIP will be submitted to NYSED through SEDMON by October 1, 2023.

## **Evaluation & Feedback:**

- La Cima will continually evaluate the effectiveness of this plan through surveys and feedback from students, parents, and staff, and adjustments will be made as needed.
- Concerns, questions, or suggestions regarding this plan can be addressed to [INFO@LaCima.school.org](mailto:INFO@LaCima.school.org)