

Continuous Learning Options- Special Education Reopening / Recovery- COVID 19

The South Laporte County Special Education Cooperative's objective is to ensure that the school opening plans are inclusive and equitable for educators and students alike by humanizing environments that are conducive to learning.

To note: Each category and in some cases sub category, include levels in which they are to take effect. Working definition of threat levels noted below.

Green: Traditional Learning (brick and mortar): School buildings are open with additional cleaning, safety, and protective measures in place. Variations in programming will exist where students are at high risk of contracting the Coronavirus because of their health status.

Prevention, Response, and Intervention practices will be put into place to minimize staff and student exposure of the virus and respond when cases of exposure are reported. After school activities will take place after intervention plans are approved for each activity.

Yellow: Hybrid, Virtual/Remote/Distance Learning/Elearning (hereafter described as Continuous Learning Options and traditional learning: Students will be assigned either a traditional schedule and/or a Continuous learning schedule. (See possible scenarios sub section 1 for more information.) Prevention, Response, and Intervention practices will be put into place to minimize staff and student exposure of the virus and respond when cases of exposure are reported. After school activities will take place after intervention plans are approved for each activity.

Red: 100% participation in continuous learning activities until community spread decreases and then transitions back to the **Yellow** Hybrid and traditional learning level. School grounds and properties will be closed to the public and opened for essential functions and staff. All after school extracurricular activities are cancelled until further notice.

A. Materials Required PPE (Green/ Yellow)

1. Gloves when sanitizing, food service, body fluid clean-up, or changing process.
2. Masks- wear as much as reasonably possible. various types dependent on the disability, need to see facial expressions, anxiety, sensory concerns etc. / protective gear- staff/ students (visitors when necessary)(specialized clear masks / shields as needed)
3. Hand sanitizer
4. Touch-Free Thermometers
5. Acrylic Guard panels for evaluators and administrative assistants
6. Disinfectant and rags to clean down rooms and surfaces frequently
7. Touch free trash cans etc.
8. Desks faced in the same direction (Arranging instructional spaces to ensure 3 feet of social distancing)-use of seating charts, acrylic dividers at tables for small group work.
9. Sanitize toys in between use
10. Floor marking- as directed per school system

11. Signage- consistent with corporation
12. Directed foot traffic (adjusting for high traffic, paying attention to vulnerable students)
13. Enter doors and Exit doors
14. Social distancing. Follow each school's guidelines.

B. Training: (Green/ Yellow/ Red)

1. Health risks and local , state and federal guidelines
2. Special Education policies and procedures regarding illness, and providing FAPE
3. Tracking student and staff absences and reasons- preschool and UNITY attendance sheet.
4. Procedures for and training on specific schedules for classrooms and students/ incorporate, time for handwashing, sanitizing, etc.
5. Health care plans.
6. New concerns regarding - drills within the building and specific to students with Special Needs
7. Procedural Manual - projected to be updated and additions made to the continuous learning section- add what has worked and what to do in case there is a total shutdown again, partial shutdown etc.. (almost completed- July 8- review and revise with Supervisors upon their return)
8. Add training on how to allow visitors within the building- protocol
9. Google Meet training/etiquette
10. Minimizing congestion for entering, exiting building
11. Addressing mental wellness and self care programs for staff and students.
12. Survey to parents and training for parents on technology/ continuous learning etc.

C. Case Conference decisions: (Green/ Yellow/ Red)

1. Recovery Services- ie (compensatory, ESY) - (individual basis- student did not participate or less than 50% participation- teacher assessments to provide data on loss of skills)/Academic and social emotional support
2. Case conference decision as to how the student comes back - what services will be offered.
3. Revise health care plans, specific emotional well being plans
4. Inform all parties of plans - insure that staff and students have an understanding of policies and procedures.

Subsection 1: Possible Scenarios:

- Back full days - regular calendar
- Staggered calendar
- Partial days - ½ day students A.M./ part P.M. to reduce number of students at one time
- Students doing a combination of continuous and traditional learning
- Continuous Learning

- Continuous Learning for beginning of the year and by November dependent on the state number of cases transition to traditional instruction
- Stagger days/ Some students attend Tue/Thurs and some Mon/ Wed/ Friday and then flip the next week
- Strictly a case conference decision for students(Parents decide continuous learning or in building)
- Pre-K - 4th in class, others continuous learning.
- Continuous Learning(remote/ or virtual on Mon/Fri, in class Tues/Wed/Thurs
- Mon Tues traditional instruction, Wed Continuous Learning
- Late start days

D. Staff

1. All staff back in the classroom (**Green**)
2. Some staff assigned to remote/ continuous learning , but would be in the building./ some staff brick and mortar (**Green/ Yellow**)
3. Some staff assigned small groups in alternate settings. (**Green/ Yellow**)
4. One or more staff providing homebound within the school day in homes or other settings (**Green/ Yellow/ Red**)
5. Review command structure within our Administration (**Green/ Yellow/ Red**)
6. Review importance of having emergency lesson plans done ahead and specific (**Green/ Yellow/ Red**)
7. Prepare for the need for additional staff due to the absence of employees. (**Green/ Yellow/ Red**)
8. Increased costs/ reduced funding (**Green/ Yellow/ Red**)How many staff are needed?
9. Ensure that the same staff stay with the same students as much as possible (**Green/ Yellow**)
10. Address recess and use of playground equipment (**Green/ Yellow**)(Use of staff during these times)
11. Survey for staff every day (**Green/Yellow**)-(Teachers will take a personal survey each day, along with did you take the temperature today.)
12. Staff should report when there has been exposure to the virus or they have symptoms.
13. See district guidelines for additional information.

E. Training (Green/ Yellow/ Red**)**

- All staff training would be performed in small groups and socially distanced- some virtual training.

F. Field Trips (Green/ Yellow/ Red**)**

- All field trips are suspended at this time- virtual field trips are encouraged

G. Community Outings: (Green/ Yellow)

- Waiver signed by parent/ guardian and student if age appropriate
- Per administrative directive

H. Job Programs:

- Waiver signed by parent/guardian and student if age appropriate
- Will be job specific and follow CDC guidelines

I. Changes to Language for Contract Employees

- Will be compensated for services delivered during continuous learning education except for on waiver days, or snow days that will be made up

J. Address Each Area Specifically

Each eligibility under the law in Indiana will be addressed within their service area and individually per a case conference and revised as needed.

1. Medically Fragile
2. DD
3. Emotionally Disabled
4. Emotional Sensory Communication (autism)
5. Mild Disabilities
6. Speech
7. Lifeskills (moderate, severe/profound, multiple)
8. Orthopedically impaired
9. Blind/ Low Vision (Deaf Blind)
10. TBI
11. Other Health Impaired
12. Deaf/ Hard Hearing

K. Service Areas

Chapter 12 of the South LaPorte County Special Education Cooperative procedural manual will address each area of service for continuous learning. It includes:

1. Autism consultant
2. Behavior consultants
3. Para professionals
4. Diagnostic Staff
5. Instructional Strategist
6. Life skills
7. ED
8. ESC Autism
9. Alternative school (UNITY)
10. Adult services (ASPIRE, Work experience, UNITY)

11. Mild disabilities (LD, Mild)
12. OT/PT
13. Speech therapist
14. Blind low vision/ Deaf hard and hearing
15. Administrative assistants
16. Administrators
17. Interpreter
18. Art therapist
19. Preschool
20. Audiologist

L. Food Service

1. Staggered lunches
2. Spacing of 3 feet
3. Most vulnerable may use alternative settings
4. Use of PPE materials, e.g., face masks, during feedings or close interactions
5. Packaged food specifically for those with food allergies, immunocompromised students, and/or students with excessive salivation.
6. Grab and go option for some or all students.

M. Transportation

1. 3 feet of distance
2. Modifying bus schedule to address the most vulnerable students
3. Sanitizing busses for students and drivers
4. Staggered bus routes
5. Utilizing different modes of transportation (Activity buses, Transporte)
6. Use of masks , gloves
7. Case conference decision.
8. Protocol for use of masks for students /staff- added 8/18/2020
 - A. Students and Staff will be required to wear masks. Exceptions will be made dependent on medical concerns- DOE guidance. There must be medical documentation.
 - B. Students who refuse or become combative when asked to wear the mask- Teacher of record will be notified by the bus personnel. The Teacher of Record will notify the Supervisor of the program of the concern. A plan will be created to assist the student in feeling comfortable with the wearing of the mask. In most cases the plan will be given a 5 day trial, unless the concern is extreme. If the

concern continues a case conference will be called in 10 days. Alternative transportation or other options will be considered during the conference.

C. A conference will be held if requested to readdress transportation should circumstances change.

N. Student procedures (Green/ Yellow)

1. Grouping (Bubble/ recess/ in class participation)-Use dividers when possible.
2. Elementary- students with IEP's need to be assigned to one designated gen ed classroom when feasible. This would allow teachers to conduct small group instruction in the gen ed classroom and limit cross-contamination.
3. Consistent time schedules for small group work and specials. Limit group speech sessions.
4. Hand washing-sanitizing
5. Face masks/shields when needed (percent of face covering during the school day)-as possible/ encouraged
6. Follow school procedures/ - special considerations for specific students with special needs in intense/ IEP specific programs
7. See district guidelines for additional information.

O. Visitor Procedures: (Green/ Yellow)

1. Parent/ guardian spacing- Come only to the front office. Surveys will be given and temperature taken. Staff and students will be called to the office to meet with visitors. Designated area for meeting- social distancing and clean after every meeting.
2. Case conferences (Online, in-person). For in-person conferences, social distancing will be practiced and masks will be worn when required.(sanitize in between meetings)
3. Separate health care area for suspected symptomatic guests, staff, or students
4. Designated staff member to address suspected case of COVID-19 (all eligibility areas)
5. Classroom guests/ visitors will be screened
6. See district guidelines for additional information.

Addendum for Preschool and UNITY Site

Little Learners Preschool



“2020/2021 Back on Track” Plan

The following plan has been developed to position Little Learners Preschool for a safe transition back to school for our students and staff. The plan reflects guidance by the Indiana Department of Education, County and State Departments of Health, the South LaPorte County Special Education Cooperative, as well as state and local school superintendent meetings.

Prevention Measures and Precautions

- Registration - New student registration will be available by appointment. All returning students will need to complete the process online.

- Back to School Night - A virtual back to school night will take place for students to familiarize themselves with the new building and staff. An outdoor meet and greet with teachers/assistants will occur. This event will consist of scheduled times per last names by alphabet to reduce the number of students and families at our site at one time..

- Transportation to school: All students are asked to wear masks when riding the bus. Assigned seating will be in place, with students utilizing the same car seats, etc. Only students with IEPs will be transported to and from school at this time (excluding speech/language only students).

- Bus Arrival - Students will remain on the bus until dismissed by staff. Bus riders will enter through Door 6. Four staff members will release students from the buses, two at a time. Once in the building, students will use hand sanitizer and wait in respective areas. Social distancing of at least three feet will be practiced with students standing on designated markers on the hallway floor. As multiple students for a specific class arrive, a staff member will take those students to their assigned classroom. This practice will minimize having 20-30 students together in a confined location in the hallway for a long period of time.

● Bus Dismissal - Students will be dismissed according to bus numbers, releasing students to two buses at a time. A staff member will radio the preschool teachers to make them aware of the group of students needed for departure. Students will remain in their classroom until dismissed by staff.

● Parent Drop Off - Students will not be dropped off prior to 8:00 a.m. for the morning session or 12:00 p.m. for the afternoon session. Parents will pull along the curb on Harrison Street. For the safety of the student, a parent must accompany their child to Door #3 for drop off. Parents are not permitted to enter the building during this time. Parents are asked to not congregate outside of the door and should wait to leave their vehicle to bring their student to Door #3 when they see the doors open and staff members are present. Students in Mrs Raymond's, Ms. Roe, or Mrs. Zolvinski's classes will sanitize their hands upon entry and go directly to their classroom, with one staff member being present in each room for supervision. Students in the other preschool classes will wait in the hallway, using social distancing by standing on designated markers on the floor. Three additional staff members will remain at Door #3 for supervision as students enter the building.

● Parent Pick-Up/ Dismissal - Students being picked up by their parent(s) will remain in their classroom until called for dismissal. Parents are asked to remain in their vehicle until they see the sign for their students' class. At that time, parents are asked to exit their vehicles to come to Door #3 to pick up their child. While waiting for their child to be dismissed, parents are asked to socially distance themselves outside. Once a student has been taken to a parent, the parent is asked to immediately depart school grounds and go to their vehicle.

- Entering the Building

- Signage will be posted at the entrance of the building.

- Hand sanitizing stations will be available in Little Learners at the following locations, Doors #3 & #6.

- Visitors/Parents will enter the building through Door #6. Parents and volunteers will not be allowed into the building beyond the foyer/front office. Item pick up/drop off will take place in the school foyer. Late arrival/early dismissal students will be picked up and/or dropped off at this location.

- Signs encouraging social distancing will be located throughout the halls, as well as spacing markers and traffic flow patterns will be designated.

- Hallway Traffic

- Split hallways - Traffic will be limited. Hallway traffic will be designated to flow in opposite directions on each side of the hallway.

- Masks will be worn while traveling in hallways.

- Markings will be placed on the hall floor to note social distancing .

- **Snack**

Procedures

- Parents will be asked to supply store bought, individually packaged snacks for their child's class on a designated day each month. All snacks are asked to be brought in on Monday of the assigned week so that they can sit for 24 hours prior to being distributed to students. Students will eat in their classrooms.

- **Hand Washing/Sanitizing**

- Students will sanitize their hands when entering the building and classroom. They will sanitize again before and after eating.

- **Protective face coverings are required by community leaders and health professionals due to their effectiveness in increasing the safety of others. Protective masks are necessary at Little Learners when social distancing is not possible. Staff will wear clear face masks at times to better help students see their faces. Students will be provided with one mask. Parents are responsible to provide additional masks (must be school appropriate).**

- Some students may be medically exempt from wearing protective face coverings or have special circumstances that would prevent them from being able to wear a face covering. Any student who has a condition that impacts their ability to wear a protective face covering will need to contact the school principal to document a modification to the face covering requirement.

- **Cubbies - Students will be assigned an individual cubby rather than sharing with a peer as in years past.**

- Sensory tables will not be utilized during the pandemic time unless materials within can be sanitized. If that is the case, it is only accessible to one student at a time.
- Toys and manipulatives offered in free play and learning centers will be limited during the pandemic time but switched frequently to continue to offer a variety of learning opportunities.

- **Classroom Seating and Room Configuration**

- Students will practice social distancing as possible with utilization of acrylic desk panels at the tables.

- **Alternative Learning Spaces for OT/PT/Speech**

- Students participating in small group instruction, such as in speech or OT therapy, will be grouped and/or spaced appropriately in the therapy room.

- Materials will be sanitized between each therapy session.
- Therapy will be provided within the classroom when possible.
- Gym
 - During the pandemic time, classes will be assigned times for gym usage rather than multiple classes combining at one time.
 - All play equipment will be sanitized after use by a class.
- Restrooms
 - There will be a limitation on the number of students allowed in the restroom at one time. Only 3 students and one staff member will be allowed to enter the bathroom at a time.
 - Changing tables and items will be sanitized after each use
 - Masks will be worn.
- Safety drills at Little Learners Preschool will still occur as required by state accreditation standards, but will look different in the pandemic time period. - We will drill by three classes at a time instead of the entire preschool.
- Nurse Station - The nurse, health assistant, or other designated staff member will be contacted when a student is presenting to have a temperature. If a student exhibits COVID symptoms, they will be isolated from other students. The student will be cared for by the nurse or other designated staff member and other ill students will be taken to a different area until the student is picked up and the station is cleaned appropriately.
- Masks will be worn by teachers and staff while in contact with students and other staff. Protective shields may be worn during certain circumstances like whole-group instruction when students are appropriately distanced.
- Library
Cart
 - Procedures - Pre-K classes will be allowed to check out books as appropriate. When books are returned, they will sit for a minimum of 24 hours prior to reshelving.
- School assemblies will be put on hold during the pandemic time period.
- Special activities such as Grandparents day, etc will be put on hold during the pandemic time period.
- Classes will participate in music or the public library reader time separately rather than combining classes, as has been the typical routine in years past.
- Visitors & guests will not be allowed to enter Little Learners Preschool classrooms at this time. Only corporation employees and contracted services will be permitted into the building during the school day. The principal must approve any guests/visitors ahead of time.
 - Anyone entering the building will be required to check in at the office as normally required, in addition to conducting a self-assessment. All who are

- approved to be in the building must wear masks.
- Field Trips - Will be done virtually until further notice.
 - Student Attendance
 - Any student absence related to symptoms of COVID will be recorded as "Excused." If a student is not ill, but must quarantine due to circumstances related to COVID, the absence will be excused. IEPS will be adjusted as necessary to reflect situations where a student
 - A virtual option is being developed in which students can participate and continue to receive a level of services if they choose to not participate in brick/mortar schooling.
 - The school secretary will maintain documentation of all staff and students present in the building each day, which can be accessed for tracing purposes if necessary.
 - Evaluations
 - Incoming preschool aged students in the process of an evaluation will enter through Door #6 with their parent/guardian. Adults will be subject to COVID screening. During the evaluation the adult will wait in the waiting area or if meeting with a diagnostic staff member, in Conference Room #1.
 - The student will sanitize prior to going to the testing room with the diagnostic staff.
 - At the completion of the testing session, all materials and furniture will be sanitized once the student has been returned to the parent.

Personal Protection Equipment

- Staff and students will wear protective masks/face shields as much as reasonably possible throughout the day. One mask will be available for students and staff.
 - Research is supporting that wearing a mask, when social distancing isn't possible, greatly reduces virus transmission. To that end, we are requiring every student and staff member to have a mask with them for those times. We will operate with masks the same way we operate with many other school related directives: When a staff member instructs a student "mask up" the mask goes on. When they say "mask down" the masks can come down around the neck or off at their desk. It will be no different than asking them to get out or put away paper and a pencil. The portion of the time in the preschool classroom will be spent with students socially distanced, and not having to wear a mask.

Our staff members will instruct and practice with students so they know when masks are required.

Here are some situations for when masks will be required- this list is not comprehensive:

- On the school bus
- Entering/Exiting the building, or anytime in the hallway
- In restrooms
- When visiting the office/nurse's station
- When receiving direct individual instruction
- When participating in small group instruction
- Anytime a staff member asks the student to "mask up"

● Latex gloves will be worn by staff when serving snack. Staff may also choose to wear gloves when holding the hands of students to walk in the hall or to/from buses.

Social Distancing:

- Staff will attempt to socially distance students when possible. When feasible, students stay three feet apart.
- The cafeteria and auditorium may be used by an individual class at a time on a check-out basis during the pandemic period.
- Student classroom tables and seats will be spaced three feet apart or as far apart as possible to accommodate all students.
- Classes will go outside when feasible.
- Parents and visitors will be asked to use email and/or telephone rather than in person discussions during drop off/pick up..
- Daily schedules will be revised to reduce student movement.
- Directional hallway travel will be utilized.

COVID Screening

- Staff will take a personal survey when reporting to work each day.
- Students/parents will be asked to report if friends or family have been exposed to the virus and/or have had symptoms of the virus.
- Students/staff who are in a "high risk" category will be provided alternative programming opportunities.

- Classroom guests/visitors will not be allowed into the building.

Cleaning/Disinfecting

- Facilities and equipment will be cleaned daily by trained staff.
- Staff will use approved COVID cleaning supplies to disinfect.
 - Prior to each “center” rotation, staff will clean the area. Items at each center area will be limited to avoid contamination of multiple items.
- When possible, students will not share equipment or supplies. Students will have their own materials for use (scissors, glue stick, etc)
- Staff will be identifying practices that reduce student touching of common surfaces.
- Students will be educated on COVID hygiene practices to reduce risk to themselves and others
- Classrooms and departments will be supplied with hand sanitizer, sprays, and wipes. .
- Parent provided snacks will consist of prepackaged, store bought food.
- Birthday treats must be individually packaged and follow the Corporation Healthy Snack guidelines

Professional Development

- Staff will be trained on attendance procedures for calling off.
- Staff will be trained on screening themselves and students for Coronavirus symptoms/exposure.
- Staff will reinforce accepted personal hygiene practices developed by the CDC and health department.
- Posters reinforcing COVID hygiene practices will be displayed in prominent areas for students and staff.
- Staff will be advised as to how to reduce student touching of common surfaces in their assigned areas.
- Parents will have access to resources on hygiene suggestions, COVID exposure and positive case reporting.
- Students will be taught hygiene tips and practices.

UNITY COVID-19 Re-entry Plan

Personal Protection Equipment

- Staff will be encouraged to wear protective masks as much as reasonably possible throughout the day.
- Students will be encouraged to wear protective masks as much as reasonably possible throughout the day. Masks may be removed while socially distanced in the classroom.
- Students will be required to wear masks on the bus.
- Guests will be required to wear masks when entering areas where students and staff are located.
- Masks will be available for students, staff, and visitors.
- Gloves will be worn by serving and custodial staff.
- Gloves will be worn by staff while disinfecting or cleaning up bodily fluids.

****Mask Requirement Explained:** Research is supporting that wearing a mask, when social distancing isn't possible, greatly reduces virus transmission. To that end, we are requiring every student and staff member to have a mask with them for those times. We will operate with masks the same way we operate with many other school related directives. When a staff member instructs a student "mask up" the mask goes on. When they say "mask down" the masks can come down around the neck or off at their desk. It will be no different than asking them to get out or put away paper and a pencil. The majority of the time in the UNITY classroom will be spent with students socially distanced, and not having to wear a mask. Our staff members will instruct and practice with students so they know when masks are required.

Here are some situations for when masks will be required- this list is not comprehensive:

- On the school bus
- Entering/Exiting the building, or anytime in the hallway
- In restrooms
- When visiting the office/nurse's station
- When receiving direct individual instruction
- When participating in small group instruction
- Anytime a staff member asks the student to "mask up"

Social Distancing:

- Staff will maintain 6' social distancing during breaks, lunches, and meetings.
- Student classroom desks and seats will face the same direction in the classroom and

will be spaced as far apart as possible to accommodate all students.

- Seating charts will be in effect for purposes of tracing contacts should Covid cases surface in the school.
- Classes will go outside for recreation activities when feasible, maintaining distancing during activities.
- All UNITY students will enter and exit the building through door 6, following posted travel patterns for "in" and "out" doors.
- Only physical activities that allow for social distancing of 6' will be allowed during breaks or gym time.
- Student breakfast, lunch, and/or snacks will be eaten in classrooms, with meals being prepackaged.
- All hallways and staircases will be marked for one-way travel.

COVID-19 Screening

- Staff will take a personal survey before reporting to work each day.
- Students/parents will be asked to report if friends or family have been exposed to the virus and/or, have had symptoms of the virus.
- Attendees who are in a "high risk" category will be provided alternative programming opportunities upon request.
- Students and staff will be formally excluded where applicable, and corporation process for re-entry will be followed for re-entry, based on level of exposure.
- Visitors to schools will be screened, including a temperature check, for coronavirus exposure and asked to wear a mask.
- Students showing symptoms during the school day will be screened, including a temperature check, and will be isolated from other students during the screening process.

Cleaning/Disinfecting

- Facilities will be cleaned daily by trained staff using approved COVID cleaning supplies to disinfect. Shared student work stations will be cleaned in between student use.
- To the greatest extent possible, students will not share equipment or supplies. If sharing is required, items will be disinfected between use.
- Water fountains will be out of service and off limits. Students will be encouraged to bring a clearly labeled water bottle with them to use throughout the day.
- Hand Sanitizer and/or hand washing will be utilized during transition between activities/locations.

Professional Development

- Staff will be trained on attendance procedures for calling off of work.

- Staff will be trained on screening themselves and students for Covid symptoms/exposure.
- Staff will reinforce accepted personal hygiene practices developed by the CDC and health department. Posters reinforcing Covid hygiene practices will be displayed in prominent areas for students and staff. Families First Coronavirus Response Act posters will be displayed in staff workrooms .
- Parents will have access to resources on hygiene suggestions, Covid 19 exposure and positive case reporting.

Evaluations for Special Education

1. Observations for in school, distance, and virtual
2. Masks/ Mask Breaks- Adults/ Children-How will we handle kiddos who have medical exemptions that allow them to not wear a mask?
3. Limit # of people in meetings
4. Evaluations virtual
5. Virtual/ outside company- timelines