

Learning Foundation and Performing Arts Warner

Plan for Distance Learning and Returning to In-Person Learning

LFPA Warner will begin school with distance learning on Thursday, August 6, and will open for in-person learning on August 17, or as directed by state officials.

Identifying Essential Functions:

1. **Teachers** will continue to provide an educational environment for their students. They will use an approved format for on-line instruction and creation of weekly packets. Teachers will hold weekly Zoom meetings with students, record videos that provide weekly lessons, create modified lesson plans, establish and continue communication with all families/students through emails and phone calls, and other duties as outlined by administration.
2. **Paraprofessionals** will be available to support teachers, school administration, front office staff, and families. Special education paras will report directly to their supervisor to help support SPED students and IEPs. Duties will be assigned as needed.
3. **Cafeteria Staff** will be available to support teachers, school administration, front office staff and families. Families that are on Free & Reduced Lunch will be connected to help with essential needs that they may have and to provide information on resources for families in need.
4. **Front Office** will help facilitate communication between families and the school and ensure that all LFPA Warner families are in communication with their child's teacher. The office will send out weekly information about the school or need to know important information and be available to help answer families' questions, support admin and teachers, and provide resources to families.
5. **Special Education** will continue to provide services for special education students. They will communicate with the families and provide any support and accommodations for students.
6. **For ELL** students we will continue to provide services and support to students and families. We will test any students that would require testing based on PHOLTE forms and ELL levels of proficiency. Any tests that need to be conducted whether it is a placement test or AZELLA will be done individually, in person in an environment that follows CDC guidelines and scheduled ahead of time with the family. In addition, ILLP's will continue to be created and followed for all ELL students that qualify for support. School sites will continue to provide instructional support either on-line or in person based on student needs.
7. **Administration** will organize and facilitate communication between all staff and families to ensure that staff are providing essential functions. Administrators will support families who have questions and concerns during school closures and provide guidance for all staff to perform essential functions.

Plans for Communications Continuity

During the school closure Email will be the main communication between the school staff and families.. The school will send all important information to the families as information becomes available and on a weekly basis. Administration will communicate with staff through email. Staff will communicate with families through email and bi-weekly phone calls. Communication logs will be used to track communication and emails will be saved/stored.

A Google drive will be used as a resource for staff, students, and families for weekly packets, videos, and resources during the school closure. Weekly packets will also be available for students who do not have on-line access or capabilities to print out materials at home. Weekly packets will cover instructional material that the students need to work on for a continuity of learning. In addition, teachers will provide students with all of their on-line access to programs they can work on from home. These are programs that the students use in the classroom and will continue to be provided during school closures.

MobyMax will be used for reports on student progress in real time. It not only tracks each completed problem but also reports back focus time and overall progress. Knowing exactly what your students are doing is crucial knowledge for running a virtual classroom

Alternate Facilities/Locations

During school closure, teacher's individual classrooms will remain as a primary location for instruction. Teachers will be able to self-isolate in their classrooms, following safety protocols, to provide instruction through an on-line format. In cases of teachers diagnosed with COVID 19, they will be able to work from home with administration approval.

Staff Meetings will resume through Zoom meetings on a weekly basis. It will be the responsibility of the staff to keep in contact with school administration, school emails, and students/families.

Plan for Human Resource Management

Staff will be expected to work out of their classroom, following safety protocols unless approved by school administration.

Safety Protocols will be followed as outlined from the CDC, State, Governor, school district, etc. These protocols will be followed within the school and when teachers are working in their classrooms. Basic safety protocols will be covered in the staff training at the beginning of the school year.

Also included in staff training will be virtual communication and expectations of staff during a school closure.

Plan to Return to Campus

In order to return to campus, the state official or school district, will announce that re-opening is possible. The school must fit the criteria that is given in order to begin re-opening procedures.

Before re-opening the school will ensure that all protocols are in place, the staff are prepared to return, families are given appropriate time to plan, and that all safety measures for students and staff are in place.

For families that do not feel it is safe to return back in person when the closure is lifted, the school will offer an online option for the 1st semester of school. We will be collaborating with Edgenuity to provide on-line instruction for students that need to learn from home. In addition, our school will still have oversight of the progress of our on-line students and meet with staff from Edgenuity weekly. After the first semester students of families who feel it is safe can return back to school in person.

Return to In-Person Classrooms: Screenings

Criteria provided by the CDC, state, and school district will set the precedent for health screenings. First and foremost, health screenings begin at home before any staff, student, or family member leaves their house. Everyone should self-report symptoms of illness (calling the school, contacting health care providers, etc.) If there are any symptoms that are detected, the school and school administration need to be notified.

If students are using school transportation, signage needs to be displayed to communicate any symptoms students should not have on a school bus. The district has created transportation guidelines for families to follow. These guidelines have been communicated to the families and school.

School is the final checkpoint on the screening continuum. School staff will screen for visual symptoms (including temperature checks done in the classroom and front office). Staff will also be screened daily for their temperature.

Staff who screen students will be required to wear PPE equipment to ensure everyone's personal safety. Any students that are showing signs of illness will be moved to a separate area until their parent/guardian can pick them up. The area will then be disinfected and sanitized.

Physical Distancing

Modified Layouts: Desks will be spaced to allow for physical distancing. Desks will be facing the same direction with separation between the desks.

We will have social distancing floor signs to remind students to keep physical distancing from their peers. The floor signs are also used in the cafeteria as part of their procedures during lunch.

Class sizes will be on the smaller side to encourage physical distancing. In addition we will limit small group instruction to ensure that students keep their distance from each other.

Scheduling of classes for specials, lunch, and changing classrooms ensures that students are not in the hallways together. This allows for movement throughout the school while keeping distance from others.

Promoting Behaviors that Reduce Spread

Staying Home when Appropriate: We will educate staff and families about when they should stay home and when they can return to school. We eliminated perfect attendance awards for the 2020-2021 school year to ensure that students/families are not pressured to come to school when they are unwell.

Hand Hygiene and Respiratory Etiquette: We will teach and reinforce hand washing with soap and water for at least 20 seconds; use of hand sanitizer when leaving and entering classrooms; encourage students to use tissues to cover their sneezes or coughs. Hand sanitizer will contain at least 60% alcohol so that it is safe for children and adults to use.

Cloth Face Coverings: Face coverings will be worn by staff and students at essential times when physical distancing is difficult as directed by Executive Order 2020-51 and District Policy. Families will be provided with instructions on how to wear, sanitize, and properly maintain cloth face coverings.

Adequate Supplies: We will make sure that the building is fully stocked with PPE equipment for staff and students. We will have hand sanitizer, tissues, masks, gloves, and cleaning supplies available at all times. We will be monitoring supplies and order ahead of time to ensure we never run out.

Signs and Messages: Signs will be posted in highly visible locations that promote everyday protective measures and describe how to stop the spread of germs, such as properly washing hands. Teachers will have continuous conversations with students on hand washing, spreading germs, covering your mouth when you cough and sneeze. Information to parents will be sent on stopping the spread of germs.

Maintaining Healthy Environments:

Cleaning and Disinfection: Frequently touched surfaces within the school will be cleaned and disinfected daily or between uses as much as possible. A cleaning/disinfecting schedule will be created for our custodian to follow daily. Teachers will also have daily cleaning/sanitizing schedules that will be followed in the classroom.

Shared Objects: Sharing of items that are difficult to clean or disinfect is discourage. Students' belongings will be separated from others in their own containers or area. Teachers will limit use of supplies and equipment by a group of children at a time and, clean, and disinfect between uses. Avoid sharing electronics, toys, books, and other games or learning aids.

Visitors/Guests: Limit any nonessential visitors, volunteers, and activities involving external groups or organizations as possible.

Field Trips: Pursue virtual group events and activities until further notice.

Staff Training: At the beginning of the school year, we will have multiple staff trainings to prepare for the upcoming school year. Topics to include, on-line learning platforms, cleaning expectations, health and safety of students, classroom set-up, mental health of students, communication expectations, etc.

Mental Health: Provide education and support for families and staff on identifying the indicators that signal if someone is suffering from anxiety, depression, or lack of coping strategies. Encourage everyone to take a break from watching, reading, or listening to news stories. Promote healthy eating, exercising, getting sleep, and finding time to unwind.

Preparing for When Someone Gets Sick

- Advise staff and families of home isolation criteria: sick staff members or students should not return until they have met CDC's criteria to discontinue home isolation. Provide a copy of the Wellness Policy to families and staff to sign at the beginning of the year. This would include when to keep your child home, when students can return to school and policy for sending students home when sick.
- Isolate those who are sick: Immediately separate staff and child with COVID-19 symptoms in an isolation area. Staff that are interacting with possible illness's need to be wearing the proper PPE (gloves and masks).
- Clean and disinfect: Close off areas used by a sick person and do not use these areas until after cleaning and disinfecting.

July 14, 2020

- Notify health officials and close contacts: in accordance with state and local laws and regulations, school administrators will notify local health officials, staff and families immediately of any cases of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act.

Communication

Communications procedure: Front office staff will issue information to all families. Administration will issue information to staff. All information will be shared in a timely format once it is received by the school. School employees will be notified first of any plans and then the information will be released to families. Information will be shared through email and through social media.

Communication for parents/guardians: Information will be provided on the health and safety measures the school is taking to ensure students can return to school.

Communications to students: Posters throughout the building that provide messages on hand washing and covering coughs and sneezes. Reminders in the classroom.

Communications to the public: Post reminders at entryways not to enter the school if experiencing signs of illness. Be sure to consider families for whom English is not the primary language spoken at home.