

# Kelly Springs Elementary

## Reopening Plan



\*\*\*Highlighted items added to each section in the district plan are those pertaining specifically to Kelly Springs Elementary.

## **INTRODUCTION**

We have created this plan to aid in navigating the reestablishment of our school where employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to the district. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC), the World Health Organization (WHO), Alabama Governor's Office, and the Alabama State Department of Education (ALSDE). This plan may be modified to fit the requirements established by the local health department, the Alabama High School Athletic Association, or the Alabama Department of Public Health.

### **GUIDING PRINCIPLES**

Five principles should guide all planning, decision making, and execution of plans to return to school for the 2020-2021 school year.

1. We will be transparent. We will share what we know and what we don't know and be clear about what we can control and what is outside of our control.
2. We will be equitable. We will center decisions on what is best for all students, families, and educators.
3. We will listen. We will bring together diverse stakeholders and experts to understand realities on the ground and to provide creative solutions.
4. We will put safety first. We will leverage science, data, and public health leadership to inform the decisions we make.
5. We will be decisive. Given the size and scope of the challenge, we must move deliberately and make tough choices. We may make mistakes but will adapt quickly as variables change.

# WELLNESS

## VISITOR RESTRICTIONS

Visitor restrictions will be determined based on the level of infection threat as identified by the Department of Public Health. To help prevent the spread of the virus and reduce the risk of exposure to our staff and students, we are conducting a simple screening questionnaire and a temperature check once schools reopen. Participation is important to help us take precautionary measures to protect you and everyone in the building.

Visitors will only be permitted in the building out of necessity and will have their temperature screened before entering the building. Student check outs and check ins will be handled by the clerical aide at the main entrance without the parent or guardian entering the building. IDs will continue to be checked. Parents registering students will be given a packet at the door. If application is returned by 1:00PM that same day, the student may begin school the following day. Applications returned after 1:00PM will wait until the second day to start.

## STUDENT SCREENING AND PROTOCOLS

**HOME:** Families should be encouraged to self-report symptoms of illness, which could include fever, new onset of cough, etc. Self-reporting mechanisms should include calling the school and your healthcare provider.

**TRANSPORTATION:** Buses should use clearly visible signage to communicate the symptoms students should not have while traveling on a school bus. Bus drivers and aides will be required to wear a mask. Buses will be sanitized before and after each route.

**SCHOOL:** School staff should visually check for symptoms (which include temperature checks) and/or confirm with families that students are COVID-19 symptom-free. All screening information will be kept confidential. Any student displaying any possible symptoms will be sent to Nurse for temperature check and screening.

## **EMPLOYEE SCREENING AND PROTOCOLS**

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees, we will be requiring employees to complete a self-screening form daily upon entrance to the building. This form will include a temperature reading and answering a set of questions related to COVID-19 symptoms:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.4 degrees Fahrenheit
- Known close contact with a person who is lab-confirmed to have COVID-19

All screening information will be kept confidential.

All staff members will enter the FRONT doors and come directly to the office. The self screening checklist will take place in the conference room upon arriving at school, prior to signing in for the day. The completed checklists will be placed in the Nurse's box before exiting the office. Only staff members who are symptom free will be allowed to sign in for the day.

### **GUIDANCE IF EXPOSED**

If the staff member or someone he/she has been in contact with has been exposed to the virus, contact the individual healthcare provider. Should additional measures be required, he/she will be contacted by the Department of Public Health to begin the contact tracing protocol.

Employees, please do the following:

1. Quarantine yourself in a specific room away from others in your home.
2. Contact the following (in order of priority), let them know you have been exposed to COVID19, and then follow their instructions.
  - a. Your healthcare provider
  - b. DCS HR department
  - c. Your administration (Your administration will work with HR to determine the appropriate next steps.)

Parents/Guardians, please do the following:

1. Quarantine your child in a specific room away from others in your home
2. Contact the following (in order of priority), let them know your child has been exposed to COVID19, then follow their instructions.
  - a. Your healthcare provider
  - b. School Nurse
  - c. Teacher

#### **SUSPECTED COVID-19**

If an employee or student becomes ill on-campus/district, he/she will immediately report to the school/district nurse's isolation room and the case form will be completed. Any staff member or student at school with suspected COVID-19 will be required to report to Nurse and a case form completed. The isolation room is immediately across from Nurse Nix's office and the student will be placed there until a parent picks the child up within the hour. Employees and/or students will be placed in the isolation room with a mask until the Nurse has completed the steps below. After the Suspected COVID-19 person has left the isolation room, it will be thoroughly cleaned and disinfected.

Once the employee or student arrives at the isolation room, the nurse should **immediately** provide the individual with a mask.

- The nurse must complete the Suspected COVID-19 Case Form, call the local health authority, and seek advice regarding transportation and location.
- The nurse and others caring for the suspected infected person should also wear a protective mask and gloves.
- The nurse will direct the ill employee to leave work or call the parent of the student

to be picked up and go home within one hour.

- The nurse will advise employees that they may have been in contact with an employee suspected of exposure. The exposed employee will need to carry out self screening every morning; based on the results, contact the HR department.
- The isolation area and suspected employee's or student's work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.

### **HEALTH PROTOCOL FOR EMPLOYEES & STUDENTS**

If an employee or student has been diagnosed with COVID-19, the individual may return to work or school when all 4 criteria are met:

1. At least three (3) days (72 hours) have passed since recovery (no fever without the use of fever-reducing medications); and
2. Improvement in respiratory symptoms (cough, shortness of breath, etc); and
3. At least 10 days have passed since symptoms first occurred
4. Must have a release from a medical provider.

If an individual has symptoms that could be COVID-19 and he/she has not been evaluated by a medical professional or tested for COVID-19, it is assumed that he/she has COVID-19 and may not return to work or school until the first three criteria listed above have been met.

### **SOCIAL DISTANCING**

Social distancing is an effective way to prevent potential infection. DCS employees, students, and visitors should practice staying approximately six (6) feet away from others or eliminate contact with others. However, maintaining physical distance will not always be practical inside a school setting.

- Traffic flow and interaction gatherings shall be modified to comply with directives from the Department of Public Health.

### **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

In order to minimize exposure to COVID-19, PPE may be needed to prevent certain exposures. PPE can include:

- Masks: Face masks are an important part of employee protection, as well as personal hygiene, social distancing, and frequent cleaning efforts.
  - Employees are strongly encouraged to wear a mask or facial covering that covers his or her nostrils and mouth at all times. DCS has provided two (2) reusable masks for employees. If an employee wants a face covering in addition to these two masks, then cost will be the responsibility of the employee.
  - Students are not required to wear a mask; however, we do recommend this practice for all students.
  - Visitors will be required to wear a face mask when permitted in the building.
- Gloves: Gloves will be required by school nurses, custodians and food service workers.

Please note that social distancing should still be practiced even with the use of gloves and masks.

Masks are not mandatory, but they are highly recommended to be used by staff and students. Hallways are wide enough to ensure social distancing as long as we continue to practice traveling on the right hand side of the halls. Classrooms will be arranged to maximize the space between students. Students in grades K and 1 will use the restrooms in the classrooms when possible to minimize movement in the hallways.

In addition to using PPE, please remember to:

- Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available.
- Avoid touching your eyes, nose, and mouth.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.

Handwashing breaks with soap and water will be provided in every classroom throughout the school day. All classrooms are equipped with sinks, so the teacher will be able to monitor handwashing.

## **SOCIAL-EMOTIONAL WELLBEING OF STUDENTS AND STAFF**

The campus counselors will develop videos and resources for parents and teachers to access. As a Tier 2 intervention, counselors will work with students individually or in small groups to address any wellbeing needs. The counselors will develop a student and staff survey. This survey will allow for individuals to give feedback on how to develop a stronger outreach program and support their needs. To address students' specific social-emotional needs, counselors will initiate the S4 (School-Based Mental Health) referral process for parents/students to access individualized therapeutic services.

## **OPERATIONS & FACILITIES**

### **CLASSROOMS**

All teachers and students are expected to limit visits to another classroom outside of their team or grade level. Employees are expected to disinfect their own personal workspace (teacher desk, phone, etc.) throughout the day, giving special attention to commonly touched surfaces. All classroom desks and tables will be sanitized on a daily basis by night custodians. The teacher will be given spray bottles and a towel with a microfiber pad to wipe down surfaces during the day.

For extras such as library, music, art, and Spanish, the teachers will move to each classroom to minimize student movement. For art activities, the students must use their personal supplies. There is to be no sharing of supplies among the students.

### **SHARED WORKSPACES/OFFICES**

Employees are expected to disinfect their own workspace multiple times throughout the day, giving special attention to commonly touched surfaces. DCS has hand sanitizer stations throughout the workplace and in common areas. Cleaning sprays and wipes are also available to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards. The DCS Custodial Team will clean all workspaces at their designated cleaning time unless extenuating circumstances arise that require more frequent cleaning. Secretary/Main Office Staff and Media Specialist stations will have plexiglass partitions installed on their desk to assist with the social distancing from parents and students.

Maintenance will be installing Ozone machines/air scrubbers in all vestibules, gyms, media centers, cafeterias, auditoriums, nurses stations, and the front offices at each school.\*

\*Please note that proper equipment such as acceptable disinfectant and PPE should be used when cleaning individual workspaces.

There will be limited access to certain workspaces such as the copy room and office area to reduce exposure to risks and ensure employee safety.

Copy machines used by multiple staff members will be sanitized after each use. Cleaning supplies for this will be kept in each copy room next to the machine.

### **FACILITY CLEANING**

The safety of our employees and students are our first priority. Upon reopening, our schools will have been completely cleaned and disinfected, and we will continue to adhere to all necessary safety precautions. In addition to the cleaning of the office and school before employees and students return, the cleaning steps outlined below are to be taken to disinfect workplace surfaces, chairs, tables, etc. to protect employees and reduce the risk of spreading the infection. We will require employees to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below.

- Custodians will wipe the door handles at all entryways numerous times throughout the day.
- Front offices and nurses' stations will be sprayed with a small handheld fogger nightly.\*
- The restrooms will be fogged with the handheld fogger device twice during the day and once at night.\*
- The night shift custodian will spray the playground equipment with a backpack fogger to sanitize all the equipment.\*
- All schools' lead custodians will have a backpack fogger and a small handheld fogger on campus for immediate situations.
- Hands-free hand sanitizer stations will be installed throughout each school for all

students and employees.

- A drum with the chemical H2Orange that will be used to sanitize will be set up at each school so that teachers can refill their bottles when empty. H2Orange is a sanitizer/virucide cleaner. It kills 99.9% of specified viruses such as Herpes, Influenza A2, Hepatitis B, and HIV-1.
- Any inside door that can be propped open to eliminate cross-contamination should be opened. This will include (restrooms if applicable, cafeteria, auditorium, classrooms, etc.).
- Each principal shall develop a plan to provide for the movement of teachers and students that will adhere to social distancing standards. As mentioned, extras will travel to individual classrooms to minimize student movement.
- Maintenance staff will be assigned to spray the playground equipment nightly until adequate equipment arrives for each facility. After which, the night school custodians will perform those duties.

\* Materials have been ordered but may not ship until mid-November.

#### **BUS DRIVER AND BUS PROTOCOLS**

If we implemented the current social distancing guidelines of six feet, we would only be able to carry four passengers at a time. Understanding that these restrictions are not feasible, Dothan City Schools will implement the following precautions:

- Parents/Guardians are advised to check their child's temperature and assess their health at home before boarding the bus. If the child is sick, parents should keep the child at home.
- Employees' temperatures will be checked each morning.
- Drivers will be provided a mask to wear.
- School buses will be sprayed twice daily with H2Orange. We do have access to chlorinated tablets. The tablets, when mixed with water, have a very high success rate in destroying COVID-19.

Unfortunately, hand sanitizer contains alcohol which is flammable, and therefore will not be

provided on the school bus. Students that ride school buses will be encouraged to wear a mask to help eliminate the spread of COVID-19.

Bus drivers must not report to work if they suspect they are sick, or if they have symptoms such as fever or difficulty breathing, or have been in contact with other people who have any confirmed respiratory illness or disease within the last 7 days.

### **CAFETERIA AND MEAL PERIODS**

**Breakfast:** Breakfast In the Classroom (BIC) will be utilized for all Pre-K through 6th grade students. Students will pick-up packaged breakfast meals in the hallway and eat meals in the classroom. A small bucket for liquids and a bag for garbage will be provided. Liquids and garbage should be placed in the hallway outside the classroom for pickup by custodial and/or Child Nutrition Program (CNP) staff.

At Dothan Preparatory Academy and Dothan High, breakfast will be “grab & go” at carpool and bus drop-off points, and students will eat in the classroom. A small bucket for liquids and a bag for garbage will be provided. Liquids and garbage should be placed in the hallway outside the classroom for pickup by custodial and/or CNP staff.

**Lunch:** Some students will be served in the cafeteria while practicing social distancing and proper sanitation between meal groups. The numbers for cafeteria feeding will be based on 25% occupancy of the current seating capacity. The remaining students will pick-up meals from the cafeteria and return to the classroom to eat. Meal pick-up will be scheduled so that students maintain social distancing in hallways and cafeteria pick-up lines. Proper sanitation practices will be observed in the serving area and in the classroom. A small bucket for liquids and a bag for garbage will be provided. Liquids and garbage should be placed in the hallway outside the classroom for pickup by custodial and/or CNP staff.

KSE will begin the year with all students eating lunch in the classrooms. After a period of time, we may allow three to four classrooms in the cafeteria at a time, keeping the numbers under the 25% capacity allowed. Kindergarten and first grade students will have meals delivered to their classrooms. Grades 2-6 will come through the cafeteria to pick up meals and take back to classroom. Social distancing will be practiced at all times. There will be social distancing markers on the floors to ensure students remain a safe distance apart.

**Staff Gear:** Each employee is being provided two (2) washable masks that are to be worn at

all times inside the building. Food safe disposable gloves and aprons will be worn when serving meals.

Cleaning/Sanitizing: Kitchen prep areas will be cleaned between prep jobs (standard procedure) and serving areas will be sanitized (wipes or spray) between groups.

Recommended that classrooms be sanitized before and after meals.

Menu Changes: Menus will remain basically the same. Soups, grits, and other pourable foods will be eliminated to reduce spills.

Disposable Utensils: All schools currently use disposable trays and utensils. Types of disposable items used will be adjusted for pick-up service (i.e. carryout containers instead of trays), but all packaging will be disposable.

## **STAFF TRAINING**

It is very important that all employees understand the safety requirements, protocols and expectations to ensure everyone and their communities stay safe and prevent the spread of the virus. We will structure the training plan to effectively disseminate information to all teams and audiences.

Kelly Springs staff will go over all safety requirements, protocols, and expectations in small groups on August 11.

## **TECHNOLOGY & INSTRUCTION**

### **TECHNOLOGY**

The Dothan City Schools Technology Department will support distance learning during the COVID-19 pandemic by providing students who do not have a computer or internet at home with a Chromebook that has cellular data capabilities built in, or a Chromebook and a separate mobile hotspot device. This will allow for instructional materials to be delivered to the children who stay at home for various reasons during a portion of the school year.

These Chromebooks are to be used for educational purposes only and the internet accessed on these devices will be filtered and logged in the same way as devices on any DCS campus. This will ensure that every student has a safe and secure online experience while continuing their education from home.

The included "Chromebook Loaner Agreement" must be filled out and signed along with the collection of a \$20 Technology Usage Fee that is due for each child attending DCS every year. Included are special instructions for cleaning and disinfecting these devices to reduce spread of bacteria and viruses such as COVID-19. It is the responsibility of the student and the parent/guardian to care for these devices. Any damages are to be reported to the DCS Technology Department immediately.

The Technology Department will also be building on our current Knowledge Base articles to help with resolving common issues, provide How-To guides, and best practice recommendations relative to technology. The Media Specialists and Technology Specialists at DCS will go through training to support the new hardware and software involved with distance learning to assist with issues as they arise.

Students in grades four-six will be assigned Chromebooks and only one person will be allowed to use that device. These are to be sanitized daily.

#### **INSTRUCTION**

Dothan City Schools has been careful to create a plan to reopen schools with an eye toward flexibility. Our intent is the reopening of school in a traditional fashion. Naturally, any plan is contingent on the track that the coronavirus takes and also on complying with any executive or statewide orders. Thinking forward, the following illustrates the formats that Dothan City Schools will put into effect in order to continue providing education while putting safety first for students and staff.

#### **WHEN WILL SCHOOL BEGIN?**

Given the current circumstances, we will be unable to have a traditional open house. Therefore, teachers will be given a list of their students by August 12, 2020. Each teacher is expected to reach out to their students and parents to introduce themselves, gather first day transportation information, any health concerns, and any other pertinent information. The teacher will keep a log of this information to reference on the first day. Teachers are encouraged to video call if possible so parents and students can see the teacher before arriving the first day. Parents have traditionally walked the younger students to

their classrooms on the first day. Parents will now have to allow the student to be taken to class by a staff member. We will have a Drive by parade for parents to get a visual of teachers and staff.

For teachers on August 11, 2020; For students on August 17, 2020

- This date is a week later than originally expected to allow time for cleaning supplies, thermometers, and other supplies to be on hand. The materials were ordered in June, yet there is much demand by all school systems in the state and the country.

#### **WHAT WILL SCHOOL LOOK LIKE IN AUGUST 2020?**

DCS will offer parents a dual instructional approach, Traditional and Remote/Virtual. Parents can send their children to school in the traditional model, or parents may choose to keep their children at home and participate in remote/virtual instruction. If parents choose the remote/virtual approach, students will be enrolled from the beginning of school to the end of the first nine (9) weeks. At that time, they can continue virtual or reenter traditional schools.

#### **ELEMENTARY: REMOTE LEARNING**

Students will engage with DCS classroom teachers each day for daily instruction in all core subjects via an online secure video platform. Students will complete assignments through Google Classroom. In addition, feedback from teachers will be provided on assignments and assessments. All instruction will align with the Alabama Course of Study Standards. Intervention and enrichment will be provided. Edgenuity will be used to provide supplemental work for students to review and practice.

**TO REGISTER FOR THE DISTANCING LEARNING PROGRAMS ABOVE,**

**PLEASE VISIT OUR REOPENING SCHOOLS WEBSITE**

**[WWW.DOTHAN.K12.AL.US/REOPENING](http://WWW.DOTHAN.K12.AL.US/REOPENING)**

#### **WHAT HAPPENS IF OUTBREAKS OCCUR?**

Classrooms or grade levels in one school may be affected for a few days or a week, depending on guidance from the Alabama Department of Public Health. During these times, the system will switch to the distance learning instruction and communication model until students can return to school. In preparation for possible outbreaks, we will go to a

blended approach where students and teachers will go from a traditional setting to a full time remote learning/virtual program and reopen with a gradual rate before implementing a full traditional method. At the same time, we will implement the deep clean protocol for that school. When we begin to reopen the specific areas of a school or the entire school it will have to be at a gradual rate reopening with a staggered schedule.

#### **WHAT HAPPENS IF THERE IS A COMPLETE SHUTDOWN OF THE DISTRICT, AGAIN?**

Should there be any type of large-scale outbreak or the Governor issues an order to stay at home, the system will continue instruction through virtual means. The system has purchased a new online platform to be used at both elementary and secondary levels.

If this occurs and the system is able to reopen (after a full shut down), the system may elect to reenter the traditional mode of instruction and will continue to offer the virtual model as parents wish. However, to reenter the school buildings and keep the numbers of students limited to half the student body, we will reopen on an adaptable schedule.

For Example:

- 50% of the students will go to school on Mondays and Tuesdays
- 50% of the students will go to school on Wednesdays and Thursdays
- Fridays- all students will receive remote/virtual instruction. This will allow the system to clean and sanitize the schools weekly.

However, DCS's main objective is to hold school as naturally as possible.

#### **REMOTE LEARNING/VIRTUAL PROGRAM TRAINING FOR TEACHERS**

Based on the number of students enrolled in Remote Learning and the Virtual Program, a team or teams of teachers will be trained to provide online instruction and support for students. Additional training for teachers will be provided by SREB and Edgenuity during July and August. Work with Edgenuity has already begun to develop course pacing aligned to A+College Ready resources. Training with elementary teachers will prepare them to deliver engaging lessons and form connections among their online students.

#### **WHAT IS THE DIFFERENCE BETWEEN REMOTE LEARNING AND THE VIRTUAL PROGRAM?**

Remote Learning will include interaction with a DCS teacher via an online video platform (synchronous instruction). Students will be able to interact with each other and engage in

real-time learning. Students will receive feedback and grading in Google Classroom. They will also have access to practice materials in the Edgenuity platform.

Students enrolled in the Virtual Program will work with prerecorded video instruction (asynchronous instruction). They will complete assignments and receive grading feedback housed within the Edgenuity platform. Both groups will receive weekly communication from assigned teachers. Set office hours will allow students and parents to contact teachers for additional help as needed.

### **HOW DOES REMOTE LEARNING AND VIRTUAL PROGRAM DIFFER FROM ONLINE LEARNING AND PACKETS PROVIDED THIS PAST SPRING?**

Due to the short notice and grading restrictions during the spring shutdown, all work assigned was review work. Packets were given to students without online access. The assignments provided were primarily used to help students stay connected to the school. Fall online services will provide a review, new learning, and plentiful feedback on assignments and assessments to include grading. During the spring shutdown, we discovered several true “rock star” teachers using online tools to reach students. We are confident that our fall online learning experience will engage students and motivate them to log in each day to the classroom.

### **EXCEPTIONAL STUDENT SERVICES**

Upon the reopening of the school district, special education services will resume in accordance with the specialized instruction and accommodations within the students’ Individualized Education Plans (IEPs) through a blended academic plan. Parents and students will be offered the option of a completely virtual learning approach that will be supplemented by learning packets (not supplanted) if the parents feel uncertain or anxious about their child returning to the physical school setting. Otherwise, in accordance with the procedures of the District’s overall plan for social distancing, sanitizing, and caution, special education services will continue face-to-face. Related services (such as occupational therapy, physical therapy, vision and hearing services, orientation and mobility) may be in the form of telephonic therapies, therapies via online instruction using platforms such as Zoom, Microsoft Teams, or Google Streaming.

### **VIRTUAL LEARNING APPROACH**

A completely virtual learning approach will include services provided through virtual means only. Related services may be in the form of telephonic therapies, therapies via online instruction using platforms such as Zoom, Microsoft Teams, or Google Streaming. No face to face instruction will be provided with this option due to the parents' concern for the health risks their child may face during this stage of reopening.

### **BLENDED LEARNING APPROACH**

A blended approach will encompass both virtual means and face-to-face instruction and tutorials (using social distancing and health safety precautions outlined in the District's plan). If the student is approved by the parent to return to school using the District Reopening Plan, the student will follow the schedules provided by the school at which the student attends. Students will receive face-to-face instruction on days/times they are at the school and will be provided extra tutorial virtually as necessary in accordance with their IEPs. Related therapies, other than Speech, will be provided at the school on scheduled days. If the parent cannot provide transportation, the case manager will contact DESS to set up home visits and/or virtual options.

### **COLLABORATIVE STUDENTS, RESOURCE STUDENTS, AND STUDENTS RECEIVING SPEECH SERVICES**

- Students who are collaborative and/or receiving resource room services will be offered the same learning approaches outlined in the district reopening plan.
- These classrooms will follow the same social distancing and sanitation procedures as listed in the District Reopening Plan.
- Students may be scheduled to come on alternating days or times depending on the District attendance plan for reopening schools.
- On days the student is not present, teachers will be available to assist with home assignments during scheduled hours. These teachers will collaborate with the general education teachers to align themselves with instruction provided by the general education teacher.
- PE will take place in accordance with the IEP in a location determined by the District

Reopening Plan.

- If PE is determined necessary in the District Reopening Plan, these students will follow the same sanitation and social distancing procedures outlined in the Plan.

### **SPECIAL EDUCATION TEACHERS**

Special Education Teachers will need to organize themselves and plan ahead for all services, as necessary, in accordance with the DESS Reopening Plan and the students' IEPs. Teachers will be required to provide online instruction, tutorials, and face-to-face instruction.

### **STUDENTS RECEIVING ACCOMMODATIONS WITH A 504 PLAN**

- Students whose instruction falls under a Section 504 plan will be offered the same learning approaches outlined in the district reopening plan.
- Accommodations will be provided as the 504 plan dictates.
- Classrooms will follow the same social distancing and sanitation procedures as listed in the District Reopening Plan.
- Students may be scheduled to come on alternating days or times depending on the District attendance plan for reopening schools.
- On days the student is not present, general education teachers will be available to assist with home assignments during scheduled hours.
- If PE is determined necessary in the District Reopening Plan, these students will follow the same sanitation and social distancing procedures outlined in the Plan.
- Related services will follow the Blended Option. Students with a 504 plan will be monitored monthly using a "look for" document to determine if the plan is sufficient or needs to be amended.

### **SCHOOL-BASED MENTAL HEALTH (S4)**

Students will continue to receive S4 services on scheduled days and may receive services through a blended approach.

### **HOMEBOUND SERVICES OR HOME-BASED INSTRUCTION**

- Students who are restricted to the home or who meet the requirements to receive home-based instruction will be offered the same learning approaches outlined in the

district reopening plan.

- These teachers will be equipped with face masks and gloves (gloves changed between all interactions with students to include feeding, learning activities, transitioning, and toileting/changing).
- Teachers will follow sanitation procedures between student interactions.
- Social distancing with six feet between teacher and student will take place on days the students are receiving services.

### **ENGLISH LANGUAGE LEARNERS**

Upon the reopening of the school district, ESL services will resume in accordance with the specialized instructions and accommodations that are specified within the students' Individualized English Language Plans (I-ELPs). As part of DCS's reopening plan, parents and students who are uncertain or anxious about returning to the physical school setting will be offered the option of a completely remote learning approach that will include remote ESL services, which will be supplemental (and will not supplant) in their content and approach. (In other words, ESL services will not replace general education instruction. Rather, ESL services will build upon general education instruction and content, focusing on the language development needed to access core content and in line with WIDA ELP standards). Otherwise, in accordance with the procedures of the District's overall plan for social distancing, sanitizing, and caution, ESL services will continue face-to-face. For students opting to participate via remote options, ESL services may be in the form of telephone calls or via online instruction using platforms such as Zoom, Microsoft Teams, or Google Streaming. ESL services may also include online licenses to English Language Development software programs.

### **REMOTE LEARNING APPROACH**

ESL services for students opting to take a remote learning approach will be focused on supplemental English language instruction. ESL teachers and the system interpreter will offer assistance to general education teachers; however, general education teachers are the ones who will remain responsible for core content instruction and grading. Instruction and grading provided by general education teachers must follow the

student's I-ELP (utilizing the I-ELP's specific accommodations, differentiated instruction, and alternative grading, where applicable). Special consideration regarding communication with the student and family must be given to ESL students who utilize remote learning.

### **BLENDED LEARNING APPROACH**

A blended approach will encompass both virtual means and face-to-face instruction (using social distancing and health safety precautions outlined in the District's plan). ESL services may be provided either face-to-face or virtually for students who take a blended learning approach. Collaboration with general education teachers will be required to determine when services will be provided.

### **TRADITIONAL LEARNING**

Students who attend school daily will continue to receive ESL services (as specified in the I-ELP) in face-to-face small group settings. Small groups will follow all guidelines for social distancing and all safety precautions given by DCS.

### **ESL TEACHERS AND STAFF**

ESL teachers will need to plan ahead for all services, as necessary, in accordance with the DCS Reopening Plan and the students' I-ELPs. ESL teachers will be providing online instruction and face-to-face instruction. ESL teachers will also be responsible for consistent communication with general education teachers. The Parent Liaison will be responsible for timely and consistent communication with parents.

### **ALL DCS SCHOOLS, PARTICULARLY ADMINISTRATION AND OFFICE STAFFS**

All DCS Schools are asked to be especially mindful of the need for translation and interpretation of school-wide notices. Schools should be in frequent contact with the ESL Parent Liaison and also can utilize the TransAct Language Line Service.

### **PROFESSIONAL DEVELOPMENT FOR GENERAL EDUCATION TEACHERS**

This year's professional development will include a reminder of essential information but will be primarily focused on how to implement I-ELPs in light of remote, blended, or otherwise altered general education instruction. The ESL program and staff are mindful of the changes and challenges faced by general education teachers, and every effort will

be made to collaborate frequently and effectively. General education teachers are asked to remember that ESL teachers are responsible for language development and not core content instruction.