

Return to School Plan

2020-2021



PLANNING SCENARIOS

DDOE offers this guidance detailing three general scenarios to guide districts and charter schools in considering the complex planning required to reopen schools. With a rapidly changing and evolving situation, schools should be prepared to pivot quickly if conditions require.

| | | |
|--|---|---|
| <p>Scenario 1 Minimal Community Spread</p> <p>Few cases with minimal increases Low percent positive cases Low numbers of hospitalizations</p> <p>Schools are open for in-person instruction</p> | <p>Scenario 2 Minimal-to-Moderate Community Spread</p> <p>Moderate levels of community spread Moderate percent of increased cases, percent positive and hospitalizations</p> <p>Schools may use a hybrid model of remote learning and in-person learning options with precautions in place</p> | <p>Scenario 3 Significant Community Spread</p> <p>Significant increase in cases, percent positive and hospitalizations</p> <p>School buildings are closed – remote learning only</p> |
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Purpose, Considerations, and Action Plan

Purpose

The purpose of this section of the Return to School Plan (RTS Plan) is to inform all stakeholders of the issues facing our District as we develop a RTS Plan for the 2nd Quarter of the 2020-2021 School Year (Phase 2), the District's position on the issues, the rationale for the District's position, and the District's proposed actions for implementing an effective Phase 2 RTS Plan.

Timeline

The RTS Plan is subject to the Governor's State of Emergency modifications and guidance from the Delaware Department of Education. Laurel's RTS Plan will be updated each quarter to reflect any updates and will be communicated to our stakeholders by the following dates:

- Phase 2 (2nd Quarter): Stakeholders informed by October 9
 - 2nd Marking Period Begins November 9
- Phase 3 (3rd Quarter): Stakeholders informed by January 4
 - 3rd Marking Period Begins February 1
- Phase 4 (4th Quarter): Stakeholders informed by March 16
 - 4th Marking Period Begins April 16

Issues

In short, the major issues The Laurel School District must weigh heavily in its development of a RTS plan for the 2nd quarter centers on capacity:

- Capacity to transport and house on-campus (per the Division of Public Health guidelines) students selecting Hybrid Instruction as its model of instruction for the 2nd Quarter:
 - Over 80% of parent responders thus far have committed to Hybrid Instruction for their students
- Capacity for our teachers to implement a high-quality On-Campus learning experience for our students while also ensuring our students' Remote Learning experience continues to be of high quality
- Capacity to ensure that our students with disabilities receive their needed services

- Capacity for our staff to balance the needs of their students with that of their own children
- Capacity for all of our staff members to contribute to adhering to DPH guidelines for safe school reopenings, including daily student and staff temperature screenings; sanitation, cleaning, and ventilation needs; student nutrition protocol, and other best practices for mitigation strategies
- Capacity to provide technology and internet connectivity assistance to families in need while we remain in any form of Remote Learning

District Position on the Issues

The Laurel School District is committed to the following in the development of its Return to School Plan:

- LSD is committed to ensuring it adheres to all DPH guidelines for a safe return to school--including parameters that limit busing and classroom capacity
- LSD is committed to ensuring it continues providing a high-quality Remote Learning experience to all students as it transitions to concurrently delivering high-quality On-Campus Learning experiences
- LSD is committed to providing On-Campus services to its neediest students
- LSD is committed to providing technology and connectivity assistance to families in need while its schools remain in any form of Remote Learning
- LSD is committed to accommodating--where possible--the childcare needs of its staff members

Rationale for the District's Position

- Failure to adhere to DPH guidelines could unnecessarily put its students and its staff at risk for contracting Covid-19, possibly resulting in severe illness or even death
- Remote Learning--no matter the Hybrid model--will continue making up the largest percentage of our student's instructional experience until the State of Delaware/DPH declares that there is minimal spread and all students can return for On-Campus instruction, thus it is paramount that we not reduce our focus on high-quality Remote Learning:

| | Full Remote Students | AA/BB Day Hybrid Model | A/B/C Hybrid Model |
|--|-----------------------------|-------------------------------|---------------------------|
| % of Instruction as Remote Learning | 100% | 60% | 80% |

- Delaware's is currently at a 7.2% daily positive rate for Covid-19 tests; this is an increase that is getting closer to Scenario 3 (Significant Community Spread-All Delaware Schools closed) than to Scenario 1 (Minimal Community Spread-All Schools In-Person)
 - With the increasing daily percent positive rate--as well as flu season in the coming months--we need to be prepared for a possible pivot back to Scenario 3, which would necessitate an increased focus on our Remote Learning program
- Other districts have faced stark criticism for foregoing their commitment to their Remote Learning students after they have transitioned to Hybrid Instruction
- We have a legal obligation to fulfill services to our students with disabilities
- Over 60% of LSD families reported a need for technology and/or internet connectivity
- Although ALL Laurel families are struggling to manage their careers with their childcare needs, quite simply, we cannot educate any students without our teachers and staff. Therefore--as much as we possibly can--we need to accommodate the childcare needs of those staff who require it

Action Plan based on the District’s Position

To ensure that LSD has effective responses to all of the capacity issues previously detailed, the following instructional/logistical model for each of its schools will be implemented:

| Monday | Tuesday | Wednesday | Thursday | Friday |
|--|--|--|--|--|
| All students receive Synchronous Instruction for Lesson 1 via Zoom/Schoology | “Tuesday” Cohort Students attend school In-Person for Lesson 2 | “Wednesday” Cohort Students attend school In-Person for Lesson 3 | “Thursday” Cohort Students attend school In-Person for Lesson 4 | All students complete any missed Asynchronous assignments; Teachers use the day for Content Creation for the upcoming week (i.e. Screen O Matic versions of next week’s In-Person Learning) |
| Teachers may work from Home if they have Internet connectivity | “Wednesday” and “Thursday” Cohort Students complete Asynchronous version of Lesson 2 | “Tuesday” and “Thursday” Cohort Students complete Asynchronous version of Lesson 3 | “Tuesday” and “Wednesday” Cohort Students complete Asynchronous version of Lesson 4 | Teachers may work from Home if they have Internet connectivity |
| Teachers may work from School if they do not have Internet connectivity | All Students with Disabilities who have academic goals may attend school In-Person, Tues-Thurs | All Students with Disabilities who have academic goals may attend school In-Person, Tues-Thurs | All Students with Disabilities who have academic goals may attend school In-Person, Tues-Thurs | Teachers may work from School if they do not have Internet connectivity |
| Custodial Staff Deep Cleans | All School-aged Students of Staff attend school In-Person, Tues-Thurs | All Students of Staff attend school In-Person, Tues-Thurs | All School-aged Students of Staff attend school In-Person, Tues-Thurs | Custodial Staff Deep Cleans |

Logistics

- To maximize our time with students, Synchronous and In-Person instruction should focus primarily on Core Content
 - Schools may include in their schedules one Specials, Elective, or CTE course along with Core Content
 - All other classes should probably be delivered asynchronously so that we don't have students spending undesirable amounts of time on Zoom on Mondays
- Teachers should use Friday to create teacher-driven multimedia, asynchronous versions of the next week's Lessons
- LMHS teachers/staff have from 1:10 PM-3:00 PM for Planning/Prep/PLC/Office Hours each Tues-Thursday
- NLELA/LES teachers/staff have from 8:15 AM-9:00 AM & from 2:30 PM-3:45 PM for Planning/Prep/PLC/Office Hours each Tues-Thursday
- At the beginning and end of their school day, students of staff will be provided bus transportation to their parents' respective school building, if needed
- Laurel students of staff may be supervised by their respective parent within that parent's classroom in the time before and after school

School Plan to Address RTS Section Above

If it is a specific duty or task for your building, WHAT is needed? WHO will be responsible? HOW will it be done? And WHEN will it be done?

Possible example(s) from the section above:

- *How will you determine student cohorts?*
- *What staff members have students that will need to be accommodated?*
 - *How will you do that?*

Instructional Model: Hybrid & Remote

Commitment Statement

The Laurel School District is committed to a dynamic hybrid and remote learning experience so all students can continue to grow academically wherever their learning occurs.

Hybrid and Remote Instructional Models

The Laurel School District will offer two educational options to our students to begin the second quarter of the 2020- 2021 school year:

1. Hybrid Instruction will combine remote instruction at home and face-to-face instruction in a school. Face-to-face instruction will provide students with the opportunity to interact with school staff.
2. Remote instruction will be provided to students who wish to remain home. In order for remote instruction to be effective, a student must have adequate internet connectivity and a personal device (or a school-assigned device).

Remote Learning Support

- Students needing devices or connectivity will be issued a district device (Chromebook, other laptop, iPad, or similar) to use during remote instruction, in addition Verizon Jetpacks are available for families with no internet connectivity
- Students and their adult support will have access to the District Technology Team and School Grade Level Tech Support by contacting the schools directly or through provided technology support email addresses
 - gradepreksupport@laurel.k12.de.us
 - gradeksupport@laurel.k12.de.us
 - Grade1support@laurel.k12.de.us
 - Grade2support@laurel.k12.de.us
 - Grade3support@laurel.k12.de.us
 - Grade4support@laurel.k12.de.us

- Grade5support@laurel.k12.de.us
- Grade6support@laurel.k12.de.us
- Grade7support@laurel.k12.de.us
- Grade8support@laurel.k12.de.us
- Grade9support@laurel.k12.de.us
- Grade10support@laurel.k12.de.us
- Grade11support@laurel.k12.de.us
- Grade12support@laurel.k12.de.us

Student Learning and Progress

- Attendance and Engagement will be monitored during remote and for in-person instruction
- Students will be provided with high quality instructional materials, and new learning opportunities appropriate to their grade level and/or IEP
- Student work will receive teacher feedback and assessments of student learning will be graded when completed during remote and in-person learning
- Students will receive assessments for academic growth as the year progresses

Hybrid Plan Components

Students who choose in-person instruction will attend school one day each week on Tuesday, Wednesday, or Thursday. Students will be given a cohort and attend on that day ONLY during each week unless:

- Student requires accommodation support (Attends all 3 Days of In-person Instruction)
- Student's parent works for district and requires supervision to enable adequate staffing (Attends all 3 Days of In-person Instruction)
- The school day will be 5.5 hours.
- Cohorts of student groups attending more than 1 in-person instructional day each week will be based on need for accommodation and disability status and will be determined at the school level.
- Student cohorts will be defined as Tuesday, Wednesday, and Thursday Group and will meet the corresponding day each week at school, some students may be assigned to additional cohorts based on accommodation needs and disability status
- The daily instructional schedule for each school is as follows, with staff staying for office hours and remote learning management for a minimum of 75 minutes after student cohort departure:
 - NLELA – 9:00 AM to 2:30 PM

- Laurel Elementary School – 9:15 AM – 2:45 PM
- Laurel Middle School – 7:40 AM – 1:10 PM
- Laurel High School – 7:40 AM – 1:10 PM

School Start and End Times

| School | Teacher Work Day | Student Day | Buses Arrive | Buses Depart |
|--------|------------------|-------------|--------------|--------------|
| LMHS | 7:30-3:00 | 7:40-1:10 | 7:40 | 1:20 |
| NLELA | 8:15-3:45 | 9:00-2:30 | 8:55 | 2:40 |
| LES | 8:15-3:45 | 9:00-2:30 | 8:55 | 2:40 |

School Plan to Address RTS Section Above

If it is a specific duty or task for your building, WHAT is needed? WHO will be responsible? HOW will it be done? And WHEN will it be done?

Possible example(s) from the section above:

- *What will your daily schedule look like?*
- *Who is monitoring the support emails?*

Grading & Attendance

Commitment Statement

The Laurel School District is committed to creating an engaged student community that is active in the learning process in both the in-person and remote setting. We are also committed to providing students with meaningful assessments of learning and robust feedback on their progress so they can continue to grow and thrive academically.

Grading

- Students will have new learning according to their grade level and content area along with embedded learning to recoup any learning loss experienced from the end of the 2019-20 school year.
- Grades will count for students returning to school in the hybrid and remote setting.
- Each school will follow the quarterly grade reporting timelines to communicate how students are progressing with their academics for Marking period 2,3, and 4 (see dates below). We will provide communication about grades through the Home Access Center in e-School. As always, if a parent / guardian needs their student's grades reported and made available to them other than Home Access, we will work with each family to arrange that.

Marking Period Calendar

- November 6 – End of 1st marking period
 - November 20 – 1st marking period report cards issued
- January 29 - End of 2nd marking period
 - February 12 – 2nd marking period report cards issued

- April 15 – End of 3rd marking period
 - April 23 – 3rd marking period report cards issued

How will assignments count?

- Each school administrative team will work with their teachers to set the minimum number of expected grades for formative and summative assignments assigned weekly and per quarter
- Each school admin team will also work with their teachers on how students can demonstrate and evidence their learning in the virtual setting that could account for not only their grade, but also any type of documentation needed to show a student’s learning progress should that student have an additional learning plan such as an IEP/504, be an English Language Learner, and/or a student needing further academic / behavioral interventions

Grade Compilation for the Marking Period

- Grades K-4, grades comprise 60% formative (Process) and 40% summative (Product) assignments
 - Kindergarten students are graded according to competency skills that are based on progress through the standards..
- Grade 5-12, grades comprise 40% formative (Process), 60% summative (Product) assignments

Student Attendance

- Students will be expected to adhere to the Compulsory Attendance Law. The Laurel School District will work collaboratively with the Department of Education to establish attendance requirements fitting the remote and hybrid settings.
 - Attendance will count for students returning to school in the hybrid and virtual setting
 - All days that students physically attend with their hybrid cohort group will be counted towards their student attendance record

- On days that students are in virtual learning and not physically in school they will be expected to participate in live, virtual meetings with their teachers that will count toward attendance, or view these sessions asynchronously and submit verification assignments to confirm they have viewed the course content
 - Students will also complete written assignments and other projects documented through the Schoology platform. These documented completed assignments, and other projects will also count as part of the student attendance record

Schoology

- Schoology is an online Learning Management System(LMS) that allows teachers to...
 - Administer online curriculum materials
 - Track and report student data and information
 - Deliver online instruction within a blended classroom environment
 - Each student's Schoology courses will have the links pinned to the updates to access synchronous instruction live on the Zoom video conferencing platform

School Plan to Address RTS Section Above

If it is a specific duty or task for your building, WHAT is needed? WHO will be responsible? HOW will it be done? And WHEN will it be done?

Possible example(s) from the section above:

- *What will be the minimum/maximum number of formative/summative assessments for your building?*

Medical & Mitigation Expectations

Commitment Statement

The Laurel School District is committed to providing a safe and healthy environment for all students and staff.

It is the expectation of LSD that staff, students, and district contractors will remain home if they are exhibiting any symptoms of COVID-19, have been confirmed to have COVID-19, required by public health to isolate or quarantine, and/or have a temperature of 100.4 or greater.

Self-Screening and Health Monitoring

All staff, students, and bus contractors are expected to self-screen prior to coming to school or work daily. Any staff, student, or bus contractor who answers yes to either self-assessment questions must not report to school or work.

- Students / families should complete a health assessment self-screening questionnaire each morning before leaving for school

https://coronavirus.delaware.gov/wp-content/uploads/sites/177/2020/07/COVID-19-Student-or-Family-Health-Assessment-Self-Screening-Tool_7.29.20.pdf

- Staff should complete a health assessment self-screening questionnaire each morning before coming to work

https://coronavirus.delaware.gov/wp-content/uploads/sites/177/2020/07/COVID-19-Staff-Health-Assessment-Self-Screening-Tool_7.29.20.pdf

- Staff and Student temperatures will be taken daily upon arrival to school

- Isolation area will be established in each Laurel school building where students who become ill at school will await parent/guardian pick-up. It is expected that parents will make arrangements for their ill child to be picked up promptly (within one hour)

Face Coverings Expectations

All staff, students, and district contractors will be required to wear face coverings that fit snugly over both the mouth and nose except when doing so would inhibit the individual's health as documented by their PCP or specialist.

- NO sharing of face masks
Ill students will be provided a new mask upon arrival to the nurse's office to wear until picked up by the parent/guardian
- Face masks are part of LSD uniform
- Face Shields - Are not a replacement for a cloth face covering, but may be used in conjunction with the mask when concern that exposure to the eyes may occur
- **NO Gaiters or bandanas** - cloth face coverings must be double layered fabric

https://coronavirus.delaware.gov/wp-content/uploads/sites/177/2020/09/Face-Covering-Guidance-09.16.20_1.pdf

Failure to Comply with Face Coverings Expectations

Students, staff, and guests who refuse to consistently adhere to the face covering expectations will be subject to discipline.

Social Distancing

All students and staff should maintain social distancing as directed by DPH and DOE guidelines for school and bus settings.

- 6' or greater between individuals is recommended.
- 3' between individuals with face coverings is required.

- Individual desks are recommended and should all face the same direction
- Hallways or corridors should flow in one direction as much as possible
 - Limited hallway traffic
- Limit entry and exit points to the building as feasible
- Gatherings will be limited according to DPH guidelines

Hand Hygiene (either hand washing or hand sanitizer)

All students and staff will have access to handwashing facilities and supplies, hand sanitizer, and opportunities to practice hand hygiene frequently throughout the day.

- Hand sanitizer per DPH recommendations will be provided throughout the school. Families wishing to opt out of hand sanitizer use must complete the opt out form

<https://www.cdc.gov/healthyschools/bam/child-development/how-to-wash-hands.htm>

Visitors

Visitors to LSD will be limited and all visitors will be screened prior to entering the main offices.

Field trip

All field trips are suspended.

Responding to Covid Cases

If there has been a positive COVID-19 case reported, the following process should be followed:

- The building school nurse will contact the Office of Infectious Disease Epidemiology within the Division of Public Health (DPH) at 1-888-295-5156. If DPH learns of the school-related positive case first, DPH will contact the building school nurse or lead nurse
- The school nurse should keep the district-level COVID coordinators in the loop for consistency of communication and messaging
- DPH would then assign an epidemiologist to perform the investigation. Schools trigger a rapid response and communication should occur within 24 hours of

positive test results received either through DPH contact tracing or the building school nurse

- The Epidemiologist will work with the building nurse and/or lead nurse to determine close contacts and exposure
 - The Epidemiologist will determine who would be required to self-isolate and self-quarantine
 - The Epidemiologist will determine who should get tested
 - DPH will provide documentation for return to school or work to the individual (or parent/guardian) which is to be submitted to the building school nurse prior to return
 - DPH must provide clearance for positive COVID-19 cases and exposures - a physician's note will not suffice
- Parent/Guardian will be notified by the Laurel School District if the school becomes aware that a person who tested positive (for COVID-19) was in the school building at the same time as students.
 - Communications shall be in accordance with state and federal law
- Testing
 - DPH will work with the Laurel School District to establish community pop-up testing; all staff and students are strongly encouraged to be tested prior to the start of school and frequently once in-person hybrid instruction begins
- Special Cleaning Protocols
 - If a positive case is connected to an individual office or other space that can be left vacant for up to 24 hours, this is best and will allow the viral load to reduce before cleaning and disinfection take place. If the positive case is associated with a classroom or other essential space, regular disinfection and cleaning should take place before the next school day. If enhanced cleaning has been taking place, then those procedures should be continued, and additional or specific cleaning should not be necessary

(All responses to COVID-19 will be updated and reflected upon as changes are made by DPH and the CDC)

School Plan to Address RTS Section Above

If it is a specific duty or task for your building, WHAT is needed? WHO will be responsible? HOW will it be done? And WHEN will it be done?

Possible example(s) from the section above:

- *How will your hallways flow? What kind of signage will you be using? How will you monitor this?*
- *How will you take student temperatures each day? Who will be responsible for doing this?*
- *Who will communicate with parents and staff if someone in your school or offices has tested positive for Covid-19?*

Student Transportation, Arrival, & Departure

Commitment Statement

The Laurel School District is committed to providing safe and reliable transportation for all eligible students that are consistent with school reopening guidelines.

Transportation Protocols

Bus Driver/Aide Health Screening

- All bus drivers and bus aides will complete a health screening every morning and every afternoon prior to beginning a bus route

Face Coverings

- All bus drivers, bus aides and students must wear cloth face coverings over both the mouth and nose at all times on school buses (entering, exiting, and seated) and should maintain appropriate social distancing

Transportation Communication

- Capacity will be limited by the number of students that can be seated between 3 or more feet apart on the school bus (maximum capacity of 24 people including the bus driver on each bus)
- Bus drivers will assign seating; one student per row in a staggered fashion. All bus drivers will maintain a seating chart on the bus
- Bus drivers will place decals/tape to indicate where students should sit
- Advise parents not to send their children to school or board the bus if sick or with an elevated temperature

- Remind students/parents/guardians that social distancing requirements extend to the bus stop

Cleaning/Sanitation/Ventilation on Buses

- Buses will be cleaned and disinfected daily (focus on high touch areas) and in between runs if scheduled for multiple routes with an approved EPA solution
- Frequently touched surfaces will be cleaned and disinfected between every bus run including bus seats, seat backs, door handles and other high touch areas
- Weather permitting, windows will be open to allow ventilation
- Eating and drinking are prohibited on the bus
- Cleanings will be documented on a daily basis

School Plan to Address RTS Section Above

If it is a specific duty or task for your building, WHAT is needed? WHO will be responsible? HOW will it be done? And WHEN will it be done?

Possible example(s) from the section above:

- *Who will review the Health Screening database daily to ensure bus drivers are following protocol?*
- *What staff will be at bus and parent drop off locations?*
- *How will you ensure social distancing as students enter buildings?*

Cleaning, Sanitation, & Ventilation

Commitment Statement

The Laurel School District is committed to providing a working environment that is cleaned and disinfected daily per CDC guidelines.

Cleaning Requirements as established by the CDC

- Schools must ensure enhanced cleaning and disinfection of high-touch surfaces (stair railings, doorknobs, bathrooms, etc.), cleaning between every 15 minutes to 2 hours using EPA-approved cleaning and disinfecting solutions
- Clean frequently touched surfaces including lights, doors, benches, bathrooms, etc. with either an EPA-approved disinfectant or diluted bleach solution (1/3 cup bleach in 1 gallon of water) at least twice daily
- Wipe down student desks with either an EPA-approved disinfectant or diluted bleach solution twice a day
- Clean playground equipment after every group
- Clean athletic equipment as per DPH Youth Sports Guidance
- Ensure staff wear appropriate personal protective equipment when performing all cleaning activities. This could include gloves, surgical mask, and face shield, both to protect themselves from the cleaning and disinfection products they are using and to lower the risk of transmission from the areas they are cleaning

The following are requirements for cleaning, sanitation, and ventilation when students return to school for the 2020-2021 school year:

- Clean frequently touched surfaces including lights, doors, benches, bathrooms, etc. with either an EPA-approved disinfectant or diluted bleach solution every 15 minutes to two hours
- Ensure libraries, computer labs, arts, and other hands-on classrooms undergo cleaning with either an EPA-approved disinfectant or diluted bleach solution and be cleaned after every class group
- Efforts should be made to minimize sharing of materials between students, as able
- Wipe down student desks with either an EPA-approved disinfectant or diluted bleach solution after every class group
- Ensure custodial staff follows guidance from the CDC about the use of face coverings and special respirators when performing cleaning duties
- Implement enhanced restroom protocols for hygiene and cleaning based on public health guidance
- Students and staff must have access to handwashing facilities and supplies and hand sanitizer, and be allowed time to wash hands in between activities
- Ventilation: Educators should consider increasing ventilation in classrooms, opening windows if possible
- Wash hands or use hand sanitizer after students change any classroom; teachers in the classroom should wash their hands or use sanitizer every time a new group of students enters their room
- Schedule hand washing with soap and water for students
- Check HVAC systems at each building to ensure that they are running efficiently. Air filters should be changed regularly
- Distribute wastebaskets, tissues, and CDC-approved soap and hand sanitizer to every office and classroom so that these materials can be used upon entry and exit into any discrete location and during transit between sites based on public health guidance
- Post signage about frequent handwashing, cough etiquette, and nose blowing; signage should be widely posted, disseminated, and encouraged through various methods of communication based on public health guidance
- Clean playground equipment after every group

School Plan to Address RTS Section Above

If it is a specific duty or task for your building, WHAT is needed? WHO will be responsible? HOW will it be done? And WHEN will it be done?

Possible example(s) from the section above:

- *What will be the cleaning schedule for your building? Who is doing what, and when?*
- *How will you handle classroom transition--and how will you ensure all desks are sanitized between groups?*

Student Nutrition

Commitment Statement

The Laurel School District is committed to providing all Laurel students with nutritious meals in a safe manner, regardless of their instructional method.

Nutrition Protocols

Distribution of Meals

- For students in Hybrid setting on in-person days:
 - Breakfast will be available as a “Grab and Go” option as students enter the building and will report directly to class.
 - Lunch will be served in the cafeteria
 - Hand hygiene for all students before and after each meal
 - Students will sit at tables or desks 6 ft. apart, facing the same direction
 - Limited menu options will be available to increase the efficiency of meal service
- Meals for remote learners:
 - Meals will be available on a daily basis to students who are completing remote learning
 - Pick up location - Laurel Elementary School 11AM - 12:30PM
 - Laurel Lunch Box Locations - New times with Hybrid learning

| Location | Time |
|--------------------------|-------------|
| Briarwood Manor | 10:15-10:30 |
| Laurel Village | 10:40-10:55 |
| Hollybrook Apartments | 11:05-11:20 |
| Carvel Garden Apartments | 11:25-11:40 |
| Rigbie Garden Apartments | 11:45-12:00 |
| Little Creek Apartments | 12:05-12:20 |

- Meals can be picked up by parent or guardian
- Breakfast and Lunch will be provided at one time
- Times and locations are subject to change. Check The Laurel School District website for any changes.
- Students with medically documented food allergies will continue to be accommodated

Cleaning

- Disposable utensils and trays will be used for all students
- Germicidal Cleaner provided by our vendor, Food Safety Solutions, is used throughout the kitchen and cafeteria and is formulated to be a one-step disinfectant that is effective against a broad spectrum of bacteria and viruses including but not limited to COVID-19
 - Germicidal solution will be used to wipe down eating areas before meal periods, in-between meal periods, and at the end of the day as well as other high touch areas including but not limited to door knobs and serving lines
- Face coverings and gloves are required with all food handling
- All district HACCP guidelines will continue to be in place to include proper handwashing, glove wearing, and temperature control

School Plan to Address RTS Section Above

If it is a specific duty or task for your building, WHAT is needed? WHO will be responsible? HOW will it be done? And WHEN will it be done?

Possible example(s) from the section above:

- *How will students transition safely to the cafeteria? Who is needed to ensure this happens?*
- *Who will be assigned lunch duties to ensure safety protocols are followed (staff and admin)?*
- *How will you stagger lunches? When will your lunches be scheduled?*

Special Education & Related Services

Commitment Statement

The Laurel School District is committed to providing all students with a disability the special education and related services identified in the student's Individualized Education Program (IEP) or 504 Plan in the least restrictive environment, regardless of the learning environment options provided by the school district or chosen by the family during the pandemic.

Steps the Laurel School District will take to ensure FAPE (Free and Appropriate Public Education) for Students With Disabilities

Student IEPs/504s

- Educators will look at each student individually when making decisions about unfinished learning (education missed by individual students due to school closure) and determining next steps

- IEP/504 teams will convene to collaborate with families and students to assess individual needs, progress and/or loss of skills and ultimately determine if each IEP/504 should be revised to reflect appropriate changes to services and supports and issue a Prior Written Notice (PWN) to the family

- IEP/504 teams will continue to engage in the following activities to determine student-specific needs regarding unfinished learning and facilitate collaboration to address those needs:
 - a. Ongoing progress monitoring of each student toward individual goals (IEP),
 - b. Ongoing communication with families, teachers and service providers (IEP & 504), and
 - c. Ongoing documentation of the student progress and services delivered (IEP & 504).

- IEP/504 teams will assess each student, using multiple data points, formally or informally, to determine any patterns of regression and possible recoupment, or to determine if the student needs any additional services in order to recoup learning
- IEP teams will make annual decisions regarding Extended School Year (ESY) services, and take into account any changes to services and supports. ESY services can be provided any time during the IEP year, not only during the summer
- The IEP team will determine the need, if any, for recovery services (educational services offered to students as a result of missed or disrupted services during school closures), and ensure that the IEP is revised, if necessary, to include Recovery Services as a way to recoup the student's skill regression. This could also be offered through ESY services. Not all students with an IEP will need Recovery Services, and will be made on an individualized basis

Academic Instruction

- Students with an IEP/504 will receive instruction alongside their peers in their Least Restrictive Environment (LRE)
- Special Education teachers and paraprofessionals will collaborate with general education teachers to provide appropriate accommodations and/or modifications to all lessons and assignments as per their students' IEPs
- Small group and individualized settings will be utilized through Schoology and Zoom pull-out or separate scheduled sessions by special education teachers and/or paraprofessionals
- Special Education teachers will make individual contact with students on their caseload at least one time per week to check-in and ensure all services are being provided as per the student's IEP, and will document this contact in Google Docs under each student name
- Special Education teachers will continue to progress monitor student progress toward goals as per their IEP on a quarterly basis and report to parents

Related Service Providers

- Related Service providers (RSPs) will continue to provide services as per the student's IEP, such as school psychology/counseling, speech therapy, occupational therapy, physical therapy, sign language interpretation, and/or Deaf/Hard of Hearing services and blind/visual support
- RSPs will offer services on an appointment basis, as per frequency, time and duration on the student's IEP in either a virtual therapy or in-person therapy format, or a combination of both
- RSPs will continue to conduct evaluations and re-evaluations as requested by signed PTEs and/or tri-annually, to determine current levels and needs of

students. Whenever possible, testing will be done in-person with appropriate sanitizing and PPE provided, or virtually, as necessary.

- RSPs will continue to progress monitor student progression toward goals and report to families on a quarterly basis
- RSPs will continue to attend IEP meetings and consult as per students' IEPs and remain a part of the students' IEP team

School Plan to Address RTS Section Above

If it is a specific duty or task for your building, WHAT is needed? WHO will be responsible? HOW will it be done? And WHEN will it be done?

Possible example(s) from the section above:

- *How will cohorts for students with disabilities be identified? Who is responsible for this work?*
- *What is the process for students entering the building to receive Related Services?*

9

Extracurricular Activities

Commitment Statement

The Laurel School District is committed to ensuring safe athletic and marching band programs while staying consistent with the guidelines provided by the National Federation of State High School Associations, the Delaware Interscholastic Athletic Association, the Delaware Department of Education, and the Delaware Division of Public Health.

Sponsorship of Extracurricular Activities

- Currently varsity fall athletics (Football, Soccer, Field Hockey) and Marching Band are the ONLY extracurricular activities that are approved for participation by The Laurel School Board of Education
- Sub-Varsity sports and other extracurricular activities are currently suspended for the fall

Safety Protocol

- All coaches, student athletes, and student participants will be screened by their member school for COVID-19 symptoms prior to every workout/practice/competition (*a coach will be designated to do this*)
- Member Schools will keep a record of all persons present at every workout/practice/competition
- Face coverings that fit over the mouth and nose are required by all student-athletes, band members, staff, and coaches at all times while on Laurel School District property
- The number of individuals participating in a workout/practice/competition may be limited depending on the area allocated for the individual sport/band
- Towels, clothing, and shoes will not be shared between student athletes and clothing and towels should be cleaned after each workout/practice/competition

- All athletic equipment for individuals, will be cleaned between uses
- Individuals will clean their hands based on the Delaware Division of Public Health's guidance before touching any surfaces and before and after participating in workouts/practices/competition
- All student athletes and band members will be responsible for their own water
- All student athletes, band members, coaches, staff, volunteers and officials will be identified during events for contact tracing purposes
- Any positive COVID-19 cases will be dealt with between the athletic trainer and school nurse who will communicate with DPH on a case by case basis
- Parents will communicate with the Coach/Athletic Trainer if the student-athlete becomes sick at any time
- Parents will communicate with the Coach/Athletic Trainer if the student-athlete is exposed to COVID-19 or becomes symptomatic at any time

School Plan to Address RTS Section Above

If it is a specific duty or task for your building, WHAT is needed? WHO will be responsible? HOW will it be done? And WHEN will it be done?

Possible example(s) from the section above:

- *How will the daily record of what student athletes participated in practice be kept? Who will be responsible for regularly reviewing the record?*
- *How will you identify all participants at events for contact tracing purposes? Who will be responsible for this work?*

Staff

Commitment Statement

The Laurel School District is committed to accommodating our staff's healthcare and childcare needs as much as we possibly can.

Staff Working Remotely

The Laurel School District intends to accommodate staff members with documented disabilities. Reasonable accommodations will be provided, which may include the approval of select staff members remaining home and working remotely, rather than attending school and engaging in face- to-face instruction

Staff Leave Related to COVID-19

The Families First Coronavirus Response Act (FFCRA) requires certain employers to provide their employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. The Department of Labor's (Department) Wage and Hour Division (WHD) administers and enforces the new law's paid leave requirements. These provisions will apply from the effective date through December 31, 2020.

Generally, the Act provides that covered employers must provide to all employees:

- Two weeks (up to 80 hours) of paid sick leave at the employee's regular rate of pay where the employee is unable to work because the employee is quarantined (pursuant to Federal, State, or local government order or advice of a healthcare provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis; or
- Two weeks (up to 80 hours) of paid sick leave at two-thirds the employee's regular rate of pay because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a healthcare provider), or care for a child (under 18 years of age) whose school or child care provider is closed or

unavailable for reasons related to COVID-19, and/or the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor

A covered employer must provide to employees that it has employed for at least 30 days:

- Up to an additional 10 weeks of paid expanded family and medical leave at two-thirds the employee's regular rate of pay where an employee is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19

Qualifying Reasons for Leave

Under the FFCRA, an employee qualifies for paid sick time if the employee is unable to work (or unable to telework) due to a need for leave because the employee:

- is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
- has been advised by a health care provider to self-quarantine related to COVID-19;
- is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
- is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
- is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19; or
- is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury

Under the FFCRA, an employee qualifies for expanded family leave if the employee is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19.

Duration of Leave

- **For reasons (1)-(4) and (6):** A full-time employee is eligible for up to 80 hours of leave, and a part-time employee is eligible for the number of hours of leave that the employee works on average over a two-week period

- **For reason (5):** A full-time employee is eligible for up to 12 weeks of leave at 40 hours a week, and a part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period

Staff Children

The Laurel School District will attempt to accommodate staff members in regards to childcare in the following ways:

- Allow staff members' children who are Laurel students to attend school three days per week during the 2nd quarter
- Provide for transportation between buildings for all staff members' children who are Laurel students
- Allow staff members' children who are Laurel students to be supervised by the parent, in the parent's workspace, before and after school, as needed
- All safety protocol, as well as medical and mitigation strategies will be followed or the staff member will lose this accommodation

School Plan to Address RTS Section Above

If it is a specific duty or task for your building, WHAT is needed? WHO will be responsible? HOW will it be done? And WHEN will it be done?

Possible example(s) from the section above:

- *What staff members have students that need to be accommodated with scheduling and transportation?*