



LEARNING PREP SCHOOL

1507 WASHINGTON STREET, WEST NEWTON, MA 02465
617.965.0764 | LEARNINGPREP.ORG

DESE-Mandated Reopening Plan

Learning Prep School

August 14, 2020

Updated 12-17-20

Submitted by the Learning Prep School Reopening Committee:

Kurt Moellering, Executive Director (head of committee)

Karen Kames, Chair, Board of Directors

Dave Morrissette, Chief Financial Officer

Gretchen Petersen, Chief Operating Officer

Amy Davis, Principal, Middle School

Jennifer Thorell, Principal, High School

Executive Summary

This document is the official reopening document as required by Massachusetts Department of Elementary and Secondary Education. All that follows adheres to all reopening guidance delivered by DESE as of August 10, 2020. As guidance changes with the progress of the COVID-19 virus, this document will be amended.

This document contains the following sections:

Executive Summary

Letter to Community

Contacts

In-person Learning Model

- Analysis of facilities
- Visitors to campus
- Attendance
- Transportation
- Arrival
- Dismissal
- Early dismissal
- Cohort model
- Technology
- Parent choice
- Transition out of the in-person, cohort model
- Beginning of the year
- First day
- Communication
- Academic program
- Staffing model
- Academic schedule

Hybrid learning model

- Hybrid learning model, option 1
- Hybrid learning model, option 2

Remote Learning model

- Participation and attendance

Technology
Academic program
Supplemental services
Communication
Staffing model

IEP Services

Health and Safety

Travel outside of Massachusetts
Masks/face coverings
Physical distancing
Hand hygiene: Handwashing and hand sanitizing
PPE supplies
Cleaning
Learning Prep School Cleaning Schedule
Ventilation
Meals
COVID-19 related isolation space.

Protocols for Responding to COVID-19 Scenarios

Protocol: Student or staff tests positive for COVID-19.
Protocol: Close contact of student or staff tests positive for COVID-19.
Quick reference sheet: Key actions for individual COVID-19 events.
Protocol: Student is symptomatic at home.
Protocol: Student is symptomatic on the bus or van.
Protocol: Student is symptomatic at school.
Protocol: Staff is symptomatic at home.
Protocol: Staff is symptomatic at school.

Out-of-school Time Plan

Student Supports and Professional Learning

Safety
Wellness
Social-emotional supports
Planning and instruction for faculty
Assessment and intervention

Certification of Health and Safety Requirements



LEARNING PREP SCHOOL
1507 WASHINGTON STREET, WEST NEWTON, MA 02465
617.965.0764 | LEARNINGPREP.ORG

8/14/20

Dear Learning Prep community of families and faculty,

Please see the attached document that contains Learning Prep’s reopening plans for the 2020-21 school year. Following the guidance from the Department of Elementary and Secondary Education in its “Initial Fall School Reopening Guidance” from June 25 that states “DESE recommends that schools . . . make additional provisions to provide as much in-person instruction as possible for students with moderate to severe disabilities” (22), we are planning to reopen in person this fall with new safety requirements in place. As a DESE-approved private placement for students with learning challenges, we are prioritizing in-person because we know the following things to be true:

- In-person education works best for our students.
- Our students are uniquely vulnerable for regression.
- Our students benefit, even more than most learners, from the social aspects of their education.
- The majority of our parents surveyed (though not all) preferred in-person learning to other scenarios if it could be delivered safely.

However, safety will be our guiding light this year. As you will see in the following document, we can bring our students and faculty to campus safely with increased outdoor time, distancing within our buildings, strict learning cohorts, and new policies around hygiene and cleaning.

With this said, Learning Prep also respects parent choice, especially when it comes to the health and safety of their children. Parents who wish for their children to remain remote this fall can choose this option. Those students will be able to access each of their classes through video conference and will likewise be able to have access to their teachers. Their days will follow their in-person schedule even though they will be at home.

Finally, we are closely following updated guidance from state health officials and monitoring the path of the COVID-19 virus in Massachusetts. We have the ability to shift quickly to a hybrid or a remote model if we are so mandated or if we determine that this is the best decision for the health and safety of our community.

This is a start of the school year like no other. Much remains unknown, and in order for these plans to work we will need to communicate frequently, follow new protocols, and be able to shift our plans as needed. We will also need to remain positive and supportive as we work together to give our students the education they deserve no matter what model we are following.

In partnership,

Kurt

--

Kurt Moellering, PhD
Executive Director
Learning Prep School
1507 Washington Street
West Newton, MA
(617) 965-0764

Contacts

The following people are should be your initial point-of-contact for COVID-19 related questions or updates.

Gretchen Petersen, COVID-19 response coordinator:	gpetersen@learningprep.org
Nancy Ishkanian, School Nurse	nishkanian@learningprep.org
Amy Davis, Principal of Middle School	adavis@learningprep.org
Jennifer Thorell, Principal of High School	jthorell@learningprep.org
Clara Caruso, Middle School building administrator	ccaruso@learningprep.org
Dawn Hurley, High School building administrator	dhurley@learningprep.org
Kurt Moellering, Executive Director	kmoellering@learningprep.org

In-person Learning Model

Analysis of facilities.

Learning Prep School has modified our space, created a cohort-based education model, developed cleaning and hygiene policies and procedures, and constructed new, isolated rooms as part of our health office. All these decisions have been made in order to bring students back to school safely. In this learning model, students will receive in-person instruction full time in their physical school environments that have been appropriately modified to address health and safety requirements issued by DESE.

Learning Prep School analyzed facilities and realized that by removing furniture and other materials in classrooms, we can fit our projected number of students in existing classrooms. Specifically, the school has taken the following steps:

- In each classroom, we have marked the floors where student desks will be with a minimum 6-foot distance between each of them including the teacher's area.
- We are currently working to ensure that each classroom has consistently circulating air from outside for proper ventilation.
- We are moving two of our middle school grades to the high school building where the classrooms are larger. The grades remaining in the middle school building will therefore have more space.

- We are in the process of obtaining between 2 and 4 tents for students to have regular outdoor access.

Visitors to campus.

Without prior approval from Learning Prep School, no outside visitors or volunteers are allowed in the buildings except for emergencies.

When contracted service providers need admittance for the purpose of special education, required support services, or program monitoring as authorized by the school or district, they will follow these procedures:

- For visitors who need to enter, they should first gain authorization from Learning Prep School, be briefed on the school's COVID-19 policies, and verify they do not have symptoms of COVID-19 (see symptom list below).
- Visitors will utilize the designated entry and exit points.
- Visitors are always required to wear masks covering their nose and mouth and must be aware of any other health and safety protocols for the school.
- All visitors will log in with the following information for tracking purposes
 - Date
 - Contact phone number
 - Arrival/departure times
 - Areas visited within the building for each visit

Attendance.

Flexible attendance policies will be implemented, and all students and staff must stay home when sick. (See health policies below.) If a student is well enough to participate in the remote learning scenario, they will not be considered absent.

Attendance will be taken each day, and each period if in a remote setting, through our Infinite Campus database to account for student participation in both remote and in-person learning.

As stated in the student handbook, LPS must be notified if a student is absent at 617-965-0764. Then dial 0 for the high school and 411 for the Middle School. Or email Dawn Hurley at dhurley@learningprep.org for the high school or Clara Caruso at ccaruso@learningprep.org for the middle school.

Transportation.

Learning Prep School does not transport students to or from school. Families must contact their districts to ensure the safety of that transportation if applicable.

Learning Prep School will only transport students during the school day if absolutely necessary. In this case, the school would transport 1 student at a time in each small van. The student and driver would be masked and separated by multiple empty rows of seats. In the larger transport van, 2 students could be transported at once. The students and driver would be masked and separated by multiple empty rows of seats. In any van, the windows will remain open for ventilation the entire time.

Arrival.

Students will not be allowed on campus before 7:30 AM. When students arrive, there will be adults present to ensure safe distancing when entering the building, to provide students with hand sanitizer, and to check that the students are wearing their masks.

When students enter the building, they will head directly to their cohort rooms (see “Cohort Model” section below for more information).

Dismissal.

Parents or drivers, other than district-provided transportation, of students in the high school building will follow this procedure:

- Vehicles will line up behind the high school building, next to the yellow house on Allen Place.
- Students will be called down from their cohort rooms, exit through the cafeteria door, and proceed to their vehicle car.

Parents or drivers of students in the middle school building will follow this procedure:

- Drivers will enter the school parking lot and follow in the line of vehicles.
- Students will be called down and wait for their vehicles behind the high school building.

Please note:

- All drivers must remain in their vehicles while they are waiting.
- No one will be allowed in the buildings for any reason (such as using the restroom) while they wait.

Early dismissal.

Parents must inform the building administrator in advance if your student(s) needs to be released early (Dawn Hurley in the high school or Clara Caruso in the middle school).

When the parent arrives, they will text Dawn or Clara that they have arrived. Parents will park in a spot outside of the entrance to the main door of the school and remain in their car.

The student will be called from their class, exit through the exit door of their building, and proceed to their parent's car.

Please note:

- All drivers must remain in their vehicles while they are waiting.
- No one will be allowed in the buildings for any reason (such as using the restroom) while they wait.
- The number to text the building administrator will be given to parents and drivers in a separate, non-public document.

Cohort model.

Learning Prep School has created a cohort model to prioritize returning safely to an in-person learning model.

Our cohorts have the following features:

- Grades that have 18 or fewer students will be their own cohorts.
- Grades that are larger than 16 students will be split into two cohorts.
- Each cohort of students will stay together all day. This means that the maximum number of students each student will interact with is 18, and all interactions will be at a socially safe distance. Additionally, all students will be wearing masks while in the building other than during mask breaks. (More on masks below.)
- Each cohort will have between 4 and 8 rooms assigned to them. These rooms will be the only rooms they use. They may travel between these rooms during their day, but they will not

travel outside of these rooms other than to use the restroom, to enter or leave the building, or to go outside.

- Each cohort will have up to 14 teachers assigned to it. These teachers will be with this cohort all day.
- Teachers may travel between student cohorts, within 2 grade levels. Therefore, students will only interact with the teachers in their immediate cohort or in their partnered grade level (up to 14 teachers).
- Additionally, our PE teacher will be teaching all of our students during either PE or Enrichment classes. However, students will still be with their cohort during PE and will still be following all safety protocols during PE.
- Learning Prep School employs a large number of professional educators to provide services to students because of the unique learning profiles of the students. Therefore, students will have classes each day taught by educators who are not a part of their cohort or who are not in their larger grade-level group of teachers. When this happens, students will utilize technology to videoconference into their class. In this scenario, Learning Prep students will still have a professional educator from their cohort with them in the room providing individualized support. All classes will be taught by trained and certified teachers as always. The difference in the cohort model is that the teacher for some classes will not be in the room with the student.

Through this strict cohort model and through the robust use of technology, Learning Prep will be able to bring students back to school safely by dramatically limiting their exposure to other students and adults. At the same time, students will have access to in-person adult support and social opportunities with other students every day (with masks and safe distancing policies at all times).

Technology.

In order for the Learning Prep *in-person, cohort model* to be successful, the school will be using technology in the following ways:

- Each student will have a school-issued Chromebook.
- Each class will have a web camera that will live-stream through Zoom the class activities.
- Some teachers will be wearing remote microphones to ensure that students not in the physical classroom can hear them clearly.
- All students will be provided headphones with microphones so they can clearly hear their teacher and communicate with them.
- Zoom will be used as our video conferencing platform; however, the school may utilize another video conferencing platform if necessary.

- Learning Prep School is increasing the number of wireless drops in the school buildings to support the increased technology demands.
- Learning Prep School is adding wireless capability to the gymnasium so that students can have academic classes in this location.

Additionally, assistive technology will be provided and used by the students per their IEP or for any student if needed to help access the curriculum.

The Learning Prep School assistive technology specialist will be available to support students and families with all online applications and make suggestions as needed. Similarly, IT support will also be available to support families and students with hardware issues as needed.

Physical Education Classes

Activities

- Physical activities should prioritize participation that does not require shared equipment.
- No physical activities should involve close physical contact.

Masks and Distancing

- **If outdoors, without masks**, these activities can occur with 10 feet of distance between individuals. Masks must be worn until the physical activity begins
- **If outdoors, with masks required**, these activities can occur with 6 feet of distance between individuals.
- **If indoors, with masks required**, these activities can occur with 6 feet of distance between individuals.

Note: These activities cannot occur indoors without a mask.

Hygiene

- Students and staff must wash hands or use hand sanitizer before and after using any equipment

Equipment

- If feasible, procure additional pieces of equipment in order to limit sharing.
- Assign specific students to specific pieces of equipment
- Do not share equipment or objects that are hard to clean and disinfect (e.g., any materials with fabric or irregular surfaces)
- Shared equipment should be disinfected before and after each use (so there are ideally two cleanings between each student's use).
 - Staff play an important role in proper equipment hygiene. Staff should be the ones to disinfect the equipment to ensure that it is done correctly

- Post signage in all areas with shared equipment reminding students to disinfect before and after use.
- Additionally, shared equipment should be cleaned and disinfected at least daily as part of building cleaning schedules.

Parent choice.

The cohort model also benefits students who remain in a remote learning environment because of parental choice. Parents have the option to keep their student home to engage remotely in their education. Parents can choose this option at any time – at the start of the year or at any point during the year. In such a case, the student will remain a member of their cohort. Each student will be provided a Zoom link for each class on their schedule. In a remote environment, that student will simply follow the schedule as a member of their cohort from home. The technology additions described above will make this as robust as possible for the student. This student will still be expected to remain fully engaged in the educational program.

Transition out of the *in-person, cohort model*.

The *hybrid model* and the *remote-learning model* are detailed below. However, both of those models are based on the *in-person, cohort model*. The way Learning Prep School plans on moving between these models relies on the foundation of *the in-person cohort model*. The *hybrid model* and the *remote-learning model* do not significantly change the schedule or expectations for each student. **Parents, please note: this is a dramatic difference from the remote learning that occurred in the spring of last year.**

Beginning of the year.

The 2020–21 school year will start for students on September 2. **Parents, please note: this is a change from previously posted schedules.** The first six days of school will be half days for students with 11AM dismissals (9/2, 9/3, 9/8, 9/9, 9/10, 9/11). Full days for students will begin September 14. **Parents, please note:** two previously scheduled student days off on previous calendars that were dedicated to professional development, will now be full school days (9/25 and 1/15).

This gradual approach to the start of the school year and the change to the calendar will allow for more educator training time, classroom set-up including moving individual student materials into cohort rooms, and, most important, a re-acclimation period for staff and students to the *in-person-cohort model*.

First day.

Students will arrive at school on September 2, the first day of school, and be greeted by a staff member who will let them know where their cohort room is, make sure they have a mask on, and give them some hand sanitizer. Students will report to their cohort rooms where they will sit in their assigned seat and meet the other students and staff in their cohort. Their teachers will walk them through an orientation, show them their supplies, and answer any questions they may have. Mask breaks will be scheduled in to this programming.

Much of our time during the first two days of school will be dedicated to orientation, comfort, and team-building in cohorts.

Communication.

Methods for teachers and administrators to regularly communicate with students' parents and guardians are the following:

- Google Classroom offers parents an option for regular communication regarding assignments.
- Parents will have access to grades on Google Classroom.
- Email addresses for staff are on the students' individual schedules for ease of access.

In addition to these daily interactions between the school and families, the administration of Learning Prep School will communicate with families on a weekly basis with updates specific to running the school during the COVID-19 pandemic. These communications will include opportunities for parent feedback and questions. Communication formats to date have included video updates, written updates, and forms to collect feedback and questions. These types of updates will continue. Other communication methods such as town hall style meetings may also occur. Please note: all communications will be translated for those parents/guardians who require information in a language other than English.

Academic program.

During Learning Prep School's *in-person, cohort model*, classes will follow Common Core Curriculum Standards as well as address student IEP goals and benchmarks using entry points as needed. Following DESE guidelines for Structured Learning Time requirements for secondary school, middle school and high school students will complete at least 5.5 hours of structured learning time per full school day for 180 days. (See sample schedule below.)

All students will be provided with a Chromebook to utilize in and out of school along with a headset with a microphone. Whether a student is participating in LPS programming in person or

remote, the expectation remains the same. As is stated in our student handbook, grades will be based on the following:

- Completion of classwork
- Scores/grades on tests, quizzes, assignments, and projects
- Active class participation
- Completion of quality homework
- Behavior and engagement

To monitor progress in reading and math, STAR assessments will be given at the beginning and throughout the year in the areas of reading and math. Additional assessments and IEP goals will be tracked throughout the year.

Staffing model.

Learning Prep School will be using the above cohort model for staffing. There will be at most 14 staff members available to each cohort of students. Therefore, each cohort will have a combination of licensed teaching staff and special education certified staff, along with counselors, speech and language pathologists, occupational therapists, and support staff to assure adequate support for content and understanding.

Academic schedule.

See below for a sample student schedule for the *in-person, cohort model*. Please note: this is the same schedule students will be following during our *remote learning model*. Students whose parents choose at any point to move to a remote environment will continue following their schedule. To accomplish this, each student's schedule will have a Zoom link for every class they have.

Sample Middle School Schedule for In-Person & Remote Learning

	MON	TUES	WED	THURS	FRI
Period 1 7:50 - 8:33	Reading Class Teacher Name Teacher email address Teacher zoom link	Reading Class Teacher Name Teacher email address Teacher zoom link	Reading Class Teacher Name Teacher email address Teacher zoom link	Reading Class Teacher Name Teacher email address Teacher zoom link	Reading Class Teacher Name Teacher email address Teacher zoom link
Period 2 8:35 - 9:18	Speech Therapist Name Therapist email address Therapist zoom link	Elective Teacher Name Teacher email address	Speech Therapist Name Therapist email address Therapist zoom link	Elective Teacher Name Teacher email address	Elective Teacher Name Teacher email address
Period 3 9:20 - 10:03	Enrichment Teacher Name Teacher email address Teacher zoom link	Enrichment Teacher Name Teacher email address Teacher zoom link	Enrichment Teacher Name Teacher email address Teacher zoom link	Enrichment Teacher Name Teacher email address Teacher zoom link	Enrichment Teacher Name Teacher email address Teacher zoom link
Period 4 10:05 - 10:48	Language Arts Class Teacher Name Teacher email address Teacher zoom link	Language Arts Class Teacher Name Teacher email address Teacher zoom link	Language Arts Class Teacher Name Teacher email address Teacher zoom link	Language Arts Class Teacher Name Teacher email address Teacher zoom link	Language Arts Class Teacher Name Teacher email address Teacher zoom link
Period 5 10:50 - 11:33	Science Class Teacher Name Teacher email address Teacher zoom link	Science Class Teacher Name Teacher email address Teacher zoom link	Science Class Teacher Name Teacher email address Teacher zoom link	Science Class Teacher Name Teacher email address Teacher zoom link	Science Class Teacher Name Teacher email address Teacher zoom link
Period 6 Lunch 11:35 - 12:05	Lunch	Lunch	Lunch	Lunch	Lunch
Period 7 12:07 - 12:50	Social Studies Teacher Name Teacher email address Teacher zoom link	Social Studies Class Teacher Name Teacher email address Teacher zoom link	Social Studies Class Teacher Name Teacher email address Teacher zoom link	Social Studies Class Teacher Name Teacher email address Teacher zoom link	Social Studies Teacher Name Teacher email address Teacher zoom link
Period 8 12:52 - 1:35	Math Class Teacher Name Teacher email address Teacher zoom link	Math Class Teacher Name Teacher email address Teacher zoom link	Math Class Teacher Name Teacher email address Teacher zoom link	Math Class Teacher Name Teacher email address Teacher zoom link	Math Class Teacher Name Teacher email address Teacher zoom link
Period 9 1:37 - 2:20	Health Class Counselor Name Counselor email address Counselor zoom link	OT Therapist Name Therapist email address Therapist zoom link	Elective Teacher Name Teacher email address	OT Therapist Name Therapist email address Therapist zoom link	Counseling Counselor Name Counselor email address Counselor zoom link

Sample High School Schedule for In-Person & Remote Learning

	MON	TUES	WED	THURS	FRI
Period 1 7:50 - 8:33	Literature Class Teacher Name Teacher email address Teacher zoom link	Literature Class Teacher Name Teacher email address Teacher zoom link	Literature Class Teacher Name Teacher email address Teacher zoom link	Literature Class Teacher Name Teacher email address Teacher zoom link	Literature Class Teacher Name Teacher email address Teacher zoom link
Period 2 8:35 - 9:18	Consumer Skills Class Teacher Name Teacher email address Teacher zoom link	Elective Teacher Name Teacher email address	Career Ed Class Teacher Name Teacher email address Teacher zoom link	Elective Teacher Name Teacher email address	Career Ed Class Teacher Name Teacher email address Teacher zoom link
Period 3 9:20 - 10:03	Enrichment Teacher Name Teacher email address Teacher zoom link	Enrichment Teacher Name Teacher email address Teacher zoom link	Enrichment Teacher Name Teacher email address Teacher zoom link	Enrichment Teacher Name Teacher email address Teacher zoom link	Enrichment Teacher Name Teacher email address Teacher zoom link
Period 4 10:05 - 10:48	Language Arts Teacher Name Teacher email address Teacher zoom link	Language Arts Teacher Name Teacher email address Teacher zoom link	Language Arts Teacher Name Teacher email address Teacher zoom link	Language Arts Teacher Name Teacher email address Teacher zoom link	Language Arts Teacher Name Teacher email address Teacher zoom link
Period 5 10:50 - 11:33	Science Class Teacher Name Teacher email address Teacher zoom link	Science Class Teacher Name Teacher email address Teacher zoom link	Science Class Teacher Name Teacher email address Teacher zoom link	Science Class Teacher Name Teacher email address Teacher zoom link	Science Class Teacher Name Teacher email address Teacher zoom link
Period 6 11:35 - 12:18	History Class Teacher Name Teacher email address Teacher zoom link	History Class Teacher Name Teacher email address Teacher zoom link	History Class Teacher Name Teacher email address Teacher zoom link	History Class Teacher Name Teacher email address Teacher zoom link	History Class Teacher Name Teacher email address Teacher zoom link
Period 7 Lunch 12:20 - 12:50	Lunch	Lunch	Lunch	Lunch	Lunch
Period 8 12:52 - 1:35	Math Class Teacher Name Teacher email address Teacher zoom link	Math Class Teacher Name Teacher email address Teacher zoom link	Math Class Teacher Name Teacher email address Teacher zoom link	Math Class Teacher Name Teacher email address Teacher zoom link	Math Class Teacher Name Teacher email address Teacher zoom link
Period 9 1:37 - 2:20	Health Class Counselor Name Counselor email address Counselor zoom link	OT Therapist Name Therapist email address Therapist zoom link	Health Class Counselor Name Counselor email address Counselor zoom link	Speech Therapist Name Therapist email address Therapist zoom link	Counseling Counselor Name Counselor email address Counselor zoom link

Hybrid Learning Model

In Learning Prep School's *hybrid learning model*, students alternate between the *in-person learning model* with safety requirements and the *remote learning model*. Learning Prep School has two varieties of its *hybrid learning model*.

As stated above, DESE has asked schools to prioritize high needs students for an in-person learning environment. Learning Prep School exclusively teaches this population of students, and therefore, will emphasize its *in-person learning model*. However, there may be health and logistical reasons that the school will need to move one of its two *hybrid learning models*.

Please note: all other policies as applicable that are described in the *in-person learning model* and the *remote learning model* in terms of communication, technology, attendance, transportation, arrival and dismissal policies, staffing, and academic program apply to this hybrid learning model as well.

Hybrid learning model, option 1.

The first *hybrid learning model* is cohort based. If Learning Prep School would have a member of one of its cohorts test positive for COVID-19, that entire cohort would go remote, leaving the rest of the school continuing to follow the *in-person, cohort model*. The students and teachers in the remote cohort would follow through technology the same schedules as when in-person. (See above for sample schedules.) Student schedules already have Zoom links on them to allow this to happen seamlessly.

This hybrid learning model will also be followed if one particular cohort does not have enough staff, due to Covid related challenges, to cover all of the classes.

Hybrid learning model, option 2.

The second *hybrid learning model* is a combination of remote and in-person learning. This model will be followed if DESE mandates that Learning Prep School move to a hybrid model, OR if the number of staff able to come into school in-person is too limited to follow our *in-person, cohort model*, OR if following medical advice and watching the spread of the virus, Learning Prep School determines that it is safer to limit further the number of students in the buildings.

Staying true to the *in-person, cohort model*, all cohorts will be divided into 2 groups, group A and group B.

On Monday and Tuesday, group A will attend school in-person and follow their regular schedule (see above), while group B will be attending remotely, also following their regular schedule (see above).

Wednesdays will be all remote learning where students will continue to follow their regular schedules (see above), but remotely.

On Thursday and Friday, group B will attend school in-person and follow their regular, in-person schedule (see above), while group A will attend remotely, also following their regular, in-person schedule (see above). Group determinations will be communicated with families.

	Group A		Group B	
	2 days in/3 days out		2 days in/3 days out	
 = in-person  = home, remote	M T W TH F     		M T W TH F     	 = in-person  = home, remote
Students will follow their normal schedules for both in-person and remote learning.	<ul style="list-style-type: none"> • 2 days in-person in a row for Group A • Wednesday is all remote learning • 2 more days remote for group A 		<ul style="list-style-type: none"> • 2 days in-person in a row for Group B • Wednesday is all remote learning • 2 more days remote for group B 	Students will follow their normal schedules for both in-person and remote learning.
In-person	2 days		2 days	In-person
Remote	3 days		3 days	Remote

Remote Learning Model

If necessary, LPS will move to its *remote learning model* for all students and staff based on recommendations from DESE and the Newton Board of Health or a determination by the administration of the school.

Participation and attendance.

Following DESE guidelines for Structured Learning Time requirements for secondary school, middle school and high school students will complete at least 5.5 hours per day during remote learning. (See sample schedules above.)

If a student will be absent from school for the day or for a period, parents must email the appropriate building administrator. (See above.)

Each class will follow a similar format starting with the taking of attendance and reporting it into the school database, Infinite Campus.

Teachers will record the student's participation as they do during the in-person model. Participation in learning opportunities when students are not following along with the teacher in-person will be determined by the completion of the work provided through Google Classroom.

Each student will have an individual schedule (please refer to the in-person example) with links for Zoom classes. These classes will also be accessible on Google Calendar as a link.

Technology.

All students will receive a Learning Prep School issued Chromebook to access remote learning via Google Classroom. Students who are unfamiliar with this platform will be emailed a tutorial regarding how to use it and time will be built in to support students' technology needs and challenges.

All students will be provided with a headset with a microphone to access the curriculum more fully.

Zoom will be used as our video conferencing platform however we will utilize another video conferencing platform if necessary. Learning Prep Schools remote learning plan has students accessing their Zoom classes each period throughout the school day.

Assistive technology will be provided and used by the students per their IEP or for any student if needed to help access the curriculum.

The Learning Prep School assistive technology specialist will be available to support students and families with all online applications and make suggestions as needed. Similarly, IT support will also be available to support families and students with hardware issues as needed.

Academic program.

During Learning Prep School's *remote learning model*, classes will follow Common Core Curriculum Standards as well as address student IEP goals and benchmarks as is done during in-person instruction, using entry points as needed. Following DESE guidelines for Structured

Learning Time requirements for secondary school middle school and high school students will complete at least 5.5 hours per day for 180 days.

Following similar best practices of teaching that Learning Prep School follows when in-person, remote classes will feature a review of previously completed work during class, questions, a content lesson (which could be done live or previously recorded), and, when appropriate, a concluding review assignment that can be completed independently or with teacher support. There may be some exceptions to this (i.e., assessments, a unique type of material to be covered); however, most classes will follow this model.

Students will receive all services designated on their Individualized Education Service Delivery.

Whether a student is participating in LPS programming in person or remote, the expectation remains the same. As is stated in our student handbook, grades will be based on the following:

- Completion of classwork
- Scores/grades on tests, quizzes, assignments, and projects
- Active class participation
- Completion of quality homework
- Behavior and engagement

To monitor progress in reading and math, STAR assessments will be given at the beginning and throughout the year in the areas of reading and math. Additional assessments and IEP goals will be tracked throughout the year.

Students will participate in predominantly synchronous learning throughout the school day with some asynchronous learning opportunities as deemed appropriate.

Classes will follow Common Core Curriculum Standards as well as address student IEP goals and benchmarks as is done during in-person instruction, using entry points as needed.

Related services.

Counseling staff will have 1:1 videoconferencing sessions with students whose guardians have submitted a signed consent form.

With students whose guardians have submitted a signed consent form, speech and occupational therapy groups will be conducted via videoconference with direct instruction, supplemented with academic assignments to deepen understanding.

Communication.

Methods for teachers and administrators to regularly communicate with students' parents and guardians are the following:

- Google Classroom offers parents an option for regular communication regarding assignments.
- Parents will have access to grades on Google Classroom.

In addition to these daily interactions between the school and families, the administration of Learning Prep School will communicate with families on a weekly basis with updates specific to running the school during the COVID-19 pandemic. These communications will include opportunities to provide feedback and ask questions. Communication formats used to date have included video updates, written updates, and forms to collect feedback. These types of updates will continue. Other communication methods such as town hall style meetings may also occur.

Please note: all communications will be translated for those parents/guardians who require information in a language other than English.

Staffing model.

Similar to the *in-person, cohort learning model*, Learning Prep School will be using a cohort model for staffing. Each cohort will have a combination of licensed teaching staff and special education certified staff, along with counselors, SLPs, OTs and support staff to assure adequate support for content and understanding.

IEP Services

IEP services will be provided through an Instruction and Services model of delivery (e.g., structured lessons, teletherapy, video-based lessons, etc.), in all learning models. Only when necessary will they be provided through a Resources and Supports model (e.g., packets and assignments).

Individualized schedules will be emailed to families and districts prior to the start of school. These schedules will include faculty email addresses and video conferencing links as outlined in the *in-person, cohort model* description.

IEP meetings will take place as they are due. The format in which these meetings are held is up to each Team. Please reach out to your district liaison as well as your LPS liaison (Michelle

Cuddy for grades 10-12 at mcuddy@learningprep.org or Jennifer Jurkiewicz at jjurkiewicz@learningprep.org for grades 5-9) for more information.

Reminder: to maintain the health and safety of our community during the COVID-19 virus, Learning Prep School is closed to all outside visitors except with prior approval and when mandated by the district.

Related services will be provided either in-person or through video conferencing through telehealth. All related-service providers have been trained in telehealth, as set forth by the governing body of their specialty area. Consent forms for telehealth will be provided and will be required to be signed in order to receive services in the areas of Counseling and Speech and Language Therapy in the telehealth format.

Student progress will be monitored through classwork, homework, and assessments. Report cards and Progress Reports will continue to be sent out via email, each quarter to families and districts.

Parents should be in touch with their building Principal (Jennifer Thorell at jthorell@learningprep.org for the High School and Amy Davis at adavis@learningprep.org for the Middle School) or LPS liaison with any concerns or questions regarding your child's delivery of services.

Additionally, each student's counselor will be in contact with parents on a regular basis to gather feedback.

Health and Safety

The novel coronavirus ("COVID-19") is extremely contagious and believed to be spread from person-to-person contact, mainly through respiratory droplets produced when an infected person coughs, sneezes, or talks. Spread is more likely when people are in close contact with one another. To prevent the spread, federal, state, and local governments, as well as federal and state health agencies, recommend several health and safety protective measures. Included in these measures are washing hands, maintaining distance between oneself and others, covering the mouth and nose with a mask or face covering when around others, covering coughing and sneezing, cleaning, and disinfecting surfaces frequently, and monitoring one's health daily.

Learning Prep School has put in place preventative measures, new procedures, protocols, and policies; undergone trainings; and purchased necessary protective safety equipment to reduce the spread of COVID-19. However, due to the contagious nature of COVID-19, your child may be exposed to or infected by COVID-19 while attending Learning Prep School. As with any setting

where individuals will be in contact with other individuals, the risk of exposure to COVID-19 exists. Though significant preventative measures are being taken, the contagious nature of this virus prevents elimination of risk of exposure. Learning Prep School will continue to follow local, state, and federal guidance to ensure safety and preventative measures are up to date and implemented as efficiently and effectively as possible.

Travel outside of Massachusetts.

Learning Prep School strictly follows Governor Baker's quarantine order for those traveling outside of Massachusetts. Starting August 1, all visitors and Massachusetts residents returning home, must fill out a "Massachusetts Travel Form" and quarantine for 14 days unless they are coming from a COVID-19 lower risk state, OR they can produce a negative COVID-19 test result administered no more than 72 hours prior to arriving in Massachusetts, OR they are included in one of the other, limited exemptions. Please see the most updated list of lower risk states, which are updated regularly, on the following website: <https://www.mass.gov/info-details/covid-19-travel-order>.

The following guidelines follow all health and safety standards in the DESE guidance documents.

Before coming to school or getting on the bus.

Families should assess their child's state of wellness before leaving home for school. If the student has any symptoms of COVID-19, they should not attend school. The family should notify their building administrator that the child will be absent and the reason for the absence. The school nurse will follow-up with the family regarding the child's symptoms, whether the child was seen by a medical professional, and any testing that was done. The child can return to school once cleared by the school nurse and/or the Newton Board of Health.

It is important for our families to know that the symptoms of COVID-19 mimic the symptoms of many other illnesses. To protect all students and staff, any symptoms of COVID-19 will be treated as a suspected case until determined otherwise.

These symptoms include:

- Fever (100.0° Fahrenheit or higher), chills, or shaking chills
- Cough (not due to other known cause, such as chronic cough)
- Difficulty breathing or shortness of breath
- New loss of taste or smell
- Sore throat

- Headache *when in combination with other symptoms*
- Muscle aches or body aches
- Nausea, vomiting, or diarrhea
- Fatigue, *when in combination with other symptoms*
- Nasal congestion or runny nose (not due to other known causes, such as allergies) *when in combination with other symptoms*

Students and staff **must** stay home if they do not feel well. This is very important in preventing the spread of COVID-19. As stated above, Learning Prep School will relax the rules on attendance to ensure that we are not placing an undue burden on families to have their children report to school when sick. The State may release guidance on attendance requirements in the future.

Masks/face coverings.

Students and staff are expected to wear a mask/face covering at all times with the exception of mask breaks and when they are eating. Masks should be a cloth covering for nose and mouth. Bandanas, scarves, and other articles of clothing are not acceptable substitutes for cloth masks designed to cover the nose and mouth. Face shields cannot be used instead of a mask, though they can be worn in addition to masks.

These masks/face coverings are to be provided by the student/family, but extra disposable masks will be on campus as a backup.

Reusable masks/face coverings provided by families should be washed by families daily.

Students will be explicitly instructed in proper mask use during orientation and revisited regularly during *in-person, cohort learning*.

Physical distancing.

Learning Prep School is implementing the following physical distancing policies:

- Classrooms are set up and the floors are marked with 6-foot markers between all desks and the teacher area.
- Classroom desks are set up facing in the same direction.
- All movement through our buildings will be one way whenever possible. There are one-way stairways, taped arrows in the hallways, and entrance- and exit-only doorways.
- Outside areas are labeled with 6ft distancing markings.
- Bathrooms will be single use.

Hand hygiene: Handwashing and hand sanitizing.

Handwashing removes pathogens from the surface of the hands. While handwashing with soap and water is the best option, alcohol-based hand sanitizer will be utilized when handwashing is not available.

Students and staff are required to exercise hand hygiene (handwashing or sanitizing) upon arrival to school, before and after eating, before putting on and taking off masks, and before dismissal.

When handwashing, students should use soap and water to wash all surfaces of their hands for at least 20 seconds, wait for visible lather, rinse thoroughly, and dry with an individual disposable towel. If handwashing is not feasible, hand sanitizer can be used. Hand sanitizer should be applied to all surfaces of the hands and in sufficient quantity that it takes 20 seconds of rubbing hands together for the sanitizer to dry.

Hand washing and hand sanitizing instructions will be posted near sinks and hand sanitizer stations. Sanitizing stations will be placed in each cohort as well as near restrooms and at the entrance of buildings. Students will be explicitly instructed in proper hand hygiene during orientation and revisited regularly during *in-person, cohort learning*.

PPE supplies.

Learning Prep School has stocked a three-month supply of PPE for staff and student use including the following:

- Masks: These are available if a student does not bring their own
- Gloves
- Nursing gowns
- Hand sanitizer: Distributed throughout cohorts
- Disinfectant spray and rags: Distributed throughout cohorts

Cleaning.

Although it is not the main way the virus spreads, it may be possible for an individual to get COVID-19 by touching an object that is contaminated and then touching their own mouth, nose or possibly eyes. To minimize the possibility of this, the maintenance staff at Learning Prep School will be assigned to each floor in each building in order to frequently clean high touch surfaces as well as on an as needed basis (see schedule below).

Maintenance staff will be wearing appropriate protection, such as gloves and masks, and will be frequently washing hands, following instructions on all cleaning products, and handling waste following state guidelines.

Signage and equipment have been established to enable effective health and safety procedures, as defined in the Commonwealth’s guidance on required safety supplies for reopening schools. At the end of each day, the entire school will be spray-cleaned with products that meet the standards of DESE and CDC guidelines.

Learning Prep School Cleaning Schedule.

Learning Prep School has an intensified general cleaning, sanitizing, and disinfecting routine.

The school will utilize cleaning and disinfecting supplies and materials, such as:

- Clorox Disinfecting wipes
- Hand sanitizer
- Paper towels
- Bioesque, a botanical disinfectant solution meeting CDC guidelines
- Clorox hard surface sanitizing spray
- Clorox clean up disinfectant cleaner with bleach
- Mixture of Clorox bleach and water, meeting CDC guidelines

This following cleaning schedule is to ensure all areas, materials, furniture, and equipment used by students and staff are properly cleaned, sanitized, or disinfected.

LOCATION	ITEM(S)	ACTION	FREQUENCY	STAFF RESPONSIBLE
Classrooms/ Office Space	Desks, chairs, hard surfaces, light switches, door handles	Clean & Disinfect	Once per day at the end of each day and as needed	Maintenance Staff

Classrooms/ Office Space	Desks, chairs, hard surfaces, light switches, door handles	Clean & Disinfect Spray with Bioesque and wait 4 minutes	Period 3 mask break Lunch mask break Each time students or faculty change room or desks	Faculty
Bathrooms	Sinks, Toilets, Doors, Handles	Clean & Disinfect	Every 45 minutes and as needed	Maintenance Staff
Entryways and Common Areas	Door Handles, handrails, push plates, door faces and styles, elevator buttons and frames	Clean & Disinfect	Multiple times per day including mornings after arrival, after any outside time, at the end of the day and as needed	Maintenance Staff

Supplies for hand hygiene are adequate and placed appropriately throughout the buildings. There are hand sanitizers located in the following areas:

- Each classroom/work area
- Hallways
- Entry to the school
- In emergency bags

Ventilation.

Learning Prep School’s ventilation will be different by building or even by rooms within buildings. There are a combination of ventilation systems, HVAC units, open windows, and window fans in place. Each room a student is in will have air circulating in and out. Learning

Prep has acquired between 17 and 30 HEPA air filtration units that will ensure all rooms with students have between 4 and 6 air changes per hour.

Additionally, students will be outside frequently under a learning tent or in the open air, and outdoor space will be utilized on a regular basis for lunch, mask breaks, and some classes.

Meals.

Meals will be prepared following state and DESE guidelines. They will be delivered and eaten in the cohort classrooms or outside.

Please note as this is a change from previous years: because all cohorts will be eating together and some students of Learning Prep School have life-threatening nut allergies, no peanuts or tree nuts will be allowed on campus to ensure the safety of students and staff.

COVID-19 related isolation space.

There are 2 isolation rooms on either side of the nurse's office for students or staff who display COVID-19 symptoms. There is also a designated exit door in the area for symptomatic staff or students.

Throughout the following protocols, remember that when the guidance states that a student will isolate and get dismissed, that student will be monitored by the Learning Prep School nurse and will be in this dedicated isolation space.

Protocols for Responding to COVID-19 Scenarios

On July 17, 2020, the Department of Elementary and Secondary Education released new protocols that Learning Prep School will follow when a student or staff member becomes ill.

Staff must monitor themselves for symptoms daily and students, with the assistance of families, must also be monitored daily for symptoms. Staff and students must stay home if feeling unwell. Everyone must do their part to protect others and not come to school if they are exhibiting any COVID-19 symptoms or are feeling sick. All staff and student parent/guardians must sign an annual attestation form. Staff and Parents who decline to complete the screening will not be permitted to enter the program.

As stated above, **please STAY HOME if you have any of the symptoms listed.**

- Fever (100.0° Fahrenheit or higher), chills, or shaking chills
- Cough (not due to other known cause, such as chronic cough)
- Difficulty breathing or shortness of breath
- New loss of taste or smell
- Sore throat
- Headache *when in combination with other symptoms*
- Muscle aches or body aches
- Nausea, vomiting, or diarrhea
- Fatigue, *when in combination with other symptoms*
- Nasal congestion or runny nose (not due to other known causes, such as allergies), *when in combination with other symptoms*

The single most important thing to do if any of the following symptoms are present is to **STAY HOME**. At Learning Prep School, collective health relies, in part, on individual attention and responsibility. Note that some symptoms of COVID-19 are the same as the flu or a bad cold; please do not assume it is another condition. When in doubt, stay home.

If staff or students have any of these symptoms, they must get a test for active COVID-19 infection prior to returning to school.

Protocol: Student or staff tests positive for COVID-19.

If a student or staff member of the Learning Prep School community tests positive, the entire school would shut down and be remote for 5 consecutive days to disinfect and do contact tracing. Any cohorts or close contacts would remain out of school for two weeks. Other groups may return after 5 days if we are given clearance by the board of health and the following steps will be taken:

1. The student or staff member must remain at home (except to get medical care), monitor their symptoms, notify the school through our school nurse Nancy Ishkanian at nishkanian@learningprep.org, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from the Newton Board of Health or the Massachusetts Community Tracing Collaborative.

- **Self-isolation for COVID-19 positive cases is a minimum of 10 days**

Most people who test positive and have a relatively mild illness will need to stay in self-isolation for at least 10 days. People who test positive can resume public activities after 10 days and once they have:

- a. gone for 24 hours without a fever (and without taking fever-reducing medications like Tylenol); and
- b. experienced improvement in other symptoms (for example, their cough has gotten much better); and
- c. received clearance from public health authority contact tracers (the local board of health or Community Tracing Collaborative).

2. The student's guardian or the staff member will inform Learning Prep School's COVID-19 Response Coordinator Gretchen Petersen (gpetersen@learningprep.org) or Learning Prep School's nurse Nancy Ishkanian (nishkanian@learningprep.org) that the individual has tested positive for COVID-19. The designated COVID-19 school lead in turn notifies school leadership (head of school, building principals, head of facilities).

3. Determine whether the student or staff member was on the premises during the time frame that started two days prior to symptom onset (or prior to testing positive if not symptomatic) until the time of isolation. If the infected individual has been on the premises, follow these steps:

- Promptly close off areas visited by the COVID-19 positive individual until such areas can be cleaned and disinfected, if they have not been cleaned and disinfected already.
- Promptly clean and disinfect the student's or staff member's classroom and any other facilities visited by the individual, if that has not been done already.
- Promptly clean and disinfect the bus(es) the student or staff member was on, if any, and if not already done.

4. If student has been in a self-contained classroom throughout the day, Learning Prep School will send a communication to the other families in the student's cohort that there has been a positive test without naming the individual student or staff member who tested positive.

This communication will:

- Inform families and staff that there was a positive test (not the specific individual) in the self-contained, cohort classroom.
- Explain that since the student or faculty member were within this cohort and may have been within 6 feet of the person with a positive test, they are considered a "close contact" and therefore should be tested.
- Instruct those designated as close contacts to isolate prior to their test and while waiting for the results. In general, as the highest yield test will be a few days after the exposure, ideally, the test should occur no sooner than day 4 or 5 after the last exposure. (In other words, if an exposure lasted several days, the best time to test is 4 or 5 days after the end of the exposure period.)
- Explain that if close contacts choose not to be tested, the student or staff member should remain home in self-quarantine for 14 days.
- Remind families and/or staff of the importance of not having contact with higher-risk individuals (e.g., grandparents and those with underlying medical conditions).
- Remind families and/or staff of the list of COVID-19 symptoms for which to monitor.

5. If the school finds out about the original COVID-19 positive test in the middle of a school day when the rest of the cohort is in class, the following steps will be taken:

- Make sure students are wearing masks. Extra masks as may be needed will be provided by the school.
- Continue to enforce strict physical distancing and require students to wash their hands.
- The school should quickly identify the individuals who may be "close contacts" of the student and notify students and their families.
- Caregivers of students in the class or other close contacts may pick students up prior to the end of the day. Students who are close contacts and students with any symptoms should not ride a van or bus to get home.
- Caregivers and students, as well as staff, should wash their hands upon arriving at home and change their clothes as a precaution.
- Close contacts should not come back to school until they have received the results of testing (or elected to instead quarantine for 14 days and can communicate their test results to the school).
- As feasible, to assist with contact tracing, make a list including phone numbers and email of any other close contacts the student or staff member had, beginning two days before the onset

of symptoms (or positive test if asymptomatic) until individual was isolated. Instruct those students and/or staff members to get tested according to the same protocol as the student's cohort above.

IF OTHERS IN THE SCHOOL TEST POSITIVE: Learning Prep School will perform all steps under this protocol for that person. Learning Prep School will also follow DESE guidance on the presence of multiple cases in the school.

In the event there is a question regarding school closure due to COVID-19, there will be no final decision made until Learning Prep School consults with the Newton Department of Public Health and DESE for further guidance.

IF NO OTHERS IN THE SCHOOL TEST POSITIVE: Close contacts at Learning Prep School can return to school immediately if they test negative and do not have symptoms; however, strict mask wearing covering the nose and mouth must continue to be maintained at all times.

Any area of the school visited by the COVID-19 positive individual must be closed off and/or cleaned and disinfected.

Protocol: Close contact of student or staff tests positive for COVID-19.

Current Massachusetts Department of Public Health guidance is that all “close contacts” of someone who has tested positive for COVID-19 should be tested.

For general guidance, the Department of Public Health defines “close contact” as the following:

- Being within 6 feet of a COVID-19 case (someone who has tested positive) for a total of 15 minutes during a day. Multiple brief or transitory interactions (less than a minute) throughout the day are unlikely to result in 15 minutes of cumulative contact and do not meet the definition of close contact. Being in the same room as an individual if you are consistently separated by 6 feet of distance does not meet the definition of a close contact.
- Close contact can occur while being with, caring for, living with, visiting, or sharing a healthcare waiting area or room with a COVID-19 case while the case was symptomatic or within 2 days before symptom onset, OR
- Having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on) while not wearing recommended personal protective equipment.

In school settings, close contact includes other students and staff who were within 6 feet of the student or staff member for at least 10–15 minutes in a classroom, in other school spaces, on the bus, or at an extracurricular activity.

In school situations where the students are in self-contained classrooms for an extended period, all students/staff within this cohort are considered close contacts as they may have been within 6 feet of the person with a positive test result.

Close contacts are asked to communicate their test results to the school. Because tests performed too early can be falsely negative, ideally the test should be performed no sooner than 4 or 5 days after the last contact with the person who tested positive.

Policy of when a close contact may return to school: All close contacts should be tested but must self-quarantine, consistent with the guidance outlined below. The local board of health, in consultation with the school’s COVID-19 response person, are best suited to advise on which quarantine option applies to a specific case. In accordance with the federal Center for Disease Control, close contacts must quarantine for the time period listed below:

- At least 7 days, provided that all of the following are satisfied:

- They are tested (either polymerase chain reaction (PCR) or antigen test) on day 5 or later from their last exposure to the positive individual and receive a negative test result
- They have not experienced any symptoms up to this point
- They conduct active monitoring for symptoms through day 14, and self-isolate if new symptoms develop

While most exposed close contacts do not contract COVID-19, this quarantine option may not identify 5% of those who still have the potential to transmit infection after quarantine ends. In other words, 95% of individuals who could still transmit infection after quarantine ends would be identified with this strategy.¹

- At least 10 days, provided that all of the following are satisfied:
 - They have not experienced any symptoms up to this point
 - They conduct active monitoring for symptoms through day 14 and self-isolate if new symptoms develop
 - No test is necessary under this option for the purposes of exiting quarantine

While most exposed close contacts do not contract COVID-19, this quarantine option may not identify 1% of those who still have the potential to transmit infection after quarantine ends. In other words, 99% of individuals who could still transmit infection after quarantine ends would be identified with this strategy.²
- At least 14 days after the last exposure to the person who tested positive, if:
 - They have experienced any symptoms during the quarantine period, even if they have a negative COVID-19 test; or
 - They are unable to conduct active monitoring of symptoms

This option provides the maximal risk reduction.

When individuals exit quarantine, masking and other safety measures remain critical. It may be best for individuals who are not be able to adhere to masking and distancing to exit quarantine after 10 or 14 days. Active monitoring requires individuals to actively monitor their symptoms and take temperature once daily. If even mild symptoms develop or the individual has a temperature of 100.0 F, they must immediately self-isolate, and contact the public health authority overseeing their quarantine, and be tested.

IF CLOSE CONTACT POSITIVE TEST: The student or staff member should remain at home (except to get medical care), monitor their symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from the Newton Board of Health or Massachusetts Community Tracing Collaborative.

Most people who test positive and have a relatively mild illness **will need to stay in self-isolation for at least 10 days**. People who test positive can resume public activities after 10 days and once they have done the following:

- gone for 3 days without a fever (and without taking fever-reducing medications like Tylenol); and
- experienced improvement in other symptoms (for example, their cough has gotten much better); and
- received clearance from public health authority contact tracers (the Newton Board of Health or the Community Tracing Collaborative).

Please note: repeat testing prior to return is not recommended. Return to school should be based on time and symptom resolution.

Quick reference sheet: Key actions for individual COVID-19 events.

Event	Location of Event	Testing Result	Quarantine
Individual is symptomatic	If an individual is symptomatic <u>at home</u> , they should stay home and get tested.	Individual tests <u>negative</u>	Return to school once 24 hours have passed with no fever and improvement in symptoms, without the use of fever reducing medications.
	If an individual student is symptomatic <u>on the bus or at school</u> , they should remain masked and adhere to strict physical distancing. Students will then be met by the nurse and stay in the medical waiting room until they can go home. They should not be sent home on the bus. If an individual staff member is symptomatic at school, they should find coverage for their duties and then go home and get tested.	Individual tests <u>positive</u>	Remain home (except to get medical care), monitor symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from local board of health or MA Community Tracing Collaborative. Most people who have relatively mild illness will need to stay in self-isolation for at least 10 days and until at least 24 hours have passed with no fever and improvement in other symptoms.
		Individual <u>is not tested</u>	Remain home in self-isolation for 10 days from symptom onset, then return once 24 hours have passed with no fever and improvement in symptoms, without the use of fever reducing medications.

<p>Individual is exposed to COVID-19 positive individual</p>	<p>If an individual is <u>at home</u> when they learn they were in close contact with an individual who tested positive for COVID-19, they should stay at home and be tested 4 or 5 days after their last exposure.</p> <p>If an individual is <u>at school</u> when they learn they were in close contact with an individual who tested positive for COVID-19, they should be masked for the remainder of the day (including K-1 students) and adhere to strict physical distancing. At the end of the day, they should go home and should not take the bus home. They should stay at home and be tested 4 or 5 days after their last exposure.</p>	<p>Individual tests <u>positive</u></p>	<p>Remain home (except to get medical care), monitor symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from local board of health or MA Community Tracing Collaborative. Most people who have relatively mild illness will need to stay in self-isolation for at least 10 days <u>and</u> until at least 24 hours have passed with no fever and improvement in symptoms, without the use of fever reducing medications.</p>
		<p>Individual tests <u>negative</u> or <u>is not tested</u></p>	<p>Remain home and self-quarantine consistent with the guidance below:</p> <p>At least 7 days, provided that all of the following are satisfied:</p> <ul style="list-style-type: none"> • They are tested (either polymerase chain reaction (PCR) or antigen test) on day 5 or later from their last exposure to the positive individual and receive a negative test result • They have not experienced any symptoms up to this point • They conduct active monitoring for symptoms through day 14 and self-isolate if new symptoms develop <p>At least 10 days, provided that all of the following are satisfied:</p> <ul style="list-style-type: none"> • They have not experienced any symptoms up to this point • They conduct active monitoring through day 14 and self-isolate if new symptoms develop • No test is necessary under this option <p>At least 14 days after the last exposure to the person who tested positive, if:</p> <ul style="list-style-type: none"> • They have experienced any symptoms during the quarantine period, even if they have a negative COVID-19 test; or • They are unable to conduct active monitoring of symptoms <p><u>Active monitoring requires individuals to actively monitor their symptoms and take temperature once daily. If even mild symptoms develop or the individual has a temperature of 100.0 F, they must immediately self-isolate, and contact the public health authority overseeing their quarantine, and be tested.</u></p>

Protocol: Student is symptomatic at home.

Parents or guardians should monitor students at home each morning for the most common symptoms of COVID-19 (see list above).

IF ANY SYMPTOM:

- Do not send the student to school.
- Call the school's COVID-19 point of contact and inform them student is staying home due to symptoms. Learning Prep School's COVID-19 Response Coordinator is Gretchen Petersen (gpetersen@learningprep.org) and Learning Prep School's nurse Nancy Ishkanian (nishkanian@learningprep.org).
- **Policy of when a student/staff person may return to school after COVID-19 symptoms**
 - If a student or staff member has COVID-19-like symptoms, they may return to school after they have tested negative for COVID-19, have improvement in symptoms, and have been without fever for at least 24 hours without the use of fever reducing medications. If a provider makes an alternative diagnosis for the COVID-19-like symptoms, the individual may return to school based on the recommendations for that alternative diagnosis (e.g., influenza or strep pharyngitis).
 - If a student or staff member presents COVID-19-like symptoms and chooses not to be tested, they may return to school 10 days from start of symptoms, as long as their symptoms have improved and they have been without fever for at least 24 hours prior to their return to school without the use of fever reducing medication.
-
- Proceed as follows according to test results:
 1. **IF NEGATIVE:** Students may return to school after they have tested negative for COVID-19, have improvement in symptoms, and have been without fever for at least 24 hours without the use of fever reducing medications. If a provider makes an alternative diagnosis for the COVID-19-like symptoms, the individual may return to school based on the recommendations for that alternative diagnosis (e.g., influenza or strep pharyngitis).
 2. **IF POSITIVE:** Student should remain at home (except to get medical care), monitor their symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from local board of health or Massachusetts Community Tracing Collaborative. Most people who have relatively mild illness will need to stay in self-isolation for at least 10 days **and** until at least 24 hours have passed with no fever and improvement in other symptoms. **FOLLOW STEPS UNDER:** "Protocol: Student / staff tests positive for COVID-19."

Protocol: Student is symptomatic on the bus or van.

Although families are the most important first line of defense for monitoring symptoms, bus and van drivers and bus monitors also play an important role in flagging possible symptomatic students.

Note: This will require training for bus drivers (and bus monitors, if applicable). Learning Prep School families should be in contact with their districts to ensure these policies are being enforced.

If symptoms are noticed as the student is getting on the bus, and if there is a caregiver present, do not allow student to board the bus. Caregiver should then follow the protocol “Student is symptomatic at home.”

If student is already on the bus, driver should ensure student is masked and keeps mask on. Ensure other students keep their masks on. Ensure student keeps required physical distance from other students.

Bus or van driver should call ahead to the bus service dispatch. The bus service dispatch should be equipped with appropriate cell phone numbers for school and district personnel (nurse or other medical personnel). The dispatch should contact the school to inform the school nurse (Nancy Ishkanian, nishkanian@learningprep.org) of a possible symptomatic child.

The school nurse (or someone the nurse designates) should meet the bus as it arrives, wearing a mask. As practical, the student with possible symptoms should exit the bus first.

Bus or van should be cleaned/disinfected.

At this point the nurse should evaluate the student for symptoms of COVID-19 (see list above).

IF ANY SYMPTOM:

- Place the student in the designated COVID-19 isolation rooms. Students can work on individual schoolwork or other activities while in the room.
- Contact caregiver for pick-up.
- **IF CAREGIVER CAN PICK UP DURING THE DAY:** Student will remain in COVID-19 isolation room until pick up. Caregivers must wear a mask/face covering when picking up their student. Caregiver should text the building administrator (Dawn Hurley at for the high school or Clara Caruso for the middle school) when they arrive, and the student will be

released to their care. Caregivers and students should wash their hands upon arriving at home and change their clothes, as a precaution.

- **IF CAREGIVER CANNOT PICK UP DURING THE DAY:** The student should wait in the COVID-19 isolation room until the end of the day to be picked up by caregiver. The student should not go home on a school bus with other students.
 - **Policy of when a student/staff person may return to school after COVID-19 symptoms**
 - If a student or staff member has COVID-19-like symptoms, they may return to school after they have tested negative for COVID-19, have improvement in symptoms, and have been without fever for at least 24 hours without the use of fever reducing medications. If a provider makes an alternative diagnosis for the COVID-19-like symptoms, the individual may return to school based on the recommendations for that alternative diagnosis (e.g., influenza or strep pharyngitis).
 - If a student or staff member presents COVID-19-like symptoms and chooses not to be tested, they may return to school 10 days from start of symptoms, as long as their symptoms have improved and they have been without fever for at least 24 hours prior to their return to school without the use of fever reducing medication.
- Proceed as follows according to test results:
 1. **IF NEGATIVE:** Students may return to school after they have tested negative for COVID-19, have improvement in symptoms, and have been without fever for at least 24 hours without the use of fever reducing medications. If a provider makes an alternative diagnosis for the COVID-19-like symptoms, the individual may return to school based on the recommendations for that alternative diagnosis (e.g., influenza or strep pharyngitis).
 2. **IF POSITIVE:** Student should remain at home (except to get medical care), monitor their symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from local board of health or Massachusetts Community Tracing Collaborative. Most people who have relatively mild illness will need to stay in self-isolation for at least 10 days **and** until at least 24 hours have passed with no fever and improvement in other symptoms. **FOLLOW STEPS UNDER:** “Protocol: Student / staff tests positive for COVID-19.”

IF NO SYMPTOMS: If the evaluation shows the student does not have symptoms, send the student back to class.

Protocol: Student is symptomatic at school.

Although families are the most important first line of defense for monitoring symptoms, teachers will play an important role in referring possible symptomatic students to the school nurse or other medical point of contact. The teacher ensures that the student is wearing a mask that fully covers nose and mouth at all times and maintains distancing in their classroom.

If a student in a cohort appears symptomatic, the teacher calls the nurse to inform them that they have a possible case. The nurse will come to get the student from class.

The nurse should evaluate the student for symptoms (see list above).

IF ANY SYMPTOM:

- Place the student in the designated COVID-19 isolation rooms. Students can work on individual schoolwork or other activities while in the room.
- Contact caregiver for pick-up.
- **IF CAREGIVER CAN PICK UP DURING THE DAY:** Student will remain in COVID-19 isolation room until pick up. Caregivers must wear a mask/face covering when picking up their student. Caregiver should text the building administrator (Dawn Hurley at for the high school or Clara Caruso for the middle school) when they arrive, and the student will be released to their care. Caregivers and students should wash their hands upon arriving at home and change their clothes, as a precaution.
- **IF CAREGIVER CANNOT PICK UP DURING THE DAY:** The student should wait in the COVID-19 isolation room until the end of the day to be picked up by caregiver. The student should not go home on a school bus with other students.
 - **Policy of when a student/staff person may return to school after COVID-19 symptoms**
 - If a student or staff member has COVID-19-like symptoms, they may return to school after they have tested negative for COVID-19, have improvement in symptoms, and have been without fever for at least 24 hours without the use of fever reducing medications. If a provider makes an alternative diagnosis for the COVID-19-like symptoms, the individual may return to school based on the recommendations for that alternative diagnosis (e.g., influenza or strep pharyngitis).
 - If a student or staff member presents COVID-19-like symptoms and chooses not to be tested, they may return to school 10 days from start of symptoms, as long as their symptoms have improved and they have been without fever for at least 24 hours prior to their return to school without the use of fever reducing medication.
- Proceed as follows according to test results:

1. **IF NEGATIVE:** Students may return to school after they have tested negative for COVID-19, have improvement in symptoms, and have been without fever for at least 24 hours without the use of fever reducing medications. If a provider makes an alternative diagnosis for the COVID-19-like symptoms, the individual may return to school based on the recommendations for that alternative diagnosis (e.g., influenza or strep pharyngitis).
2. **IF POSITIVE:** Student should remain at home (except to get medical care), monitor their symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from local board of health or Massachusetts Community Tracing Collaborative. Most people who have relatively mild illness will need to stay in self-isolation for at least 10 days **and** until at least 24 hours have passed with no fever and improvement in other symptoms. **FOLLOW STEPS UNDER:** “Protocol: Student / staff tests positive for COVID-19.”

IF NO SYMPTOMS: If the evaluation shows the student does not have symptoms, send the student back to class

Protocol: Staff is symptomatic at home.

Staff should monitor themselves at home each morning for the most common symptoms of COVID-19 (see list above).

IF ANY SYMPTOM:

- Do not come to work.
- Contact the COVID-19 point of contact (Gretchen Petersen) or your principal.
 - **Policy of when a student/staff person may return to school after COVID-19 symptoms**
 - If a student or staff member has COVID-19-like symptoms, they may return to school after they have tested negative for COVID-19, have improvement in symptoms, and have been without fever for at least 24 hours without the use of fever reducing medications. If a provider makes an alternative diagnosis for the COVID-19-like symptoms, the individual may return to school based on the recommendations for that alternative diagnosis (e.g., influenza or strep pharyngitis).
 - If a student or staff member presents COVID-19-like symptoms and chooses not to be tested, they may return to school 10 days from start of symptoms, as long as their symptoms have improved and they have been without fever for at least 24 hours prior to their return to school without the use of fever reducing medication.
- Proceed as follows according to test results:

1. **IF NEGATIVE:** Students may return to school after they have tested negative for COVID-19, have improvement in symptoms, and have been without fever for at least 24 hours without the use of fever reducing medications. If a provider makes an alternative diagnosis for the COVID-19-like symptoms, the individual may return to school based on the recommendations for that alternative diagnosis (e.g., influenza or strep pharyngitis).
2. **IF POSITIVE:** Student should remain at home (except to get medical care), monitor their symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from local board of health or Massachusetts Community Tracing Collaborative. Most people who have relatively mild illness will need to stay in self-isolation for at least 10 days **and** until at least 24 hours have passed with no fever and improvement in other symptoms. **FOLLOW STEPS UNDER:** “Protocol: Student / staff tests positive for COVID-19.”

Protocol: Staff is symptomatic at school.

As noted above, staff should be encouraged not to come to school if they are experiencing any symptoms of COVID-19.

If a staff member suspects any symptoms during the day, they should let their principal know and get a cohort member to cover their class, if needed, and see the school nurse to be evaluated for symptoms.

IF NO SYMPTOMS: The staff member should follow Learning Prep School's protocols for being excused due to illness.

IF ANY SYMPTOM:

- **Policy of when a student/staff person may return to school after COVID-19 symptoms**
 - If a student or staff member has COVID-19-like symptoms, they may return to school after they have tested negative for COVID-19, have improvement in symptoms, and have been without fever for at least 24 hours without the use of fever reducing medications. If a provider makes an alternative diagnosis for the COVID-19-like symptoms, the individual may return to school based on the recommendations for that alternative diagnosis (e.g., influenza or strep pharyngitis).
 - If a student or staff member presents COVID-19-like symptoms and chooses not to be tested, they may return to school 10 days from start of symptoms, as long as their symptoms have improved and they have been without fever for at least 24 hours prior to their return to school without the use of fever reducing medication.
- Proceed as follows according to test results:
 1. **IF NEGATIVE:** Students may return to school after they have tested negative for COVID-19, have improvement in symptoms, and have been without fever for at least 24 hours without the use of fever reducing medications. If a provider makes an alternative diagnosis for the COVID-19-like symptoms, the individual may return to school based on the recommendations for that alternative diagnosis (e.g., influenza or strep pharyngitis).
 2. **IF POSITIVE:** Student should remain at home (except to get medical care), monitor their symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from local board of health or Massachusetts Community Tracing Collaborative. Most people who have relatively mild illness will need to stay in self-isolation for at least 10 days **and** until at least 24 hours have passed with no fever and improvement in other symptoms. **FOLLOW STEPS UNDER:** "Protocol: Student / staff tests positive for COVID-19."

Out-of-school Time Plan

Learning Prep School does not provide services to students outside of the academic day.

Student Supports and Professional Learning

Safety.

During the first several days of the year during orientation, all Learning Prep School students will be trained in safety and cleaning procedures including wearing masks, physical distancing, washing hands, cleaning surfaces, etc. to prevent the spread of COVID-19. Counselors will teach/review these same procedures during individual counseling sessions; general hygiene awareness will also be reviewed at all levels during Health classes.

Wellness.

All students will have access to the following:

- Movement breaks in the classroom (individual and/or group)
- Individual “Mindful Minute” break in the classroom (deep breaths, progressive relaxation and/or positive thoughts)
- Outdoor spaces in the shade or under a tent for mask breaks/small classes
- Mask breaks outside
- Individual weekly counseling sessions

Social-emotional supports.

The social-emotional needs of Learning Prep School students will be significantly more complicated this year than in previous years. Parents will receive a letter approximately a week before school starts explaining all the changes that students can expect in their daily school experience with new protocols. Parents will be asked to go over this letter with their child to help with the transition to the new school year and the unexpected changes. Parents can ask for assistance with this if needed.

Learning Prep School’s first two days for students will feature an orientation allowing students to get used to new protocols and connect with teachers and students. Similarly, the first 6 days of school will be half days for students allowing them a more gradual transition back to school.

Additionally, all students will have access to the following:

- Weekly individual counseling sessions whether face-to-face or via video conferencing in all three learning models
- Lunch groups if remote and if appropriate
- Participation in enrichment activities that allow for students to socialize
- Availability to schedule a check-in with their individual counselor or Dean of Students for additional support as needed
- A list of resources (such as links from the Centers for Disease Control and Prevention and the National Child Traumatic Stress Network) regarding coping with stress of a pandemic or talking to teens about coronavirus and links to a progressive relaxation exercise for children. This is available for parents on the Learning Prep School website under the “Current Students” tab.

Planning and instruction for faculty.

Faculty will be participating in professional development and orientation for five days prior to the students starting school. These meetings will include training for PPE, technology, classroom management and support, social emotional learning, curriculum development on hybrid model teaching, and other topics.

Students will begin the year with six half days in order to evaluate and tweak the cohort and hybrid model of teaching. Teachers will work collaboratively in developing the best use of support staff.

Student curriculum materials will be individualized and located in cohort rooms. In this way, as with the use of digital materials, instruction will be delivered either in person or through Zoom or video conferencing for the same duration of time as in a typical year.

Assessment and intervention.

Teaching and learning, whether remotely or in person, will follow the traditional curriculum of Learning Prep School. Teacher feedback is an important part of the learning process and will take the form of feedback on classwork and homework in addition to tests and quizzes.

Curriculum will then be formatted based on student progress.

STAR testing will continue to be utilized for math and reading in addition to the regular testing that typically occurs.

Student specific interventions will be implemented based on teacher data through classwork, homework, and assessments. Interventions will take the form of curriculum and instruction modifications.

Certification of Health and Safety Requirements

Learning Prep School certifies that it meets the health and safety requirements issued by DESE as published in the following documents:

- “Initial Fall School Opening Guidance”
- “Comprehensive Special Education Guidance”
- “Protocols for responding to COVID-19 scenarios in school, on the bus, or in community settings”
- “Fall Reopening Transportation Guidance”
- “Fall Reopening Facilities and Operations Guidance”
- “Guidance for Courses Requiring Additional Safety Considerations for Fall 2020”
- “Career/Vocational Technical Education Reopening Guidelines”