



Tennyson Center for Children Instructional Plan 2020-2021

Throughout the pandemic, health conditions have frequently changed, and we are prepared to change along with them. Tennyson Center for Children has worked on backup plans in the event that there are spikes of COVID-19 cases that would require us to move a group, or the entire school, to online learning. We understand that some families will still not be comfortable sending their children back for in-person instruction. To address this concern, we are offering a full-time online option for the next school year. We will follow all health department requirements regarding how to handle any confirmed cases of COVID-19 in our agency.

School Opening Dates

August 10 – August 14, 2020 – Teacher inservice and professional development training for education staff

August 17, 2020 – First day of school (*in-person*) for residential students

August 24, 2020 – First day of school (*distance learning*) for day treatment students

September 8, 2020 – Return to in-person learning for day treatment students

Return to School:

Our campus leadership team has developed the following plan to reopen Tennyson's Day Treatment School for the 2020-2021 school year. The official re-opening will occur when it is safe for students and staff to provide in-person instruction. This plan has been developed in consideration of clear and stringent health standards. We are committed to ensuring that reopening will be done safely, with the health and wellbeing of our community as our top priority. Tennyson Center for Children provided free, onsite COVID-19 testing for all agency staff on August 6, 2020. All test results were negative.

There will be a simple but strict wellness screening for all adults and students as they arrive at school. This will include temperature and symptom checks. The advice from health experts is clear and must be strictly followed: *Anyone who is not feeling well or showing symptoms of illness, such as an elevated body temperature of 100.4 or higher, or cold symptoms must stay home.*

- I. Wellness Screenings and Health Protocols in School
 - a. All adults and students will be required to wear masks while in the school.
 - b. Hand sanitizer will be available throughout the school, and staff and students will be given regular breaks to wash their hands frequently.
 - c. Disinfecting of the school and common areas will occur during the school day and each evening.

- d. Health measures enforced throughout the school day: wearing of masks; frequent handwashing; and continuous, thorough cleaning and disinfecting of the entire school facility.
- e. Student capacity will be 8-10 students per classroom in our regular day treatment classrooms.
- f. Classroom capacity will be 8 students for all ASPEN classrooms.
- g. Classroom seating will be designed to maintain appropriate social distancing.
- h. Health experts have also strongly emphasized the importance of limiting the number of people that students meet during the school day. Students will remain in the same classroom throughout the day, and breakfast and lunch will be served inside the classroom.
- i. There will be no large school assemblies or gatherings.
- j. Students who reside on campus will be in separate classrooms from Day Treatment students.
- k. Playgrounds will be cleaned daily.
- l. Signs with appropriate handwashing protocols will be posted.
- m. Signs with appropriate mask protocols will be posted.

II. School Arrival/Departure:

- a. Most day treatment students arrive to the agency via school bus from their local school district. Health screens of students who ride the bus are conducted by the school district staff prior to students boarding the school bus. (Tennyson will be working with each district's transportation department to determine screening processes and procedures that will be followed when students board district transportation).
- b. Students riding the school bus will be greeted at the back door (bus drop off) by staff and escorted to their classroom.
- c. Students who are dropped off by their parent will be greeted at front doors by school staff. Staff will then conduct a wellness screen with the child in the front reception area prior to entering the school.
- d. At the end of the school day, each student will be escorted by staff to the appropriate transportation to take them home.

III. Student Illness

- a. Protocols for illness and response to illness have been developed and outlined in agency Standard Practice Bulletins, SPB.
- b. Sick Residential students will be removed to cottage to quarantine.
- c. Sick Day Treatment students will be sent home, with a possible 14-day quarantine with digital instruction, if appropriate.
- e. Student should not attend school if they are feeling unwell.

IV. School Visitors and Meetings

- a. Tennyson will continue to keep a very tight and strict protocol regarding onsite presence of outside guests. We will not have any classroom or special project volunteers in the school.
- b. All special education meetings will be conducted virtually.
- c. All monthly staffings will be conducted virtually.

V. Special Education Services

- a. *Child Find and Evaluation*; Tennyson will continue to identify, locate, and evaluate students suspected of having a disability and needing special education and related services. At the same time, Tennyson will be mindful that students have been displaced from their typical learning environment when initiating the referral process. Some evaluation procedures can be completed in remote learning situations. Some evaluations require in-person contact with students or observations of students in school settings. Tennyson special education staff will conduct evaluations remotely and in-person while adhering to public health guidelines for the safety of students and staff.
- b. *Individualized Education Program (IEP) Meetings*; Tennyson is committed to providing families an opportunity to have meaningful participation in the special education process. Whether in-person or an alternative format, such as videoconferencing or by phone, special education teams will partner with families to determine the most practical format to conduct IEP meetings.
- c. *Delivery of special education and related services*; education staff will continue to ensure that students with disabilities receive a free appropriate public education (FAPE). Teachers will be working to incorporate new health and safety precautions that must also be enacted while providing FAPE to students with disabilities. Because FAPE must now be provided consistent with the need to protect health and safety, there *may be* disruptions, delays, and/or changes in how services are provided.
- d. If a family chooses remote learning, an IEP meeting will be held to discuss the family's choice and consider whether an evaluation is necessary. At the meeting, the team will discuss whether remote learning is appropriate to meet the needs of the student based upon their unique circumstances and response to remote learning during the spring of 2020. The student's IEP will be updated to reflect the plan for the 2020-21 school year. If a family chooses in-person learning, an IEP meeting *may be* convened to review and update the student's IEP for the 2020-2021 school year. If a family agrees, a student's case manager may also communicate with the family and then follow-up with written confirmation (e.g., an IEP Amendment or a Prior Written Notice) regarding the plan for the 2020-2021 school year. Such plans may, but are not required, to include contingency remote learning plans should there be future school closures. For students with in-person learning plans, student classroom groupings will be limited to the same classmates to the extent possible.



TCC will continue to partner with public health officials to keep a close eye on how the COVID-19 virus is being contained in each school community. If there is the possibility of a resurgence of cases in a classroom, due to a student or staff member testing positive, health officials are advising that it is likely that that classroom will stop in-person instruction immediately and move to entirely remote learning for at least 14 days.

These are the *most important* health standards and actions that have guided this design of in-person learning for the 2020-21 school year. This design is based on the scientific data and guidance from the CDC and Denver Department of Public Health and is based on the most up to date data and information available.

Distance Learning Plan

- Distance learning will be provided when it has been determined by State and Local officials that it is safer than in-person learning.
- Distance learning is an option for parents to choose if they are not comfortable sending their child back to in-person learning due to pre-existing conditions or local rate of infection of COVID-19.
- Distance learning is provided should it be necessary to quarantine a classroom of students due to exposure of COVID-19.

Educational Services:

Educational services will be designed with the parent/guardian as to how instruction will be delivered based on individual students need. Some students will complete work that is delivered to the home via paper/pencil, and other students will be provided materials digitally. These decisions are made based on the student's ability to access digital learning and the student's individual learning style preference. Lessons may be accessed at a time convenient to the student via Google Classroom.

Teacher duty day is from 8:00 a.m. - 4:00 p.m. Teachers will be available to students during this timeframe. Teachers will follow the school calendar as much as possible; specifically, as it relates to grading periods and progress reporting.

- I. Teachers will prepare online/remote lessons for students.
 - a. Teachers will schedule regular, weekly class times with groups or individual students. Google Classroom will be used for assignments and group participation;
 - b. Teachers may use Microsoft Teams for any needed face-to-face interaction with students/parents;
 - c. Teachers will provide online instructional resources to students as needed;
 - d. Teachers will provide materials and resources to families as needed;
 - e. When requested by parent/guardian the students can receive additional schoolwork in hardcopy via USPS; and

- f. Students will submit their work electronically by sending pictures or emails or completed work online through Google Classroom, iReady, IXL, or other.

II. Special Education

- a. Teachers will document all completed work and communications with students and families via the IEP process;
- b. IEP meetings will take place via Microsoft Teams, or another virtual platform, or via phone;
- c. To ensure equitable access, TCC along with the student's home school district will provide technology and Wi-Fi supports as needed;
- d. Teachers may use the following resources to meet the educational needs of their student, and all academic assignments will be aligned to the student's specific IEP: IXL, iReady, Move This World, Khan Academy, Random Acts of Kindness, ReThink Ed, 7 Mindsets, etc.;
- e. Direct "face-to-face" virtual contact and online lessons will take place as scheduled by the IEP/PEP plan developed at the beginning of the year or upon start of distance learning. Plans will be documented for students on IEPs via IEP amendment or Prior Written Notice (PWN); and
- f. Students will continue to receive related services via video conferencing.

III. Attendance

- a. Teachers will have regular contact with the students throughout the week. Direct contact with individual students is expected daily via phone, teleconferencing, or via email or based on contact plan established between teacher and parent and appropriately documented;
- b. Students are considered present if they have online, phone interaction with their teacher and have completed 80% or more of assigned weekly work;
- c. Tues/Thurs students will participate in instruction through Google Classroom;
- d. If a parent notifies us that their child is sick or that they are struggling with the technology, then the student will be considered excused; and
- e. If we are unable to contact the family, we will follow up with a PWN and/or Letter to the family.

IV. Grading

- a. Grades and progress reports will be provided to families every 9 weeks. There are four 9-week grading periods.
- b. Special education students will receive progress reports based on their progress on IEP goals.

- c. General education students will receive progress reports on goals identified in their personal learning plans (PLP).
- d. Grades for specials classes such as; gym, music, PE, computers will be Pass/Fail.
- e. Grades for content course work will be based content mastery and course participation using the following grading scale:

90% -100% - A

89%-80% - B

79%-70% - C

69-60% - D

59% and below – F (no course credit for HS students)

Therapeutic and Clinical Services

I. Individual Therapy

- a. Clients will be provided 1 hour of individual therapy weekly. On the weeks when family therapy does not occur, clients will be provided an additional 1 hour of individual therapy.
 - i. The client's therapeutic privilege holder will be required to complete an Authorization for Telehealth Therapeutic Treatment Services.
- b. Individual therapy will be scheduled with the client's identified caregiver via phone or email weekly or on a reoccurring schedule.
- c. Individual therapy will be provided via Microsoft Teams and in a HIPPA compliant setting. If a client is unable to access the virtual platform, individual therapy can be provided via telephone.
- d. Clients and their family will be offered case management and crisis management as needed through Microsoft Teams or telephone.

II. Family Therapy

- a. Clients and their family will be provided 1 hour of family therapy weekly.
 - i. The client's therapeutic privilege holder will be required to complete an Authorization for Telehealth Therapeutic Treatment Services.
- b. Family therapy will be scheduled with the client's identified caregiver via phone or email weekly or on a reoccurring schedule.
- c. Family therapy will be provided via Microsoft Teams and in a HIPPA compliant setting. If a client and their family is unable to access the virtual platform, family therapy can be provided via telephone.

III. Group Therapy



- a. Day treatment clients will be provided 1, 45-minute group therapy session a week.
- b. ASPEN clients will be provided 3, 45-minute group therapy sessions a week.
- c. Sessions will occur weekly on identified day/time.
- d. The client's therapeutic privilege holder will be required to complete an Authorization for Telehealth. Therapeutic Treatment Services. This must be completed in order to receive the Microsoft Teams group therapy invitation in order to best support confidentiality restrictions.