

THE CAMPUS SCHOOL AT BOSTON COLLEGE 2020-2021 REOPENING PLAN

Prepared for the August 14, 2020 Submission to the
Massachusetts Department of Elementary and Secondary Education





Letter from the Director

Dear Campus School Families,

When we cancelled in person school on March 12, 2020, no one would have imagined that by August we would continue to grapple over our return to school. We know how important it is for our students to come back into the classroom and receive services directly from their teachers and therapists. We also want to qualify the social/emotional toll it has taken on our students as they have remained at home for the past five months.

On June 25, 2020, the Department of Elementary and Secondary Education (DESE) released its document entitled "Initial Fall Reopening Guidance". This document laid out the importance of opening the schools and allowing the children to return to the classroom. DESE has continued to share a variety of additional guidance addressing our most vulnerable learners as well as topics such as transportation and music. When we extrapolated the information from these documents, DESE provided a range of research articles to support how to provide safety in the classroom which included social distancing and wearing masks. The medical field has provided this guidance to reassure families that returning students to the classroom comes with minimized risk.

The other area these documents repeatedly referred to is the importance of ensuring students who are high risk or who are part of a low incidence category are brought back into school in order to reduce the regression that might have occurred during the past six months or still could happen in the future. We recognize all of this information is guidance to assist us with creating a learning environment that is both safe and productive. Still, we also know that much of the research is from outside of the country and focuses on students who are healthy and do not encounter the same challenges as the students who attend The Campus School. All of our staff and families share the same philosophy that safety must prevail within the walls of the school in order for the students to return. We will accept nothing less than all of us doing our part to help students to return to an environment that parents can trust and students will be protected to the best of our ability.

The COVID-19 virus has proven itself to be difficult to control. We know remaining vigilant in our actions by wearing the proper PPE, ensuring areas are constantly cleaned and sanitized, following the guidelines of the CDC and remaining at home when not feeling well will be part of our regular protocols. There will be no heroes except for the individuals who follow the course of safety and cultivate the standards of behavior that are, perhaps, greater than state recommendations. The Campus School will look different upon our return, but it will continue to exude the same heart and soul it is known for. Our staff is committed to providing the same quality education as our pre-pandemic days and they will continue to deliver the most thoughtful education now and in the future.

Sincerely,

Dr. B.J. Cataldo
Director

Acknowledgements

The challenges that have been set before us these last six months have tested all of us and, yet, we have continued to deliver a program, even if remotely so our students stay connected. As we move forward there is much work to be done and no one person can do this alone. The number of individuals and departments across Boston College who have worked with us over the last few months is indicative of the type of community that exists at the university and The Campus School. The complex challenges that we have faced have required so many to contribute their time, effort and dollars. We are grateful to everyone who answered the numerous surveys, phone calls, emails and letters that helped to lead us to this reopening plan that will bring our students back to the campus.

I would be lax if I did not thank the many individuals at Boston College who helped us along the way to inform us of needed structural changes in order to meet the recommended protections set forth by the CDC, DESE and the Newton Department of Public Health. These individuals include:

Dr. Stanton Wortham, Dean of the Lynch School of Education and Human Development

Dr. Jean McDonald, Director, Lynch School Service Center

Yasmin Nunez, Associate Dean of Finance and Administration

David M. LaMarco, Director of Technical Services & Facilities Services

Robert J. Avalle, Jr., Associate Vice President, Facilities Services

Gerard Boyle, Director, Custodial Services, Facilities Services

Terence Leahy, Director, Engineering & Energy Management, Facilities Engineering and Energy

Jonathan Foss, Engineering Project Manager, Engineering & Energy Management

Kenneth Coleman, Assistant Manager Custodial Academic, Facilities Management

Thomas Dargon, Lead Custodian/Sp 2, Custodial Department

Michael MacLean, HVAC & EMS Operations Supervisor/Facilities Services

Christiana Linera, Director, Space Planning, Institutional Research & Planning

Donna Cullinan, Assistant Clinical Professor

I used to hear the phrase, "It takes a village" and thought how cliché. Yet, this could not be more correct than how a group of individuals came together the last two months to help us think through the needed components to create a safe learning environment for our very special group of students. I cannot thank the members of the re-entry committee enough who gave their time and thoughts to help us construct this plan for

reopening the school this fall. I am so grateful for their commitment to the process and I am proud of the outcome. They include:

Kathy Gaudreau, Assistant Director and Consultant
Julia Coash, Interim Assistant Director
Kathleen Holland, Business Director
Hart Peary, Parent
Robyn Dollar, Parent
Michelle Hannon, Nurse
AnneMarie Morgan, Nurse
Sofia Cabrera, Nurse
Lori Lazdowsky, Nurse
Betsy Keane, Teacher
Simone Buckley, Assistive Technology Teacher
Jess van Hoff, Occupational Therapist
Veronica Ho, Occupational Therapist
Susan O'Donnell, Administrative Assistant
Yasmin Nunez, Associate Dean of Finance and Administration
Marcus Johnston, Custodian

Lastly, I want to thank everyone, our staff and families, who have remained committed throughout this process, offered thoughtful comments to guide our way, and forgave us when something such as technology failed. We know not everyone could attend every session offered, but so many made an effort to join us throughout the day. We have learned from you every step of the way and used that knowledge to help create our path for the future. We look forward to walking on that path together.

B.J.

Executive Summary

The Covid-19 virus has taught us the importance of resilience. When we closed our doors in March, we expected that we would return to The Campus School before the close of the school year. As the days and weeks passed, we understood that when we returned to school, we would need to work with a “new normal”. For months the focus has been on how we can create a learning environment that is both safe and productive for our students. As the curve of the virus has flattened, we have studied how to create a learning environment that will allow our students to return to school. We believe that having them back in the classroom provides the most effective hands on learning. For this to take place, a number of changes needed to occur before we invited our students back to The Campus School.

1. We studied the physical structure of the building. Rooms were measured, ventilations systems were checked, and furniture was moved out of the building. The Campus School has a small footprint and that means we needed to think outside of the box about how we could meet the needs of the students while observing recommended safety measures such as social distancing. We have created and tweaked the plan numerous times and we are optimizing every square inch of space in the building.
2. The calendar needed some adjustments. When we studied the three plans specified by DESE, we needed to change some of our dates to meet the needs of the students. For instance, changing the early release day from Wednesday to Monday created an opportunity to have students consistently return to us two times a week. We have adjusted other days as well so that we can optimize the school year.
3. The staff has come for training and helped us envision the “new normal” for each of their areas of expertise. Throughout the year they will continue to receive training as our needs transform.
4. We worked closely with the officials at Boston College. Dean Wortham supported our efforts as we moved forward. Dozens of individuals from various departments, among them facilities, engineering, housekeeping and electrical visited us repeatedly to help with ventilation, wiring, cleaning, supplies and construction to ensure the building would be able to accommodate our students.
5. We will open the doors this fall using a **Hybrid** plan for learning. Our classrooms except for the Early Childhood classroom will come into the schools two days per week; Tuesday and Thursday or Wednesday and Friday. Monday will also be a remote learning day but it will be a half day ending at 1:00 p.m. The Early Childhood classroom will come to school 8:30-1:00 on Monday and 8:30-3:00 Tuesday through Friday. Due to the size of the building, using a hybrid plan will

permit us to observe the safety measures posted by the CDC. We have created remote and in-person plans as well because we need to be fluid in our teaching environment to handle the ebb and flow of the virus.

6. We have put into place protocols for safety that include checking in to school, contact tracing when using equipment, providing social distancing and sanitizing spaces. Staff will wear PPE that include masks, face shields and gloves. We will continue to train staff on needed safety measures and make adjustments in accordance with any new guidance.
7. Lastly, we will keep families informed of any changes to our plan. This may become necessary when new information about the virus is learned or DESE sends additional requests. We are confident that working together will create a productive learning environment.

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Where We Are Now

Throughout the last few months we have been given directives by the Department of Elementary and Secondary Education (DESE). We have used this important information to guide us in our design to create a program for our students. Since March, our program has been remote. As we move forward, using a hybrid program, we will begin bringing students back part-time in order to ensure we can provide in-person services while maintaining a safe environment.

On June 25th, DESE distributed guidance to all schools in Massachusetts for our fall opening. This information was for public schools as well as Approved Special Education Private Schools, Collaboratives and Charter Schools. We have used this guidance to help us with our work. Subsequent documents have been released to assist with music, physical education, transportation, emotional wellness, special education, etc. DESE continues to distribute information to assist us with our re-opening. Because of this, we know that we have made our best effort to produce a program that will support all of our students. But, because of the quantity of information being produced as well as the rapidity in which it is released, we know we will need to make adjustments as the school year opens. When this happens, we will inform families of upcoming changes and why we have made the decision for any adjustments.

The School Calendar

This year we adjusted the school calendar to work with the “new normal”. With the exception of our Early Childhood Education students, our students will come to school two days per week. We reviewed the calendar and considered all of the days interrupted by school holidays. We realized that we have seven Mondays, two Fridays and one Wednesday that will require us to close school. We decided if students were assigned Mondays as their in-school day, they would automatically miss seven days. We made the decision that for the foreseeable future, we will move our early release day to Mondays. We plan to use that day as a remote teaching day. Students will be given the first half of the day for remote learning. The second half of the day will be to provide professional development training. The guidance given by DESE asked schools to prioritize in-person instruction for pre-school age students as well as those with complex needs. As a result, the Early Childhood class will attend in-person all five days; Mondays, 8:30-1:00 and Tuesday through Friday, 8:30-3:00.

We will open school this year with our new hybrid plan. All students with the exception of the Early Childhood classroom will attend in person two days per week and attend

remotely two and a half days per week. Assignment letters designating student's two days were sent out the week of August 10th. The staff will return on August 31st and September 1st. On September 2nd half of our students will join us for a full day and on September 3rd, the remaining half of the students will attend. Parents have been notified which days of the week their child/children will attend. Beginning the week of September 8th, all students will attend in person on their designated days and access school remotely on the other three days of the week.

The end date will remain the same as previously scheduled on June 23. There are five additional days included in the schedule in the event we have snow days. However, depending on our schedule, we might be able to carry on school despite the inclement weather. The Department of Elementary and Secondary Education will let us know if/when we are closed due to inclement weather, if snow days will count as school days if we conduct classes remotely.

Please see the bulleted changes below. The entire school calendar is available in the appendix of this reentry plan as well as at

<https://www.bc.edu/bc-web/schools/lynch-school/sites/campus-school.html>

These are the following updates/changes to the Campus School academic calendar:	
Wednesday, September 2, 2020	Students return 8:30am-3:00pm (Wednesday/Friday cohort in person, Tuesday/Thursday cohort remotely)
Wednesday, November 25, 2020	Thanksgiving recess begins at 1:00 pm
Wednesday, December 23, 2020	Christmas vacation begins at 3:00pm
Monday, October 5, 2020	Professional Day, no school, staff only
Program hours for the school year (which runs from July to June) are 8:30am to 3:00pm every day except Monday. Monday hours are 8:30am to 1:00pm.	

How We Got Here

Families have received numerous emails from The Campus School informing them about DESE's plans to have us return to the classroom. DESE began releasing information on June 25, 2020 with the "Initial Fall School Reopening". I am providing a link for families who would like to review the material ([click here](#)). The information applies to all students in the state of Massachusetts who attend public schools, collaboratives, charter schools or approved special education day/residential schools. It provided our first steps for creating a safe environment for our students. The document further addressed information about children and their ability to transmit or catch the COVID-19 virus. There is a large quantity of research included in this document with most of it coming from outside of the United States. It served as a foundation for us to begin planning a re-entry to The Campus School.

The document specified that:

- All students in grades 2 through 12 must wear face-masks in school unless unable to do so for health and safety reasons. Our students are exempt from this requirement,
- All students will stay no less than three feet and as much as six feet apart
- Groups should be created where students stay with the same cohort all day long to reduce cross contamination.

The re-entry committee has thought about this topic because they recognized that many of our students are not able to wear face-masks that reduce their ability to be near other students. Protocols have been written to help our students remain safe even if they are unable to wear face masks. (Information about this topic and other items are part of the COVID-19 Handbook designed for use by parents and staff).

We know that The Campus School has a small footprint. When we have five or six students in a room with a teacher, two teaching assistants, and a one to one nurse, there is very little space to meet the criteria of three to six feet. At this time we believe the best way to ensure a safe distance is to utilize a hybrid approach with half of the students in each class joining their teacher each day.

The Survey

We completed a feasibility study this summer for which we received 32 responses when duplicates were removed. Of the information parents were asked to provide about options for returning to school for the fall, **56.3%** of our parents indicated they would like school to reopen with students coming in-person. In contrast, **38.7%** of our families indicated they would like a hybrid model and just **9.7%** asked for our program to remain remote. However, the details that parents shared suggest their remarks for a full in-person return were predicated on a perfect scenario whereby their children are limited to a few individuals and never cross over with any other students or staff. This is something that is not feasible due to the square footage of the building and the scheduling of our services.

The majority of our students are medically complex with atypical medical conditions that impact their ability to attend and learn in school. Their medical needs prohibit most students from wearing face masks and require the staff to take extra precautions to ensure the students' safety. Parents reiterated that the safety of their child comes first; and, while they are comfortable sending their children to school with the right precautions in place; how the school is configured would determine their decision to allow their child to attend. They specified that if the virus were to surge in the state, they would keep their child home. Their decisions were further compounded by the use of transportation. Parents expressed many concerns about their child's ability to be transported safely. Without safe transport, they would keep their child home. All transportation is the responsibility of the sending district.

We will open the school year using a **hybrid** program. We expect the hybrid program to remain in effect for the duration of the school year unless the COVID-19 virus should disappear or diminish enough for the school to no longer show concern. We will continue to review our plan as the CDC, state, or local authorities release any new guidelines. We want to assure parents that we are focused on their child's well-being. Synchronous learning will adjust in accordance with student attendance as we continue to expand our schedule.

The In-Person Plan

When deemed to be a safe option, all students will return to The Campus School given modifications to maintain safety for all staff and students. This plan allows for full in-person instruction to students, five days per week.

Overview of the in-person plan:

- Students will return to The Campus School for a half day on Mondays (8:30-1:00pm), and for full days Tuesdays-Fridays (8:30-3:00pm).
- Five large spaces will be used instead of the traditional classroom setting to accommodate the six class groupings.
 - Students will continue to use all bathroom facilities.
- New arrival/dismissal policies will be followed.
- New cleaning and disinfecting policies will be followed.
- No visitors or volunteers will be allowed within the school building.

Below, you will find a sample student schedule across a week:

John Doe Schedule	Monday	Tuesday	Wednesday	Thursday	Friday
	In school	In school	In school	In school	In school
8:30am	Morning routines	Morning routines	Morning routines	Morning routines	Morning routines
9:00am	1:1 OT	1:1 PT	1:1 OT	1:1 Assistive Technology	1:1 Communication
9:30am	Morning meeting	Morning meeting	OT/PT group	Morning meeting	Morning meeting
10:00am	Life Skills			Class activity	
10:30am		Communication group			
11:00am					
11:30am	High school lunch group	Lunch/Leisure	Lunch/Leisure	Lunch/Leisure	Lunch/Leisure
12:00pm					
12:30pm	Afternoon routines	1:1 Music	1:1 Communication	1:1 vision	Assistive tech group

1:00pm	Dismissal	OT group	Class activity	Music group	1:1 PT
1:30pm					1:1 life skills
2:00pm		BC buddy (virtual)	Reading comprehension	Reading comprehension	Creative kids program (virtual)
2:30pm		Afternoon routines	Afternoon routines	Afternoon routines	Afternoon routines
3:00pm		Dismissal	Dismissal	Dismissal	Dismissal

Details of the in-person plan:

PPE

- Staff will wear masks at all times
- Staff will wear face shields when providing care to students throughout the day
- Staff will wear gloves throughout the day
- Staff will wear clean shoes that stay inside of the school building
- Staff will be encouraged to wear removable layers of clothing
- Students will not be required to wear any PPE. However, with parent permission, students will wear masks while in hallways

Morning procedures

- One point of entry will be used to monitor who is in the building
- Visible signage will be posted at the entrance regarding new procedures for entry
- All staff and students must be self-screened at home prior to arrival, including a temperature check
- All staff and students must complete an attestation form to be permitted into the building
- Staff will use hand sanitizer upon entry
- Staff will change into clean shoes before working with any student
- Students will have a staggered entry to maintain physical distancing
- Upon arrival, nurses will conduct a visual inspection of each student
- Frequently touched wheelchair surfaces will be sanitized upon arrival
- Students will be brought directly into their classrooms
- Students backpacks, or other belongings from home will be unpacked, then placed into a clear plastic bag

Cleaning and disinfecting

- Visible signage will be posted throughout the school regarding cleaning protocols
- Items that are not frequently used or that are not easily cleaned will be removed from the classrooms
- Covered plastic bins will be used in both the classrooms and bathrooms to store individual student items
- Shared classroom materials will be thoroughly cleaned and disinfected between uses
- “Contact tracing sheets” and disinfecting checklists will be completed by staff when students use the bathroom facilities and the shared equipment (standers, gait trainers)
- Bathrooms will have their own cleaning and disinfection policies

Other

- No visitors or volunteers will be permitted to enter the building
- Staff and student ratios and occupancy will be maintained in compliance with CDC, EEC, and DESE requirements.
- Markings will be put on classroom floors to indicate assigned student seating that maintains student-to-student physical distancing.
- Floor markings will be placed throughout the hallways, on the entrance/exit ramp, and outside of the elevator in order for staff and students to maintain a minimum of 6 feet physical distance outside of classroom settings.
- One staff member with one student will be allowed on the elevator at any given time
- Suctioning and nebulizer treatments will be completed by nursing staff in isolation rooms provided with HEPA filters
 - Isolation rooms will be cleaned and disinfected after use
- Areas where potential exposure has occurred will be closed off, disinfected, and will remain closed for a minimum of 24 hours
- PPE and any soiled materials will be disposed of in separate trash receptacles with step on to open lids
- See Appendix for procedures on identifying and handling sick, symptomatic and exposed staff members
- See Appendix for procedures on identifying and handling sick, symptomatic and exposed students

The Hybrid Plan

A hybrid plan will be implemented at The Campus School this fall. This plan allows for students to receive in-person services a minimum of two days per week.

Overview of the hybrid plan:

- **Mondays** will be a half day, and will be fully remote. This will allow for staff to engage in professional learning activities in the afternoons, as was the case on Wednesday early release days in the past.
- **Tuesdays-Fridays**, each class will be split in half, allowing ½ the students to receive in person instruction on Tuesdays & Thursdays, and the other ½ of students to receive in person instruction on Wednesdays & Fridays.
- **Synchronous sessions** or virtual 1:1 therapies will be provided for students who are remote on any given day Tuesday-Friday.
 - Synchronous sessions will allow students to tune into the classroom to engage with their peers who are in the school building at multiple points throughout the school day
 - For the remainder of the school day, families will be provided with asynchronous learning activities to engage in at home
- For the in-person days, all in-person protocols learning will be followed. For remote days, the student's Remote Learning Plan will be followed.

*** Please note that DESE indicated that preschool and early childhood centers should be prioritized for a full return to in-person learning, so the exception to the above plan is that the early childhood classroom will return to school for 4.5 days per week, using Mondays as an early release day, and Tuesday-Friday as full days.***

Below, you will find the school schedule:

Code: In Person Remote	Monday	Tuesday	Wednesday	Thursday	Friday
Hours:	8:30-1pm	8:30-3pm	8:30-3pm	8:30-3pm	8:30-3pm
Early Childhood: Classroom 1	All students	All students	All students	All students	All students
Classroom 2					
Classroom 3	All students	Students A, B, C			

Classroom 4		Students D, E, F			
Classroom 5					
Classroom 6					

Below, you will find a sample student schedule across a week:

John Doe Schedule	Monday	Tuesday	Wednesday	Thursday	Friday
	Remote	In school	Remote	In school	Remote
8:30am	OT tooth brushing routine	Morning routines	OT hand washing routine	Morning routines	OT dressing routine
9:00am	Schedule comprehension	1:1 PT	Schedule comprehension	1:1 PT	Schedule comprehension
9:30am	Morning meeting (synchronous)	Morning meeting (synchronous)	Morning meeting (synchronous)	Morning meeting (synchronous)	Morning meeting (synchronous)
10:00am					
10:30am	Class activity (synchronous)	Class activity (synchronous)	Music group (synchronous)	Class activity (synchronous)	Class activity (synchronous)
11:00am					
11:30am	Feeding group (synchronous) or leisure activity/reading (asynchronous)	1:1 OT feeding	OT feeding skills and lunch	Lunch and independent leisure skills	OT feeding skills and lunch
12:00pm		Lunch			
12:30pm	OT/PT group (synchronous)	1:1 music	Reading comprehension	Music group (synchronous)	Independent leisure skills
1:00pm		Communication group (synchronous)	Class activity (synchronous)	Reading comprehension	OT group (synchronous)
1:30pm				1:1 OT	
2:00pm		1:1 communication	Afternoon stretch	1:1 Vision	Afternoon stretch
2:30pm		Afternoon routines and	1:1 Vision	Afternoon routines and leisure	1:1 communication

		leisure			
3:00pm		Dismissal	End of day	Dismissal	End of day

Details of the hybrid plan:

Please note that only details that significantly differ from the in-person or remote models are provided here

Facilities

- Typical classroom spaces will be utilized for smaller groups, and larger spaces will be utilized when students in the group are older and require additional staffing, such as 1:1 nurses
- Markings will be put on classroom floors to indicate assigned student seating that maintains student-to-student physical distancing.
- Floor markings will be placed throughout the hallways, on the entrance/exit ramp, and outside of the elevator in order for staff and students to maintain a minimum of 6 feet physical distance outside of classroom settings.

Staffing

- Early childhood classroom teachers and therapists will be present in the building each Monday.
- All staff will be present in the building each Tuesday-Friday.
- Teachers and teaching assistants will be assigned responsibility to one student each day, given that there will be a 1:1 ratio in the classroom.
 - Staff who work with more than one student for close care needs must follow protocol in changing PPE when necessary

Remote Learning Expectations

- For staff:
 - During synchronous instruction, staff should make every effort possible to stay on camera.
 - One staff member should be assigned to primarily work with the virtual students in the classroom.
 - A statement should be read at the start of the group activity that explains remote learning expectations.

- Staff should only speak when it is appropriate, and when it is school related. Staff should not engage in any side conversations.
 - Staff should not eat or drink during synchronous sessions.
 - The webcam should be in view of the teacher, and staff should be mindful of what else is in the camera view.
 - Staff should not have students receiving any medical treatment within the camera view.
 - Staff should be mindful of the materials being used in synchronous sessions, and should have a plan for students who attend (virtually) without the materials.
 - Staff leading the lesson should give clear and specific instructions to the remote families/caretakers about what they should be doing.
 - Staff should use general statements to ask families to mute if the computer becomes too loud.
 - If staff do need to shut off the camera for any reason (i.e. an emergency), staff should send a follow up email to explain and apologize for the interruption.
 - Staff should continuously target IEP goals and objectives.
- For families:
 - Families should click “accept” on the invitation for the google meets to avoid having to be “let in.”
 - Families should send an email to the classroom teacher if a student is not going to attend a synchronous session.
 - Families are encouraged to keep their microphones on throughout the session, unless there is an unreasonable amount of background sound.
 - Families should avoid side conversations, or turn on the mute feature if talking to other people in the household.
 - Families should ideally be available to assist their students during synchronous sessions.
 - Families should always be within a reasonable distance from the student, so that they can hear the staff member on the google meets.
 - If families need to shut off the camera for any reason, they should send a follow up email to explain and apologize for the interruption.
 - If families need assistance or want to ask questions during the online lessons they should ask for help in the following ways:
 - Hold up a red card in the camera

- Use the chat feature
 - Ask for help verbally
- Families should not continuously redirect or prompt students.

Attendance

- Classroom staff will record attendance and participation in the hybrid setting.
 - Students receiving in-person instruction will be marked using typical attendance sheets.
 - Students receiving remote instruction will be marked for each synchronous learning opportunity throughout the day.

The Remote Plan

A remote model is the least likely to be implemented, but should the virus surge in the state The Campus School will revert to a remote model in order to protect the students and staff.

Overview of remote learning:

- Students will receive synchronous virtual group instruction a minimum of two times per day (class activities and therapy groups) on google hangouts
- Students will be scheduled for synchronous 1:1 virtual sessions with therapists in order to meet their service delivery grid
- Teachers and therapists will provide “office hours” for families to use to meet with staff
- Teachers will provide individualized packets to families for asynchronous instruction that targets IEP goals and objectives
- Weekly team meetings will occur virtually on google hangouts
- An internal website designed specifically for parents for remote learning will continue to be regularly updated with new resources and ideas for activities
- Parents will be kept apprised of video clips they can use with their child during off hours.
- Technology assistance will be available during all remote learning sessions

The Remote Plan will be in session 4.5 days per week during our regular school hours, Monday 8:30-1:00 and Tuesday through Friday 8:30 a.m.-3:00 p.m. During the day, teachers will conduct a minimum of two sessions daily in addition to specialist's

activities. Students will be expected to attend as many sessions as possible. Attendance will be taken in order to create effective data collection.

Schedule

John Doe Schedule	Monday	Tuesday	Wednesday	Thursday	Friday
	Remote	Remote	Remote	Remote	Remote
8:30am	OT tooth brushing routine	Morning stretch (synchronous)	OT hand washing routine	Morning stretch (synchronous)	OT dressing routine
9:00am	Schedule review				
9:30am	Morning meeting (synchronous)				
10:00am					
10:30am	OT group (synchronous)	Communication (synchronous)	OT/PT group (synchronous)	Music group (synchronous)	Class activity (synchronous)
11:00am					
11:30am	Lunch	Lunch	Lunch	Lunch	Lunch
12:00pm					
12:30pm	1:1 Assistive technology	1:1 music	1:1 Communication	1:1 vision	1:1 Assistive technology
1:00pm	1:1 PT	Class activity (synchronous)	Life skills (synchronous)	Life skills (synchronous)	1:1 PT
1:30pm					
2:00pm		1:1 OT			BC buddy (virtual)
2:30pm		1:1 life skills	Reading comprehension	Reading comprehension	1:1 Communication
3:00pm		End of day	End of day	End of day	End of day

- Students are expected to attend a minimum of two sessions each day

- Example: Morning Meeting 9:30-10:00
Mini session 10:00-10:30
- Sessions will be scheduled back-to-back as frequently as possible to help students remain involved. This is a request of parents.
- Teaching Assistants will be used to teach sessions allowing classes to be split into smaller groups.
 - For instance, the entire class meets for Morning Meeting 9:30-10:00.
 - A break out session with a mini lesson is scheduled for 10:00-10:30.
 - Group A will be three students led by the teacher and a teaching assistant.
 - Group B will be three students led by the teaching assistant.
- All groups will run for 1 x 60 minutes.
- One-to-one lessons will be individually scheduled during school hours.
- The teacher will schedule all classes in the classroom setting.
- 1x/month family check-in with the teacher to see how the student is doing socially/emotionally/educationally
- Campus School Volunteers will have remote time with their buddies
- Create flex time so students can receive extended time in a session when appropriate.

Curriculum

- Curriculum will follow the Massachusetts Curriculum Frameworks
- Teachers will utilize the Unique Learning System for lesson planning
- Student's benchmarks will be addressed by creating a plan around remote learning
- Homework will be assigned with an expected completion date
- Additional work will be available on the website for parents to pull activities.
- Materials needed in student's homes will be gathered and packed by The Campus School Volunteers, Pulse students or 4Boston volunteers. Materials will either be driven or mailed to homes.
- Campus School Volunteers will make additional video clips for reading with corresponding activities.

Technology

- All students should have their own device for school.

- Family members should contact the school if they are having difficulty connecting with the school during the school day.
- Google hangouts will be the main platform used for remote learning.

Staffing Model

- Every class will have one teacher and two teaching assistants.
- Students will be assigned Campus School Volunteer Buddies but they may only work with them remotely. There will be no in-person time with the students.
- All staff are expected to participate in classes daily.
- Any staff who are able to work from home will be asked to do so.

Remote Learning Expectations

- Students are expected to attend school daily when the program is remote.
- The school day will run 8:30-1:00 on Monday and 8:30-3:00 daily, Tuesday through Friday.
- Attendance will be taken daily.
- Families must notify the teacher that their child will not be in attendance for classes.
- If a student misses two classes in a row, the teacher will reach out to the family.

Remote Learning Expectations

- For staff:
 - A statement should be read at the start of the group activity that explains remote learning expectations.
 - Staff should only speak when it is appropriate, and when it is school related. Staff should not engage in any side conversations.
 - Staff should not eat or drink during sessions.
 - The webcam should be in view of the teacher, and staff should be mindful of what else is in the camera view.
 - Staff should be mindful of the materials being used in sessions, and should have a plan for students who attend without the materials.
 - Staff leading the lesson should give clear and specific instructions to the remote families/caretakers about what they should be doing.

- Staff should use general statements to ask families to mute if the computer becomes too loud.
- If staff do need to shut off the camera for any reason (i.e. an emergency), staff should send a follow up email to explain and apologize for the interruption.
- Staff should continuously target IEP goals and objectives.
- For families:
 - Families should click “accept” on the invitation for the google meets to avoid having to be “let in.”
 - Families should send an email to the classroom teacher if a student is not going to attend a session.
 - Families are encouraged to keep their microphones on throughout the session, unless there is an unreasonable amount of background sound.
 - Families should avoid side conversations, or turn on the mute feature if talking to other people in the household.
 - Families should ideally be available to assist their students during sessions.
 - Families should always be within a reasonable distance from the student, so that they can hear the staff member on the google meets.
 - If families need to shut off the camera for any reason, they should send a follow up email to explain and apologize for the interruption.
 - If families need assistance or want to ask questions during the online lessons they should ask for help in the following ways:
 - Hold up a red card in the camera
 - Use the chat feature
 - Ask for help verbally
 - Families should not continuously redirect or prompt students.

Attendance

- Classroom staff will record attendance and participation in the remote setting.
 - Students receiving remote instruction will be marked for each learning opportunity throughout the day. If a student attends one session and then not another session on the same day, the student will be marked absent for the session(s) missed.

Out of School Time Plan

Students will be provided with additional learning opportunities outside of the scheduled school day (8:30 a.m.-3:00 p.m.). We will provide additional opportunities for parents to access on our private website that include videos for story reading, music activities, news and comprehension skills, physical therapy, occupational therapy and communication activities to list a few. Parents may access these additional activities when school is not in session in order to provide their child with learning opportunities outside of the regular school day. Additionally, activities on this website may be utilized during the school day when synchronous learning is not occurring.

The Campus School Volunteers will also provide reading videos and other activities for the students. As “buddies” they may use this time to connect with students remotely. They may produce hands-on activities that will be sent to student’s homes that can be used either during the day or outside of the school day to supplement synchronous learning.

Student Supports

Families have been caretakers and teachers for their children since the spring. We understand that the strains that existed in the spring will continue into the fall, even with students returning to school. These unprecedented circumstances have allowed us to forge partnerships with our families. In the coming months we will maintain those relationships to ensure that our students are supported throughout this period in their lives.

We will continue to speak regularly with families to ensure that there is a mutual understanding around school expectations, learning and emotional/social needs. These past months have demonstrated that the most successful way to communicate with families has been email or phone calls. This will continue as we move forward.

Families have received numerous surveys around a variety of topics. The information garnered from these questions has been the foundation for many of our decisions. During the fall, we will continue to use surveys to help with the direction of our program. They are immensely helpful in understanding the needs of individual families as well as the school collectively. Additionally, our Family Services Coordinator will continue to do outreach to our families working one-on-one to understand their unique needs.

With students returning to the classroom, our staff will have more opportunities to work with them and understand their emotional well-being. They will continue to keep the team informed and ensure that everyone involved with the student can respond in a compassionate way to support both the student and families. It is essential that we assist our families to feel supported throughout the pandemic.

Testing and Protocols

There has been much time devoted to creating a safe environment at The Campus School. Safety of the school covers an array of categories. We will break down the various areas and discuss arrangements made to create a safe environment.

Covid-19 Testing

The re-entry committee as well as the administration have discussed in great detail how to make Covid-19 testing available to all of our staff. To address that concern, Boston College informed all employees of the university that testing will be provided for everyone the week of August 17th. The Campus School staff has been informed of the testing arrangements. Individuals are responsible for making an appointment and arriving on time to participate in the testing. Boston College is taking responsibility for ensuring they open the campus this fall with no cases of COVID-19 present. We are fortunate that the university has offered this arrangement to all employees at no cost to them.

Safety Requirements When in School

The Dean of the Lynch School of Education and Human Development, Dr. Stanton Wortham, sent a letter to the community on August 7th. It included the following:

- Masks must be worn at all times in BC buildings, unless you are alone in an office. Masks are also required outside if you are within 6 feet of anyone else. Students, faculty, and staff should move through buildings swiftly and directly, without lingering in hallways for conversation—please take conversations outside or online.
- Meetings should take place virtually, unless all parties agree to meet in person and specific precautions are taken with respect to mask wearing, social distancing, and ventilation.
- If a person does not feel well, please do not come to campus. We encourage anyone with symptoms to remain isolated.
- The university will provide an app that will be required for symptom monitoring and the coronavirus testing schedule.

In addition to the Dean's information, The Campus School has provided additional safety precautions:

- Office space will be provided in McGuinn for staff in order to provide additional square footage in Campion.
- A nurse will be located in the front office for students who are arriving and departing.
- Two isolation rooms with hepa filters have been created for the safety of students who are either ill or require suctioning.
- Rooms where a child is sick or requiring suctioning will be cleaned with an electromagnetic gun specific for destroying COVID germs.
- Protocols have been developed for the bathroom and changing stations.
- All areas used for special services will have 15 minutes in between sessions to allow for thorough cleaning.
- PPE will be required of all employees.
- Protocols have been developed for morning entry for students and staff.
- Depending on which learning plan is implemented, hybrid or full in-person, classroom assignments have been selected to allow for appropriate distancing.
- All outside nursing care will need to follow all requirements of the building.
- All outside guests with the exception of individuals who are connected with brace and wheelchair clinics must remain outside of the building at all times.
- All Boston College Campus School Volunteers will conduct any business outside of The Campus School.
- All safety protocols related to transportation will be handled by the sending school district.
- Contact tracing sheets will be placed on all equipment such as standers. Staff must fill out the sheet each time a student uses the equipment. The equipment will be cleaned down both before and after each use.
- Students will be assigned specific seating placements in the classroom.
- Frequently touched areas such as handles and buttons will be cleaned multiple times a day.
- Protocols for arrival and dismissal will be in place
- Hallway passage will be determined in order to reduce person-to-person contact.
- Visual signage has been placed around the school with a variety of directions.
- All water fountains have been shut off to protect cross contamination.
- The school will have a single entry and exit point in order to reduce traffic and person-to-person contamination.

Communication with Parents

- Parents will be surveyed by their child's receiving teacher as to the best method to communicate. The choices will be email or telephone.
- Parents will receive a minimum of one communication per week by teachers when The Campus School is operating remotely. When the school is working either in-person or hybrid, there will be a minimum of one communication a week but it can be more frequent. For instance, communication notes sent home daily represent one communication. Additionally, communications may be sent by specialists and administration.
- At this time live meetings with families will be conducted virtually. This is subject to change.
- Monthly team check-ins with families will occur.
- Office areas will be made available for families to communicate directly with teachers and specialists.
- We will have several parent meetings both before and after school begins to answer questions that families might have.
- A remote Q&A document will be attached to the remote schedule each week so that families can ask questions at their convenience.

Technology

Regardless of which learning model is employed, students at home will be able to access The Campus School curriculum via the use of technology. In order to fulfill a full day, students are expected to attend synchronous class sessions at designated times throughout the school day. Accordingly, students will require the use of a webcam equipped device such as a desktop, laptop, or iPad. Students who are at home should also engage in the asynchronous activities provided by their team members. This will apply across the in-person, hybrid, and remote models. Below are the outlines of how technology will be incorporated to each model:

	Remote	Hybrid	In-person
<p>Teachers will send a weekly email to families each Sunday. The email will contain a link to a <i>google slides presentation</i>, which will include:</p> <ul style="list-style-type: none"> • The weekly schedule, including synchronous and asynchronous learning opportunities • Links to asynchronous activity instructions • Links to all synchronous sessions <ul style="list-style-type: none"> ○ Lists of materials needed for synchronous sessions 	Yes	Yes	Yes
<p>Google Meets will be utilized for all synchronous sessions, office hours, monthly parent/team meetings, and IEP meetings.</p>	Yes. Students and staff will remain at home to deliver and receive group and 1:1 instruction. All meetings between families and staff members will occur on google meets.	Yes. Staff will deliver their instruction to half of their class in-person, while the remaining students will tune into the classroom via google meets. Some 1:1 sessions may be delivered remotely on google meets. Large meetings will be remote in this model.	Yes. Students who opt to remain at home are able to tune into their classrooms via google meets. Large meetings will also remain remote in this model.
<p>The Campus School @ Home Learning Website will be regularly updated with a range of content for families to use, including ideas for activities at home, read aloud youtube channels, “how- to” videos for parents, and more.</p>	Yes	Yes	No. Although the website will still be available for students who remain at home, it will not be regularly updated as it would in the other learning models.
<p>Phone calls will be made to families on an as-needed basis to check in with parents on how their students are doing.</p>	Yes	Yes	If needed

Quarterlies/IEP Meetings

DESE requires that schools continue to send out report cards at regular intervals as occurred pre-COVID. The Campus School does not utilize report cards. Quarterly progress reports will continue to be sent home to families as is required by law.

IEP meetings require the participation of the sending district. When the anniversary of a student's IEP is due, The Campus School will reach out to the sending district to arrange a meeting. If the IEP is in between the three-year re-evaluation, the meeting will proceed to review the year and set new goals. If the IEP is the third year, a re-evaluation of the student must take place. The Campus School and the sending school district will create a schedule for an evaluation and the meeting. Following the meeting, the IEP will be emailed/mailed to the district who, in turn, will send it home to the family.

The Campus School is preparing to conduct IEPs virtually until an arrangement can be made to permit groups of people to meet in a single location.

Certification of Health and Safety Requirements

In June, when guidance emerged that it was time to begin planning for the fall, the administration met repeatedly creating lists of needed changes. The nurses reviewed all of the recommendations and requirements around medical needs. We created a reentry committee to guide us through our work. Protocols were written to help anyone in the school to follow specific procedures. Throughout these past few months we have poured through the materials distributed by the CDC, DESE, the Massachusetts Department of Early Childhood Care, DPH and Boston College. The entire staff came together in July for training and took time to sort through their rooms putting infrequently used and unsafe items (pillows, yogibos, furniture) into storage. Floor plans were studied, the nurses reviewed all medical criteria, and the business manager dutifully ordered everything needed to create a safe learning environment for our students. Our last step was to contact Newton's Department of Public Health. After reviewing our efforts she assured us that we are ready to open. We have met and in some instances, exceeded, the requirements for reopening. We will continue to follow the guidance that may result in changes in the future. Families will be kept apprised of any revisions in our safety plan.

Appendix

Click below to access information from DESE:

[Initial Fall School Reopening Guidance](#)

[Comprehensive Special Education Guidance for the 2020-21 School Year](#)

[Protocols for how schools and districts should respond to specific COVID-19 scenarios](#)

[Fall Transportation Guidance](#)

[Fall Reopening Facilities and Operations Guidance](#)

[Guidance for Courses Requiring Additional Safety Considerations for Fall 2020](#)

Click below to access procedures and protocols for The Campus School:

[Screening and Morning Routines](#)

[Cleaning and Disinfecting Policies](#)

**The Campus School at Boston College Academic Calendar
2020 – 2021 School Year**

617-552-3460 www.bc.edu/campusschool

Summer Session (July, 2020)

Monday, July 13, 2020	Students begin
Friday, August 7, 2020	Last Day-Students dismissed at <i>1:00pm</i> Staff dismissed at 3:30pm

Fall Semester

Monday, August 31, 2020	Staff Orientation
Tuesday, September 1, 2020	Staff Orientation
Wednesday, September 2, 2020	Students return 8:30am-3:00pm
Thursday, September 3, 2020	Students 8:30am-3:00pm
Friday, September 4, 2020	No school
Monday, September 7, 2020	Labor Day, no school
Monday, October 5, 2020	Professional Day, <i>no school, staff only</i>
Monday, October 12, 2020	Columbus Day, <i>no school</i>
Wednesday, November 11, 2020	Veterans' Day Observed, <i>no school</i>
Wednesday, November 25, 2020	Thanksgiving recess begins at 1:00pm
Monday, November 30, 2020	School resumes
Wednesday, December 23, 2020	Christmas vacation begins at 3:00pm

Spring Semester

Monday, January 4, 2021	School resumes
Monday, January 18, 2021	Martin Luther King Day, <i>no school</i>
Monday, February 15-19, 2021	Winter vacation, <i>no school</i>
Friday, April 2, 2021	Good Friday, <i>no school</i>
Monday, April 19-23, 2021	Spring vacation, <i>no school</i>
Monday, May 24, 2021	BC Commencement, <i>no school</i>
Monday, May 31, 2021	Memorial Day, <i>no school</i>
*Wednesday, June 23, 2021	Last Day of Academic Year

Program hours for the school year (which runs from July to June) are 8:30am to 3:00pm every day except ***Mondays*** hours are 8:30am to ***1:00pm***

*Please note this day is estimated and is based on using 5 snow/emergency cancellation days, and will be adjusted accordingly. This schedule is based upon 198 school days as approved by the Department of Elementary and Secondary Education (DESE). Updated 8/11/20



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