

**The Darnell School for Educational and Behavioral Services**  
**Comprehensive Fall Plan Documentation**  
**August 2020**

- **In-person learning model:**

Health and safety have always been and continue to be the Darnell School's top priority for all staff and students. Specific protocols have been written and implemented to help stop the spread of COVID-19 within the school.

Prior to the reopening of the building for our summer program, new filters in the HVAC system were installed and air flow was adjusted to allow more outside air to enter into the building.

The Darnell School has a detailed COVID-19 control plan that has been approved by the HMEA executive team. A COVID safety officer, trained and fluent in these protocols, is in the building at all times. An isolation room has been identified and designated staff have been trained on the protocols and procedures if there is a sick staff or student. All staff were trained on these protocols using Behavior Skills Training during the summer program, and the school provides continuous training through regularly scheduled building meetings.

Upon arrival, all staff and parents must complete a health attestation before entering the building and have their body temperature checked before walking through the front door. Staff will be required to wear a face mask, and goggles or face shield at all times while working with students. Student desks will be spaced 6 feet apart from each other, and staff will have marks on the floor to specify where they could stand at a social distance from students and each other. If there is not enough room in the classroom to maintain social distance, alternate spaces will be used in the building. When travelling around the building, students will be encouraged to wear a mask and maintain social distance. A walkie-talkie system will be used to prevent crowding in common areas. Students will be required to wear a face mask when working on IEP-related goals in the community. Students' individual schedules will include increased opportunities to hand sanitize/handwash as well as mask breaks at their designated desk areas.

Non-essential items will be removed from the classroom to limit the number of items requiring cleaning, disinfecting, and sanitization. There will be no sharing of classroom materials between students. All students have a plastic bin with a cover next to their desk to keep their own belongings. Any items that need to be shared amongst staff will be cleaned and disinfected prior to passing from one staff member to the next. All classrooms, bathrooms, and common areas will be equipped with cleaning supply stations to allow quick and easy access to the necessary materials to clean an area of the school. The student materials will be cleaned and disinfected after use and the classrooms and common areas will be cleaned every two hours. The school will maintain a backup supply of cleaning materials and personal protective equipment.

For those students who require closer contact, staff will wear full PPE, including a gown, mask, goggles/face shield and gloves. Staff and students will continue to maintain as much social distance as possible and utilize prompting methods that allow for physical distancing. Staff are staying within their cohort to limit the number of people they come into contact with. Arrows have been set up within the school building to direct one-way traffic and cleaning protocols and checklists have been put in place to ensure proper cleaning and disinfecting.

Although the Darnell School is not responsible for the transportation of students to and from school, the school will request safety protocols from all transportation companies.

For our in-person learning model, students will participate in educational services from 9:00am to 3:00pm 5 days per week. Students will remain in their designated 1:1 or 1:2 staffing ratio with staff only from their classroom. Outside therapists will continue to consult with teachers and classroom staff through a remote model, as outlined in the students' IEPs. IEP objectives will be implemented with some modifications due to COVID-19 and for social distancing. Data will be collected using an online data collection system and progress reports will continue to be written quarterly. All parents will be contacted on a daily basis at minimum by their child's head classroom teacher via email.

Access to community sites will be addressed on a case-by-case basis, dependent on student needs and visual assessment of adherence to COVID-19 safety measures at the specific site. School vans will be accessible for van rides for students. Van cleaning protocols have been implemented. Each van is equipped with necessary cleaning supplies and a cleaning checklist. Plexiglass shields have been installed, creating a barrier between the riders and driver. Seating arrangements in the van will support social distancing to the maximum extent possible. Students will not be allowed to ride in staff cars at this time.

All families had the option of remaining remote during in-person learning. Those that choose to remain remote will be granted the same number of hours of learning each day via synchronous instruction from the Head Classroom teacher, case manager, and 1:1 staff. The remote student will be included in the daily classroom schedule and have a designated staff each hour to work on IEP objectives remotely. This model will also be available for any student that needs to isolate or quarantine due to COVID-19 or any other illness.

Several families have requested an in-home services model. The Darnell School will work with the families to determine how best to support the student using this type of instruction.

- **Hybrid learning model:**

In our hybrid model, students and staff will be divided into two separate groups, Group A and Group B. Group A students will receive in-person instruction on Tuesdays and Wednesdays. Group B will receive in-person instruction on Thursdays and Fridays. The opposite group will receive remote learning on those days. On Mondays, all students will receive remote instruction. We have 4 classrooms in the building; Classrooms 1 and 2 would be in group A, while Classrooms 3 and 4 would be in group B. There will be a strong emphasis on IEP objectives that cannot be targeted remotely on days that students attend in-person learning. Students will receive synchronous lessons with their licensed head teacher

and 1:1 staff while remote. The Job Developer and SLP-A will rotate through the classrooms to deliver specialized instruction in their target areas. Attendance will be collected via our online data collection system and reported to sending school districts on a monthly basis. All IEP goals and objectives will be targeted as much as possible through a distance learning model.

All in-school safety protocols will continue to be adhered to during in-person learning time.

The most critical components of hybrid learning would be ensuring that all staff and students have adequate access to technology, and that all students have necessary learning materials that can be duplicated to ensure continuity of learning across two settings. The Darnell School is currently seeking out grant money in order to ensure all staff and students are fully equipped to participate in remote learning.

We recognize that families may require additional assistance during remote learning days to secure food resources. The Darnell School will work with sending school districts and local agencies to ensure that the needs of the students are being met.

In-home services will be available for all families who choose to have part of their in-person instruction delivered in the home setting.

- **Remote learning model:**

The Darnell School is a Chapter 766 approved private school for students with complex developmental disabilities. Therefore, all students are prioritized as high-need and will be offered in-person learning to the greatest extent possible. For our remote learning model, we will provide students with access to a full six-hour school day remotely. Each student will be scheduled to work with their case manager and 1:1 staff from 9:00am to 2:00pm, rotating between staff on an hourly basis to ensure generalization. The licensed Head Teacher will be responsible for developing and training all staff on lesson plans that will be implemented remotely. The head teacher and behavior specialist will rotate through 1:1 and paired sessions, ensuring that all students have synchronous access to their licensed teacher daily. At 2:00pm daily, all students will convene remotely with all students in their classrooms to work on social skills and have the ability to engage with their peers. Head teachers will be available by email or video chat for any parent wishing to communicate with their child's teacher. Data will be collected using our online data collection system. The Darnell School Parent Advisory Council will meet on a regular basis and provide a forum for parents to voice questions and concerns about their child and the learning model. The Occupational Therapist, Physical Therapist, and Speech and Language Pathologist will continue to provide consultation to teachers and staff remotely.

Remote learning plans will be sent to each sending school district initially and will be updated as needed. The plan will include objectives that can be implemented remotely, the sessions offered and their duration, and materials that a student needs during the session. It will also outline how the classroom is collaborating across roles in the classroom and with the consultants. Staff meetings and staff trainings will occur remotely, and emails will also be utilized when updating staff about the school. When sending out the remote learning plan, the student contact log will be sent as well.

- **Out-of-school time plan:** The Darnell School operates on a 221 day calendar, with students receiving services Monday-Friday 9:00am-3:00pm.
- **Student supports and professional learning:** On-going professional support will be available to all staff in the school. Each head classroom teacher and behavior specialist will receive weekly supervision meetings from either the Program Director, Educational Administrator, or Clinical Director. All Lead Classroom Assistants will have regularly scheduled meetings with their head teacher or behavior specialist to ensure program continuity in each of the learning models. Every classroom has a weekly classroom meeting to problem solve and discuss changes to student curriculum and behavioral supports. A link to the Darnell School's 2020-2021 calendar can be found here: <http://darnellschool.org/wp-content/uploads/2020/01/SCHOOL-CALENDAR-2020-2021.pdf>
- **Other:** Due to the year-round schedule of the Darnell School, staff training is completed on an on-going basis throughout the school year. The school will deliver a comprehensive plan to all stakeholders outlining the procedures to transition from one service-delivery model to another.
- **Certification of health and safety requirements:** The Darnell School has certified that this plan meets all health and safety requirements according to the standards set by the Department of Elementary and Secondary Education.