

Cutchins Programs
for Children & Families
New Directions School

Back to School Guide

August 14, 2020



Message from New Direction's Director of Education

August 14, 2020

Dear School Community:

In June 2020, the Massachusetts Department of Elementary and Secondary Education (DESE) released its initial fall reopening guidance, followed by additional reopening guidance in August. In addition, the DESE determined that, with proper health and safety precautions, students and staff working in Special Education Schools will re-open with proper safety planning, protocols and training this fall semester. It is required that schools follow the CDC's COVID guidelines including but not limited to maintaining social distances, wearing face-masks (grades 2-12), providing and encouraging regular handwashing/hand sanitizer use, daily environmental sanitization, and organizing students by cohorts to minimize interaction. The guidance, endorsed by medical professionals, sets the expectation that students need to be back in school this fall, while also minimizing risk.

At the New Directions School, we plan to begin the 2020-2021 school year this fall with the following models available to provide options that will support our student's needs and goals:

- *In-person* instruction within the school environment.
- *Hybrid* part-time on-site along with some remote learning at home.
- *Remote* learning is when a student utilizes 100% remote learning experiences in circumstances where the guardian(s) do not permit their child to engage in-person or hybrid models. This option is designed to respond to the needs of those students and families who are immunocompromised or are currently more comfortable with keeping their children at home when the child is able to successfully engage in remote learning.

More detailed information about each of these models, and how each will be administered, is provided within this document. Although we are in the midst of a pandemic, we will continue to be vigilant about the risks associated with COVID and provide a school environment that is as safe as possible. The complexities of school functioning will require continued vigilance and work to meet student's educational, social, emotional and behavioral needs and goals. This "Back-to-School Guide" takes many variables into account and provides an overarching framework outlining what a safe return-to-school will look like starting this Fall. It won't be easy but we are up for the challenge! On behalf of the teachers, other school staff and Cutchins Programs leadership, I express our sincere thanks for all of your support and flexibility since this epidemic first started. This fall we will continue to learn and grow together one day at a time.

Sincerely,

Ervin

Dr. Ervin Santiago

Director of Education

TABLE OF CONTENTS

1. Welcome Back
2. Learning Model Options
3. General Timelines & Procedures
4. Procedures & Resource Descriptions: Keeping Safe at School
5. Summary
6. Appendix

EXECUTIVE SUMMARY

Welcome Back

Welcome back to school and to preparations for the new Fall semester! Despite all that the COVID pandemic has brought our way, everyone's efforts to remain positive and work toward the implementation of different learning models has been nothing short of tremendous and significantly appreciated.

New Directions will continue to use remote learning for the remainder of the Summer Program (through August 21, 2020) as we finalize efforts to prepare the school buildings to meet safety standards related to COVID-19. However, starting August 19th, all teaching staff will be working from the school buildings on-site. They will continue to teach students remotely for the remainder of the summer program but will do so from the school buildings. This will provide teaching staff with the opportunity to come back into the buildings using newly created protocols, in order to get used to them before bringing students back for the fall semester.

The information contained in this Back to School document will provide you with information to help you make decisions related to learning model preferences for this fall, and to help us prepare you and your child with increased knowledge related to plans for various learning models and what safety expectations will look like. During this transition period we will work with parents and students to help support this transition based on your preferred learning model decisions. Please know the health and safety of all staff and students is our top priority during this pandemic situation. We will all do our very best to provide students and families with support to achieve educational needs and goals, as well as any social and emotional supports as we navigate this highly challenging time together!

School staff has been integrating teaching modules into the various courses offered throughout the summer school curriculum to help students understand more about COVID, the importance (and science behind) the virus, how to decrease the chances of spread, the importance of wearing masks, and expectations for the return to school. This teaching related to COVID procedures and information about the virus will continue to be integrated into the curriculum in different ways during the fall semester.

Learning Model Options

The New Directions School is offering the following models of education this fall: *in-person*, *hybrid*, and *remote learning*. The following information provides the definitions and general information about each of these models:

Option 1: In-person learning model is where students receive regular in-person instruction, full-time, within the school environment which has been appropriately modified to address health and safety requirements issued by DESE (as explained throughout this document). School will be full-time as per the regular school schedule prior to COVID, with the exception of Fridays being remote to allow for the school buildings to have deep cleaning and deep sanitization in addition to daily and generalized cleaning and sanitizing (see cleaning and sanitizing section for more detail). Further, this in-person learning model option is provided in part because some of our students with high needs may need to

participate in full-time in person instruction to ensure effective accommodations. Curriculum will address each student's learning needs and IEP requirements.

Option 2: Hybrid learning model is where students alternate between in-person learning with safety requirements and remote learning. This option is for students who need the regular motivation of being in a classroom or whose family cannot be available due to work or other obligations.

For all students opting for the *Hybrid Learning Model*:

- Physical Education/Enrichment and Electives Classes will be integrated into the curriculum
- Synchronous/non-synchronous learning activities will be provided
- Attendance is required. The State as well as our funding districts are requiring regular attendance recording. If your child is sick or has a conflict you must contact the school.
- Transportation is contracted by your child's school district. We are working with the districts and transportation companies around transportation needs for our students.
- Safety: please see **Keeping Safe at Home & School**

Option 3: Remote learning model only is the default mode of instruction for all students when risk levels rise above the threshold for in-person learning. Given that currently our school is located in an area where the virus is impacting as lower levels of concern per the Governor, remote learning only is only offered to students whose guardians request it for any given reason(s). The remote learning option is also for students whose families have health concerns or students who are currently thriving with remote learning, and guardians prefer to continue in this learning model. Structured learning opportunities and time requirements apply to remote learning. Food deliveries as needed will continue for all families who choose this option.

Remote learning must include the following elements, per DESE regulations: (1) procedures for all students to participate in remote learning, including a system for tracking attendance and participation; (2) alignment of remote academic work to state and IEP standards; (3) a policy for issuing grades for students' remote academic work; and (4) a method for teachers and administrators to regularly communicate with students' parents and guardians, including providing interpretation and translation services to limited English proficient parents and guardians.

For all Students only attending via the Remote Learning Model:

- Physical Education/Enrichment and Electives Classes will be part of the curriculum
- Synchronous/Non-synchronous learning activities will be provided

- Attendance is required. The State as well as our funding districts are requiring regular attendance recording. If your child is sick or has a conflict impacting remote attendance you must contact the school administrator.
- IEP service provisions will be targets as per each student's needs and goals.

More detailed schedule information is outlined further within the body of this document.

General Timelines & Procedures

Here are the basics of what students, staff, and families need to know about the upcoming 2020-2021 school year at The New Directions School.

The current expected timeframes for the remainder of the Summer semester and the beginning of the Fall 2020-21 school year:

- **Last Day of the Summer Program (Third Block): August 21st.**
- **School Staff Onsite for Planning Week:**
 - **Monday August 24, 2020** – all teachers and teaching assistants report on-site.
 - A Planning and Professional Development week for all staff to practice Covid related safety protocols onsite, obtain focused training on modifying strategies to provide more enhance academic support to students, and other professional development trainings will be offered.
- **Students Return for the Start of the School Year:**
 - **Monday August 31, 2020** – NDS Fall Semester begins for all students with the following plan:
 - Students of guardians that choose remote learning for their students will continue to begin the school day using the same remote learning link sent to them by administration. Students attending remotely will receive enhanced support through a combination of video, supplemental instructional materials, and online Zoom (synchronous) school attendance with classmates and teachers.
 - Students of guardians that choose the hybrid model will attend school two days per week in person and will remain remote for the other three days (note the plan specific to Fridays for all students). These students will be attending school in a consistent but staggered routine to decrease likelihood of cross contamination by decreasing the numbers of students in the buildings at the same time. Remote sessions will take place using the Zoom link sent to guardians by administration.
 - The rotating schedule for the hybrid model will be:
 - Monday and Tuesday on Campus + remote instruction for remaining school days (Wed. – Friday), and
 - Wednesday and Thursday on Campus + remote instruction for remaining school days (Mon., Tue. & Fri.), and

- Friday: ALL students will receive scheduled 1:1 instruction via Zoom remotely to provide focused academic instruction and tutoring for each student.
 - For students of guardians that choose the *in person learning model*, youth will attend school on site Monday through Thursday for our typical school schedule with the exception of Fridays as noted below. Remote sessions will take place using the Zoom link sent to guardians by administration.
- **NOTE:** On Fridays all students will attend school remotely for scheduled 1:1 instruction and other assigned work/projects. This is to offer one day per week for professional deep cleaning and sanitizing in addition to daily cleaning and sanitizing that will occur by maintenance staff.

What to Expect with All Learning Model Options?

Regardless of which option you feel is best for your child, all learning models are required to provide, as closely as possible, a complete educational experience. Therefore, even the remote learning option will look very different than it did immediately following the shutdown and during the Summer Program. This process has been a learning process for everyone involved – all staff, families, students, and administration. We appreciate all effort and feedback that have supported the ability to learn and grow together during this time. We can and will get through this most successfully working together – as a learning community.

We have asked families to indicate their preferred model for planning purposes. We have heard from members of our school community that with so many uncertainties, it is difficult to make a choice for a preferred model of teaching and learning. Now that we have authorization from the State, we are making the following modifications: (1) any student can participate in fully remote learning if a guardian makes that decision, (2) doctor's notes are not required for this decision, and (3) families will not be locked into one particular learning model for the entire school year. If your family circumstances change, you have a change of heart, or have yet to submit a preference, any parent/caregiver may request a change in learning models. We do ask that once you make your decision that you give the decision a full month before requesting a change unless there are serious or extenuating circumstances. As we proceed through the reopening process, we will establish a schedule to check in with families about their learning assignments regularly with teachers. Guardians may contact the school therapist and/or Director of Education at any time with any concerns or requests.

Return to Fully Remote Decision Making: Everyone (guardians, staff, and students) should be prepared for the potential for a return to a fully remote learning schedule if necessary, dependent upon the COVID statistics for our location within the state and any potential direct exposures within the school that may require quarantine. Please understand that a decision to return to fully remote may need to be made at a moment's notice should safety concerns create such a mandate. Due to the continued possibility of renewed Stay at Home Orders or an exposure incident on site, we *must be ready* for the possibility that all of our classes could return to a fully remote model when either of these issues arise. This is of particular concern if a rise in COVID occurs this fall during the typical cold and flu season.

We reserve the right to make changes to any and all aspects of this Back-to-School Guide as we consider community feedback, additional guidance from the State, the Department of Public Health, the CDC and DESE, and as we continue to monitor COVID-19 trends.

Procedures & Resource Descriptions: Keeping Safe at School

The health, safety, and well-being of our students and staff is our top priority. The New Directions School will work hard to not only meet but also exceed the State's public health and safety expectations. Please know this is our goal and we will meet that goal as a learning community!

The *CDC's recommendations* will be followed by all students and staff. All will practice six (6) feet social distancing and wear face-masks. Handwashing/hand sanitizing will be encouraged at regular intervals as well as before all meals and snacks.

Handwashing: Hand sanitizer stations have been installed in hallways, there are bathrooms with posters reminding people to wash hands and how, and students will be provided with reminders for handwashing.

Masks: All students and staff must wear masks.

- Students must come to school each day wearing cloth masks provided by guardians. Extra masks will be available in school in the case that a student's becomes soiled, unusable or lost for any reason. "Mask breaks" will be provided during the time on campus as directed by each teacher and during meal and snack times – while maintaining proper distance.
- Staff must wear KN95 masks (provided by the employer) until the CEO allows a change to cloth masks if COVID numbers are extremely low in the surrounding areas.

Full PPE Gear: Each classroom will have 1 prepackaged FULL PPE GEAR in the case that a school staff needs to gear up if a child has any symptoms of illness, given they are to take the student to the designated room and supervise them while waiting for nursing to assess them or guardians to pick them up. All staff are trained in how to put on and take off all PPE gear.

Gloves and sanitizing wipes are examples of other types of supplies that will be located in all classrooms and support rooms. Use of these supplies will be supervised by staff at all times.

School arrival – Staff: Upon arrival to school staff will have staggered arrival times. Before starting their work day staff will perform a health screening that will include taking their own temperatures and completing a COVID questionnaire prior to the start of the school day. Any staff with any

symptoms or direct exposures will not be allowed to work and will be sent home to see their PCPs and rule out any chance of COVID. The staff person will not be allowed to return to work until medically cleared.

School arrival – Students: As always, students should not be sent to school when sick. However, students will get their temperature taken and will be asked COVID related safety questions upon entry into school. Students will be met in the parking lot by a teacher or teaching assistant and reminded to follow distancing and mask guidelines as they get off the bus. They will join their student cohort after the health screening is completed.

Sick protocol: Whenever a student feels ill after having been cleared during the school arrival screening, the school nurse will examine the status of the student and help determine next steps. This examination will take place in the school in the room closest to the entry of the Scott School building that will be dedicated to this function and clearly labeled.

Visitors: All visitors must check in with the receptionist at the Montgomery building. School staff will then be called and it will be determined what the next steps will be depending on who it is. All visitors must meet the CDC's COVID recommendations before allowed into any buildings. All visitors will need to complete the temperature taking and COVID questionnaire to enter any of the buildings; masks and social distancing are also mandatory. Those who do not wish to engage in any or all of these mandates must wait outside at designated areas while the receptionist assists in connecting the visitor to whom they are coming to meet with.

School Dismissal: Dismissal will occur in a staggered manner to maintain social distance in the school building and while outside. Students will be instructed to wait their turn to enter into their bus in lines, standing 6 feet apart.

Transportation: New Directions staff are in communication with the bus companies who will be responsible for maintaining the CDC recommendations when students are in their care.

Assigned groups: Our student groups will remain with their assigned cohort during their time on campus. Student groups will vary in size but will be no larger than 4-8 students per classroom depending upon the size and set up of the physical environment and curriculum.

Meals and snacks: We plan to serve brown bag meals, snacks will be individually wrapped options, and milk and bottled water will be provided. Water fountains will not be in operation. Students are also able to bring their own brown bag lunches if preferred. All meals and snacks will be provided in the classrooms after hand washing/hand sanitizer is used. When the weather is comfortable, meals and/or snacks may be eaten outside with proper distancing. Students will be maintaining social distancing while eating whether in the classroom or outside. This plan is meant to deter cafeteria use (large gatherings in one congested space) and any cross contamination through food distribution or physical contact.

Personal Protective Equipment (PPE): All staff will be provided with a personal PPE kit. All classrooms, student support areas, and bathrooms will be outfitted with additional PPE supplies as well as cleaning/sanitizing supplies. The agency has ample vendor supports for PPE and has invested significantly in obtaining the PPE supplies needed for the first half of the school year.

Cleaning & Sanitizing: The classrooms and other areas within the school buildings will be generally cleaned and sanitized daily. Once per week, on Fridays, classes will all be remote so that a deep cleaning and sanitization will occur. In addition, all teachers and teaching assistants will have ample access to cleaning and sanitizing supplies in each classroom for immediate use as needed.

Physical Environments:

- *Hallways & Foot Traffic:* The front entrances of each school building (Scott School and Carriage House Buildings) will be used for entering each school building only and will be marked as such. Hallways will be marked in 6 ft. increments and will be used one-way as possible, however when needed, turn taking will be employed when it is required to walk in hallways in different directions.
 - Transitions within rooms: students will be assigned desk space that allows for 6-foot distancing. Turn taking will be required to navigate classroom spaces in order to maintain social distancing.
 - Transitions between rooms: Student movement times within the school buildings will be staggered to support less hallway traffic and to promote social distancing. At times, teaching staff may rotate between rooms to make it easier for students to remain at their designated desk spaces, as warranted.
- *Classrooms:*
 - Students will remain within their same classroom grouping throughout their entire time on campus.
 - Ventilation: air conditioners, opening of windows, and use of window fans will all be used to support proper ventilation. There will be air purifiers in each of the school buildings as well.
 - Classroom materials will not be shared unless sanitized between use or with the use of hand sanitizing and/or gloves.
 - Shared classroom equipment: same as per above.
 - Cleaning: Each classroom will be provided with cleaning/sanitizing supplies, hand sanitizer, and gloves for use and for cleaning/sanitizing throughout the day as needed.
- *Student Support Areas:*
 - Student Support Area capacity limits: one student at a time in each student support space. Use will be for shorter timeframes when more than one student is in need of the space/resource. Outdoor areas can also be used when appropriate and with line of sight supervision.
 - Avoidance of crowding at support areas is necessary.
 - Cleaning/sanitizing: each support area will be provided with cleaning/sanitizing supplies, hand sanitizer, and gloves for cleaning throughout the day as needed.
 - Sensory tools: will be limited to those that can be easily and thoroughly disinfected between uses.
- *Bathrooms:*
 - Staff and students have different bathrooms available for use.

- Each bathroom will have sanitizing cloths for use as well as hand sanitizer available.
- Signage is located at each sink in all bathrooms stating handwashing is necessary with bathroom use and the proper procedure for thorough handwashing per the CDC.

Student lockers/personal belongings: Students will have access to lockers (as needed) in a staggered manner and with hand sanitizing.

Staff Room and Kitchenette: This space will be accessed by one teacher or teaching assistant at time only. No students will be allowed into this area.

Fieldtrips and the Therapeutic Riding Program will be on hold until further notice.

Recess/Breaks, mealtimes and recess: are not counted as structured learning time but are offered throughout the school day as per the schedule.

Physical Education: will be offered as scheduled in the curriculum.

Attendance and Grading:

- Regular student attendance is expected for the Fall Semester for all three learning models and as per the pre-shutdown processes.
- Grading will return to pre-shutdown standards and will no longer be Pass/Fail for academic classes.

Absentee Coverage for Teachers & Staff: Similar to how we covered absentees prior to COVID, educational staff ratios will be maintained at all times using a combination of teachers, teaching assistants, other staff, and substitute teachers (depending on the qualifications and roles required for coverage of each school staff).

Technology Platform: To offer a professional platform for all remote learning, The New Directions School has purchased a professional-grade Zoom account.

- *Zoom Privacy:* No videotaping or zoom recording can be done by any school staff, student or guardian without the expressed permission of the Director of Education to ensure all privacy laws are kept to utmost compliance standards.

Technology: Distribution, Cleaning, Tech Support & Training: During the summer program, while using a remote learning model, students were offered Chromebooks if guardians felt this was needed for their child. We will continue to offer Chromebooks for those who need them, who have not already received them – to borrow. For those using technology at the school, teachers and teaching assistants will support students in cleaning equipment between uses by different students when this is necessary. Tech support and training is available upon request of the school administrator as needed for those using any learning model.

Internet: School administration supports students in accessing internet services for those without this resource. The summer program required remote learning and all students enrolled were supported in access technology and internet services as needed.

Physical Management: Although we strive to be a restraint free, trauma informed school, there may be times when physical restraint may be used for safety purposes only. When this occurs the use of protective equipment should be in place and interventions should be used as briefly as possible. If a staff is involved in a restraint, and for whatever reason is not wearing proper PPE, another staff who has the proper PPE must take their place in the hold.

Assessments, Evaluations & Progress Reporting: The general assessment of student's educational progress and progress reporting will function as these processes typically occur throughout the general school year. For those who need to be fully remote there may be times where additional assessments may need to be scheduled. Further, depending upon the type of assessment necessary, the person conducting the assessment will contact the guardian to determine the safest and most effective way to conduct the assessment (educational, psychological evaluations, OT, SLP, etc.).

IEP Meetings: will be held virtually and as per each individual district's guidelines.

Illnesses and COVID-19 Exposures:

- At Home:
 - If your child has ANY symptoms of illness they cannot come on-site.
 - If you suspect that your child or family has been exposed to COVID please inform us, follow all health guidelines as per CDC, etc., including quarantine requirements.
 - Any student who is home due to illness or quarantine due to possible exposure will automatically be placed in our Remote Learning Model until they are able to return to school.
 - Those students and/or live-in family members that have traveled to any states or areas within the state considered to be "hot zones" for COVID must follow the state's travel advisory rules and work with the school administrator about when and how the student will return to/engage in school.
- At School:
 - If your child begins to show symptoms of illness while at school, they will be required to stay in a designated room adjacent to the Scott School Support Area until their parent/caregiver can pick them up. They will be assessed by the school nurse within that room. Parents/guardians will need to pre-plan and identify resources for potential school pickups for illness, which will need to occur rapidly given the current pandemic situation.
 - Students will require a doctor's note and may also require negative COVID testing, if COVID concerns were the reason the student was out, in order to return to school if attending onsite for any learning model.

Guidance for Staying Home: Whenever possible, students who must quarantine or isolate at home due to COVID exposure or symptoms are able to attend school through the remote learning program until able to safely return to their preferred learning model (if other than remote).

Health and Wellness: Overall safety, health and wellness are of utmost importance among all students and staff at the New Directions School.

Student Emotional & Wellness Support Examples:

- Voluntary Time Out (VTO) Options will be conducted in classrooms. When necessary, VTOs can be offered in student support rooms with proper distancing, mask wearing, and hand hygiene. Outdoors may also be an option if needed.
- To assist with the return to campus, Support Staff will be relocated and assigned to specific classrooms to support our ability to keep all staff and students safe.
- Counselling Options: Therapy staff will be fully onsite and will have a schedule with students in need of support regardless of the different learning models chosen/in use throughout the year (onsite, hybrid, remote).
- Options for movement breaks, sensory supports, and skills practice will be available.
- OT consultation and direct services will be available throughout the school year.
- Nutritious snacks and meals will be provided daily. For those attending via hybrid or remote sessions, food deliveries are available.
- Physical education opportunities that maintain social distance and other CDC recommendations will be offered to students regularly.

Additional Support, Instructions, Services to be Provided

- Each teacher will be assigned a teaching assistant to support each youth in each of the learning modes, as assigned.
- Additional individual sessions with teaching staff can be scheduled to support individualized learning needs and challenges throughout the school year.
- Fridays will be dedicated to remote learning for all students with one-to-one and class times scheduled with teachers on a rotating and as needed basis.
- Vocational and occupational therapy staff will provide classes related to students vocational, social and emotional goals, in addition to OT-specific IEP goals, as scheduled and through consultation.
- Supplies, food and other supports may be brought to student's homes as needed, particularly for students in hybrid or remote learning models some or all of each week.

Certification of Health and Safety Requirements: Districts will need to certify that they meet final health and safety requirements issued by DESE. DESE will release a final list of these requirements later this month.

Summary

Our faculty and staff have learned a great deal since the emergency school closure. For this reason, we expect the teaching and learning this experience in the fall will look differently than what you experienced during the emergency school closure that began in March. There are still many unknowns, and we recognize that we may be engaged in this new way of learning for the coming year. Your continued support and communication will help us all successfully engage your children in academically challenging opportunities while maximizing all efforts to remain safe and healthy.

APPENDIXES

1. School Calendar
2. Staff Roster & Contact Information
3. Fall Semester Curriculum plan

APPENDIX 2: Staff Contact List

NEW DIRECTIONS SCHOOL STAFF DIRECTORY			
NORTHAMPTON CENTER FOR CHILDREN AND FAMILIES MAIN PHONE			413-584-1310
NURSING OFFICE			
Nursing Coordinator	Anne Martin, RN	amartin@cutchins.org	X 320
Health Office Assistant	Fatima Shahan	fshahan@cutchins.org	X 310
ADMINISTRATIVE/CLINICAL OFFICES			
Chief Executive Officer	Dr. Tina Champagne	tchampagne@cutchins.org	X 313
			413-552-9678
Director of Education	Dr. Ervin Santiago	esantiago@cutchins.org	X 327
			413-433-1190
Education Clinical Coordinator	Elizabeth Gordon, M.Ed, LMHC	egordon@cutchins.org	X 324
			413-453-9246
School Clinician	Vacant		
School Administrative Assistant	Jennifer Holes	jholes@cutchins.org	X 332
TEACHING STAFF – SCOTT SCHOOL			
Science	Patrick Dineen	pdineen@cutchins.org	
Math	Stanley Cijka	scijka@cutchins.org	
ELA	Angela Scarfe	ascarfe@cutchins.org	
Social Studies	JH Noble	jnoble@cutchins.org	
TEACHING STAFF – CARRIAGE HOUSE			
Elementary/Middle School	Nicole Kimsey	nkimsey@cutchins.org	
Elementary/Middle School	Vacant		
PHYSICAL EDUCATION			

Physical Education Instructor	Vacant	
VOCATIONAL EDUCATION		
Head Vocational Instructor	Jamie Winters	jwinters@cutchins.org X 322
Vocational Instructor	Heather Nield	hnield@cutchins.org
TEACHING ASSISTANTS		
Scott School Support Office		X 326
Carriage House Support Office		X335
Head Teaching Assistant	Angela Smith	asmith@cutchins.org
Teaching Assistant	Kiara Anavitate	kanavitate@cutchins.org
Teaching Assistant	Matthew Desmond	mdesmond@cutchins.org
Teaching Assistant	Hannah Paley	hpaley@cutchins.org
Teaching Assistant	Shelly Pelletier	spelletier@cutchins.org
Teaching Assistant	Edwin Price	eprice@cutchins.org
Teaching Assistant	Kahlil Walker	kwalker@cutchins.org
OCCUPATIONAL THERAPY STAFF		
OR/Vocational Supervisor	Amanda Rodriguez Wendt	arodriguez@cutchins.org
OTR/L	Charlie Coolie	ccoolie@cutchins.org
COTAL	Jennifer Rehbein	jrehbein@cutchins.org

APPENDIX 3: Fall Semester Curriculum Plan

Staff Name	Content	Time	Moves to Location
Angie	ELA	7:45	Gym for AM instructors Mtg.
JH	Social Studies	7:46	Gym for AM instructors Mtg.
Jamie	VOC	7:47	Gym for AM instructors Mtg.
Heather	VOC	7:48	Gym for AM instructors Mtg.
Nicole	South	7:50	Gym for AM instructors Mtg.
North	North	7:51	Gym for AM instructors Mtg.
Patrick	Science	7:52	Gym for AM instructors Mtg.
Stan	Math	7:53	Gym for AM instructors Mtg.
PE	PE/Health	7:54	Gym for AM instructors Mtg.
Angela	Lead Support	7:56	Scott Support
Matt	Support	7:55	Gym for AM instructors Mtg.
Kiarra	Support	7:57	Carriage House Support
Hannah	Support	7:58	Bus Duty
Kahlil	Support	7:59	Bus Duty
Edwin	Support	8:00	Bus Duty
Shelly	Support	8:01	Bus Duty
Liz	Clinician	8:00	Float
Clinician	Clinician	8:01	Float
Jenn	Admin	8:00	Admin Office
Ervin	Education Director	6:00	Where needed

Students	Time	Location
Day students arrive by bus	8:15-8:35	Escorted to classrooms
Residential – Harland	8:35	North & South
Residential – Shannon	8:35	Escorted to classrooms
Residential – King	8:40	Escorted to classrooms

*Students will receive temperature taking daily by nursing and/or designee upon arrival.

Fall 2020 - Master Schedule In person & Hybrid (See Attached for Remote Schedule example)

Requires further modification, Draft only

7:55-8:15 Teachers Meeting (Teachers arrive in a staggered schedule to complete temp taking and COVID questionnaire)

8:15-8:35 Bus Duty: HP will get students off of bus and walk them to Carriage (Day Students)

EP will get students off of the bus and walk to Scott (Say Students)

KW to support carriage as residential students arrive

8:25-8:35 JH/Stan record remote learner's attendance, announcements, etc. start breakout rooms

8:35 Residential students arrive at school

- Carriage support: Kierra support
- Scott support: Angela; Angela responsible for attendance recording onsite/hybrid

***The staggered arrival times for COVID are outlined in an attached document**

Monday Hybrid Rotation 1	Tuesday Hybrid Rotation 1	Wednesday Hybrid Rotation 2	Thursday Hybrid Rotation 2	Friday – ALL REMOTE DAY
<p>Monday 1st Period 8:35 -9:17 am</p> <p>Health in Math room Career Development: social studies room English – ELA room Science – Science room</p> <p>Scott Support: Angela, Edwin Carriage Support: Kierra</p> <p>Hannah – North Room Support Staff</p>	<p>Tuesday 1st Period 8: 35 -9:30 am</p> <p>Health in Math room Career Development: social studies room English – ELA room Science – Science room</p> <p>Scott Support: Angela, Edwin Carriage Support: Kierra</p> <p>Hannah – North Room Support Staff</p>	<p>Wednesday 1st Period 8:35 -9:30am</p> <p>Health in Math room Career Development: social studies room English – ELA room Science – Science room</p> <p>Scott Support: Angela, Edwin Carriage Support: Kierra</p> <p>Hannah – North Room Support Staff</p>	<p>Thursday 1st Period 8:35-9:30am</p> <p>Health in Math room Career Development: social studies room English – English room Science – Science room</p> <p>Scott Support: Angela, Edwin Carriage Support: Kierra</p> <p>Hannah – North Room Support Staff</p>	<p>Friday 1st Period 8:35 -9:30am ALL REMOTE</p> <p>One an hourly basis – Students will meet with different individual students in Zoom Breakout rooms to address specific academic content and learning, provide focused tutoring support, and related support. Students will be informed by teachers in advance to log in to the Zoom NDS general room platform from which individual breakout room assignments will be</p>

Kahlil- South Room Support Staff Non-contact: JH, Stan, Heather	Kahlil- South Room Support Staff Non-contact: JH, Stan, Heather	Kahlil- South Room Support Staff Non-contact: JH, Stan, Heather	Kahlil- South Room Support Staff Non-contact: JH, Stan, Heather	performed. Non-contact: JH, Stan, Heather
Monday 2nd Period 9:22 -10:10 PE - North English Science Math Social Studies Scott Support: Angela, Edwin Carriage Support: Kierra Hannah South Kahlil Gym Non-contact: North teacher, Angela, Jamie	Tuesday 2nd Period 9:32 -10:22 PE - North English Science Math Social Studies Scott Support: Angela, Edwin Carriage Support: Kierra Hannah South Kahlil Gym Non-contact: North teacher, Angela, Jamie	Wednesday 2nd Period 9:32 -10:22 PE - North English Science Math Social Studies Scott Support: Angela, Edwin Carriage Support: Kierra Hannah South Kahlil Gym Non-contact: North teacher, Angela, Jamie	Thursday 2nd Period 9:32 -10:22 PE - North English Science Math Social Studies Scott Support: Angela, Edwin Carriage Support: Kierra Hannah South Kahlil Gym Non-contact: North teacher, Angela, Jamie	Friday 2nd Period 9:32 -10:22 ALL REMOTE One an hourly basis – Students will meet with different individual students in Zoom Breakout rooms to address specific academic content and learning, provide focused tutoring support, and related support. Students will be informed by teachers in advance to log in to the Zoom NDS general room platform from which individual breakout room assignments will be performed. Non-contact: North teacher, Angela, Jamie
10:10-10:20 Scott School Snack-students are to stay with their 2nd period class. Edwin will deliver snacks to classrooms.	Scott School Snack teachers support/Edwin	Scott School Snack teachers support/Edwin	Scott School Snack teachers support/Edwin	Snacks/movement break at home
Monday 3rd Period 10:32 -11:22 PE - South English – Science – Math- Social Studies- Scott Support: Angela, Edwin Carriage Support: Kierra Hannah South Kahlil North Non-contact: Nicole, Heather, Jamie	Monday 3rd Period 10:32 -11:22 PE - South English – Science – Math- Social Studies- Scott Support: Angela, Edwin Carriage Support: Kierra Hannah South Kahlil North Non-contact: Nicole, Heather, Jamie	Monday 3rd Period 10:32 -11:22 PE - South English – Science – Math- Social Studies- Scott Support: Angela, Edwin Carriage Support: Kierra Hannah South Kahlil North Non-contact: Nicole, Heather, Jamie	Monday 3rd Period 10:32 -11:22 PE - South English – Science – Math- Social Studies- Scott Support: Angela, Edwin Carriage Support: Kierra Hannah South Kahlil North Non-contact: Nicole, Heather, Jamie	Monday 3rd Period 10:32 -11:22 ALL REMOTE One an hourly basis – Students will meet with different individual students in Zoom Breakout rooms to address specific academic content and learning, provide focused tutoring support, and related support. Students will be informed by teachers in advance to log in to the Zoom NDS general room platform from which individual breakout room assignments will be performed. Non-contact: Nicole, Heather, Jamie
Monday 4th Period 11:24 -12:15 English- Science Math- Social Studies Voc (Heather/Jamie) individual student opportunities	Tuesday 4th Period 11:24 -12:15 English- Science Math- Social Studies Voc (Heather/Jamie) individual student opportunities	Wednesday 4th Period 11:24 -12:15 English- Science Math- Social Studies Voc (Heather/Jamie) individual student opportunities	Thursday 4th Period 11:24 -12:15 English- Science Math- Social Studies Voc (Heather/Jamie) individual student opportunities	Friday 4th Period 11:24 -12:15 ALL REMOTE One an hourly basis – Students will meet with different individual students in Zoom Breakout rooms to address specific academic content and learning, provide focused tutoring support, and related support. Students will be informed by teachers in advance to log in to the Zoom NDS general room

Scott Support: Angela, Edwin Carriage Support: Kierra Kahlil North (carriage lunch at 11:50) Hannah South (carriage lunch at 11:50) Non-contact- PE Teacher **Students will have lunch with their 4th period class	Scott Support: Angela, Edwin Carriage Support: Kierra Kahlil North (carriage lunch at 11:50) Hannah South (carriage lunch at 11:50) Non-contact- PE Teacher **Students will have lunch with their 4th period class	Scott Support: Angela, Edwin Carriage Support: Kierra Kahlil North (carriage lunch at 11:50) Hannah South (carriage lunch at 11:50) Non-contact- PE teacher **Students will have lunch with their 4th period class	Scott Support: Angela, Edwin Carriage Support: Kierra Kahlil North (carriage lunch at 11:50) Hannah South (carriage lunch at 11:50) Non-contact- PE teacher **Students will have lunch with their 4th period class	platform from which individual breakout room assignments will be performed. Non-contact- PE teacher
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Lunch Schedule: Students stay with their 4th period class and have lunch in their classrooms or outside as coordinated by teaching and teaching assistant staff.

Monday 5th Period 12:35 -1:20 Math PE Social Studies: Voc Work Study (Heather/Jamie): Scott- Angela, Edwin Carriage- Kierra Hannah South Kahlil North Non-contact - Patrick, Angie	Tuesday 5th Period 12:35-1:20 Math PE Social Studies: Voc Work Study (Heather/Jamie): Scott- Angela, Edwin Carriage- Kierra Hannah South Kahlil North Non-contact - Patrick, Angie	Wednesday 5th Period 12:35-1:20 Math PE Social Studies: Voc Work Study (Heather/Jamie): Scott- Angela, Edwin Carriage- Kierra Hannah South Kahlil North Non-contact - Patrick, Angie	Thursday 5th Period 12:35-1:20 Math PE Social Studies: Voc Work Study (Heather/Jamie): Scott- Angela, Edwin Carriage- Kierra Hannah South Kahlil North Non-contact - Patrick, Angie	Friday 5th Period 12:35-1:20 ALL REMOTE One an hourly basis – Students will meet with different individual students in Zoom Breakout rooms to address specific academic content and learning, provide focused tutoring support, and related support. Students will be informed by teachers in advance to log in to the Zoom NDS general room platform from which individual breakout room assignments will be performed. Non-contact - Patrick, Angie
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6th Period 1:25 - 2:05pm Voc 1 -Jamie/ Heather (ELA room): MCAS Math Prep: Math room (Stan): STEM (Patrick): Carriage Support: Kierra Scott Support: Angela, Edwin Hannah South Kahlil North Non-Contact- Angie, Nicole, JH, Sam	6th Period 1:25 - 2:10pm Voc 2: Jamie/Heather/OT (ELA room): MCAS Math Prep (Stan): Academic Support (Patrick): Carriage Support: Kierra Scott Support: Angela, Edwin Hannah South Kahlil North Non-Contact- Angie, JH, Nicole, Sam	6th Period 1:25 - 2:05pm Voc 1 Jamie or Heather (ELA room): MCAS Math Prep: Math room (Stan): STEM (Patrick): Carriage Support: Kierra Scott Support: Angela, Edwin Hannah South Kahlil North Non-Contact- Angie, JH, Nicole, Sam	6th Period 1:25 - 2:10pm Voc 2: Jamie/ Heather (ELA room): Academic Support (Patrick): MCAS Math Prep (Stan): Carriage Support: Kierra Scott Support: Angela, Edwin Hannah South Kahlil North Non-Contact- Angie, Nicole, JH, Sam	6th Period 1:25 - 2:05pm ALL REMOTE One an hourly basis – Students will meet with different individual students in Zoom Breakout rooms to address specific academic content and learning, provide focused tutoring support, and related support. Students will be informed by teachers in advance to log in to the Zoom NDS general room platform from which individual breakout room assignments will be performed. Non-Contact- Angie, JH, Sam, Nicole
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<p>7th Period 2:10 – 3:03pm</p> <p>Elective 1 (Angie): Elective 2 (JH) PE</p> <p>Voc 1 Jamie/Heather(Science room):</p> <p>Scott Support: Angela, Edwin Carriage Support: Kierra</p> <p>Hannah South Kahlil North</p> <p>Non-Contact-Patrick, Stan, North</p>	<p>7th Period 2:15 – 3:03pm</p> <p>Elective 1 (Angie): Elective 2 (JH) PE</p> <p>Voc 2 Jamie/ Heather(Science room):</p> <p>Scott Support: Angela, Edwin Carriage Support: Kierra</p> <p>Hannah South Kahlil North</p> <p>Non-contact- Patrick, Stan, North</p>	<p>7th Period 2:10 – 3:03pm</p> <p>Elective 1 (Angie): Elective 2 (JH) PE</p> <p>Voc 1 Jamie/ Heather(Science room):</p> <p>Scott Support: Angela, Edwin Carriage Support: Kierra</p> <p>Hannah South Kahlil North</p> <p>Non-Contact- Patrick, Stan, North</p>	<p>7th Period 2:15 – 3:03pm</p> <p>Elective 1 ELA Room (Angie): Elective 2: (JH) PE</p> <p>Voc 2 Jamie or Heather(Science room):</p> <p>Scott Support: Angela, Edwin Carriage Support: Kierra</p> <p>Hannah South Kahlil North</p> <p>Non-contact- Patrick, Stan, North</p>	<p>7th Period 2:10 – 3:03pm</p> <p>ALL REMOTE One an hourly basis – Students will meet with different individual students in Zoom Breakout rooms to address specific academic content and learning, provide focused tutoring support, and related support. Students will be informed by teachers in advance to log in to the Zoom NDS general room platform from which individual breakout room assignments will be performed.</p> <p>Non-Contact- Patrick, Stan, North</p>
<p>END OF SCHOOL DAY</p>	<p>END OF SCHOOL DAY</p>	<p>3:00 – Day Students First</p> <p>3:10-3:30pm: Residential Students Second Release</p>	<p>END OF SCHOOL DAY</p>	<p>END OF SCHOOL DAY</p>

- Afternoon bus schedule: see schedule
- Wednesday 3:10-3:30 Residential kids schedule
- Outside classroom opportunities: Schedule to be created and kept in Jenn Hole’s office. Teachers to sign up for locations.
- Friday: All Remote- students with have specific appointments, via on zoom, 1:1, all others will be engaged with: VOC/Electives (i.e. mindfulness practice through Art, Etc.). VOC/PE will start day with skill development, movement or relevant activity.
- Clinicians will also host DBT Groups – days/times still to be determined.

South Room Schedule M-Th**Nicole/Hannah (TA)**

8:25-8:35 Point sheets/Check-ins

8:35-9:20 ELA

9:20-9:30 Break

9:30-10:25 Math

10:25-10:35 Snack in classroom (Hannah/Nicole) walk students to gym)

10:40-11:24-Physical Education (Hannah return students to South when gym is finished)

11:30-11:50 Social Studies

11:50-12:15 Lunch in classroom

12:15-12:35 Recess/learning time

12:35-1:20 Science

1:25-2:05 Reading Enrichment with Matt

2:10-3:03 Mon/Wed/Fri Strategic Learning with TA (TBD)

Tues/Thurs Academic Support with TA (TBD)

North Tentative Schedule M-Th**Elementary Teacher/Kahlil (TA)**

8:25-8:35 Point sheets/Check-ins

8:30-9:20 ELA

9:20-9:30 Break

9:35-10:22 Physical Education (Kahlil walk students to gym)

10:25-10:35 Snack in classroom (Kahlil walk students to snack and north teacher will supervise snack with Hannah)

10:40-11:25-Math

11:30-11:50 Social Studies

11:50-12:15 Lunch in classroom

12:15-12:35 Recess/learning time

12:35-1:20 Science

1:25-2:05 Elective

2:10-3:03 Reading Enrichment with Matt

**Carriage House Students will also have a part of their Elective class load a Weekly DBT session conducted by clinicians.

SAMPLE Remote Learning Model:

Teachers & Support Staff: As assigned to each classroom

- Synchronous & asynchronous instruction
- Students are expected to log in at 8:25 for attendance and announcements.
- Students will have opportunities to take break and are expected to return to on time.
- Students will receive packets for their elective classes. Students should receive packets to start them at the beginning of the week on Mondays and then handed in on Fridays (to be determined by the teacher on how to turn assignments in)

Time	Class
8:25-8:35	
8:35-9:17	Log in for attendance/work on elective packets independently (support will be present to help)
9:17-9:22	Remotely switch classes
9:22-10:10	English
10:15-10:30	Break
10:30-11:15	Science
11:15-11:20	Remotely switch classes
11:20-12:15	Social Studies
12:15-12:35	Lunch break
12:35-1:20	Math

Remote Learning

Due to specific learning needs, Students accessing the remote learning option will have a unique learning plan that will foster their educational needs.

Student will be provided with the following options:

1. Student will receive a learning box with various hands on learning opportunities. These opportunities will be games, books, art educational activities, etc. Student will have the box for 2 to 4 weeks to complete activities multiple times. Student will receive a supplemental learning packet weekly to complete handwritten assignments. Progress will be monitored with weekly check in with parents and copies of work.
2. Student will receive weekly packets of work to complete assignments. Progress will be monitored with weekly check in with parents and copies of work. Individual support to be scheduled with each student as appropriate to learning needs and goals.
3. Student will have options of watching pre-recorded lessons and supplemental video learning opportunities. Progress will be monitored with weekly check in with parents and copies of work.
4. Synchronous and asynchronous learning opportunities will be provided.

