

LEA Plan on the Safe Return to In-Person Instruction and Continuity of Services

This document is intended to meet the federal statutory requirement that, within 30 days of receiving ARP ESSER LEA allocation (anticipated May 24th), an LEA shall publish an LEA Plan on the Safe Return to In-Person Instruction and Continuity of Services, which is often called a “school district reopening plan.”

Note, if an LEA developed a plan before *The American Rescue Plan Act* (ARPA) was enacted on 03/11/2021 that complied with the federal statutory requirements for public posting and comments but does not meet all of the requirements below, then the LEA must revise its plan no later than six months after receiving ARP ESSER funds

For further context, please reference ARPA (<https://www.congress.gov/bill/117th-congress/house-bill/1319/text>) or the Interim Final Requirements of ARP ESSER (<https://www.govinfo.gov/content/pkg/FR-2021-04-22/pdf/2021-08359.pdf>).

I. General Information

1. LEA Name: Ledyard Charter School
2. Date of Publication: June 9, 2021

II. Transparency and Accessibility

1. This plan for the safe return to in-person instruction and continuity of services was published and made publicly available online here:
Description: Ledyard Charter School.org, Ledyard academic grading portal (TeacherEase) and Facebook.
2. Before making the plan publicly available, the LEA sought public comment on the plan and took such comments into account in the development of the plan (please check one).
Yes: Somewhat: No:
Description: Presented at LCS Executive Board meetings, held Education Committee meetings and direct communication with parents soliciting feedback and relaying plan.
3. The plan is in an understandable and uniform format (please check one):
Yes: Somewhat: No:
Description: See Re-Opening Plan communication dated July 31, 2020
4. The plan, to the extent practicable, is written in a language that parents can understand or, if not practicable, orally translated (please check one):
Yes: Somewhat: No:
Description: See Re-Opening Plan communication dated July 31 2020
5. The plan, upon request by a parent who is an individual with a disability, is provided in an alternative format accessible to that parent (please check one):
Yes: Somewhat: No:
Description: No request received for alternative format or need anticipated by LCS

III. Health and Safety

1. How the LEA will maintain the health and safety of students, educators, and other school and LEA staff:
Description during SY20-21: Daily screening, parent communication, followed CDC guidelines and a Ledyard specific decision-making matrix, Worked to vaccinate 90% of our staff, and increased facility cleaning.
Description during SY21-22: We intend to maintain facial coverings, screenings, follow CDC guidance and facility cleaning.

2. The LEA's adoption of the following CDC health and safety strategies are described below:
(Note federal regulation on this plan requires such reporting, but does not require adoption of CDC safety recommendations. The NH DOE recognizes schools will implement localized safety measures based on the guidance provided by the CDC, NH Public Health, and local public health officials.)
 - a. Universal and correct wearing of masks:
During SY20-21 (check one): Yes: Somewhat: No:
During SY21-22 (check one): Yes: Somewhat: No:
Description of both SYs: _____

 - b. Physical distancing (e.g., use of cohorts/podding and modifying facilities):
During SY20-21 (check one): Yes: Somewhat: No:
During SY21-22 (check one): Yes: Somewhat: No:
Description of both SYs: _____

 - c. Handwashing and respiratory etiquette:
During SY20-21 (check one): Yes: Somewhat: No:
During SY21-22 (check one): Yes: Somewhat: No:
Description of both SYs: _____

 - d. Cleaning and maintaining healthy facilities, including improving ventilation:
During SY20-21 (check one): Yes: Somewhat: No:
During SY21-22 (check one): Yes: Somewhat: No:
Description of both SYs: _____

 - e. Contact tracing in combination with isolation and quarantine, in collaboration with the State, local, territorial, and/or Tribal health departments:
During SY20-21 (check one): Yes: Somewhat: No:
During SY21-22 (check one): Yes: Somewhat: No:
Description of both SYs: no positive cases reported at LCS

 - f. Diagnostic and screening testing:
During SY20-21 (check one): Yes: Somewhat: No:
During SY21-22 (check one): Yes: Somewhat: No:
Description of both SYs: If a student exhibited any possible COVID-19 symptoms we sent them home and directed them to be tested. Return to school upon negative test results (written results required).

 - g. Efforts to provide vaccinations to school communities:
During SY20-21 (check one): Yes: Somewhat: No:

During SY21-22 (check one): Yes: Somewhat: No:

Description of both SYs: worked with Upper Valley Health Council to vaccinate staff and students; plan to continue in 21-22 school year.

- h. Appropriate accommodations for children with disabilities with respect to health and safety policies:

During SY20-21 (check one): Yes: Somewhat: No:

During SY21-22 (check one): Yes: Somewhat: No:

Description of both SYs: _____

- i. Coordination with state and local health officials (please check one):

During SY20-21 (check one): Yes: Somewhat: No:

During SY21-22 (check one): Yes: Somewhat: No:

Description of both SYs: _____

IV. Continuity of Services

1. The LEA has provided continuity of services in addressing student academic needs:

Description during SY20-21: provided hybrid learning, added an academic coach to assist students falling behind due to remote learning. We maintained the hybrid system for the first 3 quarters and full in-person for Q4.

Description during SY21-22: We continue to have a need in the area of direct instruction to support students who are unable to gain credit in the 20-21 school year.

2. The LEA has provided continuity of services in addressing student social, emotional, mental, and other health needs, which may include student health and food services:

Description during SY20-21: We worked with local providers for counseling services and adjusted our food program to meet the health and food safety measures. We provided over 250 food packages in families in need.

Description during SY21-22: Will advance emotional and social services for students and maintain our free food program.

3. The LEA has provided continuity of services in addressing staff social, emotional, mental, and other health needs:

Description during SY20-21: We provided paid time off for staff needing to quarantine, provided PPE items, Conducted weekly meetings to address staff needs during the pandemic.

Description during SY21-22: We will continue this practice during the 21-22 school year.

V. Plan Review

1. The LEA will meet the federal regulatory requirement to review and, as appropriate, revise its Safe Return to In-Person Instruction and Continuity of Services Plan at least every six months through September 30, 2023 (the award period including the Tydings period). (Note an LEA that developed a plan before ARPA was enacted on 03/11/2021 that complied with the federal statutory requirements for public posting and comments but does not meet all of the requirements above must revise its plan no later than six months after the LEA receives LEA ESSER funds.)

Yes: No:

Description: Ledyard will continue to make this a priority and will revisit our plan monthly at Executive Board meetings.

2. In doing so, the LEA will meet the federal statutory requirement to seek public input and take such input into account in determining whether to revise the plan and, if revisions are determined necessary, on the revisions it makes to its plan.

Yes: No:

Description: We will continue to work with Ledyard community partners to adjust the plan as needed.

3. In doing so, the LEA will also meet the federal regulatory requirement to address CDC safety recommendations and, if the CDC has updated its safety recommendations at the time the LEA is revising its plan, each of the updated CDC safety recommendations.

(Note federal regulation on this plan requires such reporting, but does not require adoption of CDC safety recommendations. The NH DOE recognizes schools will implement localized safety measures based on the guidance provided by the CDC, NH Public Health, and local public health officials.)

Yes: No:

Description: We utilize the COVID-19 Dashboard provided by the NH Dept of Education to update our LCS Decision-Making Matrix.

VI. Authorization

LEA Superintendent's Signature:

Date:

Jana Higgins
Superintendent of Schools

06/14/2021

VIII. Appendices

Appendix A. ARPA Statutory Excerpt

“(i) Safe return to in-person instruction.—

(1) IN GENERAL.—A local educational agency receiving funds under this section shall develop and make publicly available on the local educational agency’s website, not later than 30 days after receiving the allocation of funds described in paragraph (d)(1), a plan for the safe return to in-person instruction and continuity of services.

(2) COMMENT PERIOD.—Before making the plan described in paragraph (1) publicly available, the local educational agency shall seek public comment on the plan and take such comments into account in the development of the plan.

(3) PREVIOUS PLANS.—If a local educational agency has developed a plan for the safe return to in-person instruction before the date of enactment of this Act that meets the requirements described in paragraphs (1) and (2), such plan shall be deemed to satisfy the requirements under this subsection.”

Appendix B. Interim Final Requirements of ARP ESSER Excerpt

“(3) *LEA Plan for Safe Return to In-Person Instruction and Continuity of Services.*

(a) An LEA must describe in its plan under section 2001(i)(1) of the ARP Act for the safe return to in-person instruction and continuity of services—

(i) how it will maintain the health and safety of students, educators, and other staff and the extent to which it has adopted policies, and a description of any such policies, on each of the following safety recommendations established by the CDC:

(A) Universal and correct wearing of masks.

(B) Modifying facilities to allow for physical distancing (*e.g.*, use of cohorts/ podding).

(C) Handwashing and respiratory etiquette.

(D) Cleaning and maintaining healthy facilities, including improving ventilation.

(E) Contact tracing in combination with isolation and quarantine, in collaboration with the State, local, territorial, or Tribal health departments.

(F) Diagnostic and screening testing.

(G) Efforts to provide vaccinations to school communities.

(H) Appropriate accommodations for children with disabilities with respect to health and safety policies.

(I) Coordination with State and local health officials.

(ii) how it will ensure continuity of services, including but not limited to services to address students’ academic needs and students’ and staff social, emotional, mental health, and other needs, which may include student health and food services.

(b) (i) During the period of the ARP ESSER award established in section 2001(a) of the ARP Act, an LEA must regularly, but no less frequently than every six months (taking into consideration the timing of significant changes to CDC guidance on reopening schools), review and, as appropriate, revise its plan for the safe return to in person instruction and continuity of services.

(ii) In determining whether revisions are necessary, and in making any revisions, the LEA must seek public input and take such input into account.

(iii) If at the time the LEA revises its plan the CDC has updated its guidance on reopening schools, the revised plan must address the extent to which the LEA has adopted policies, and describe any such policies, for each of the updated safety recommendations.

(c) If an LEA developed a plan prior to enactment of the ARP Act that meets the statutory requirements of section 2001(i)(1) and (2) of the ARP Act but does not address all the requirements in paragraph (a), the LEA must, pursuant to paragraph (b), revise and post its plan no later than six months after receiving its ARP ESSER funds to meet the requirements in paragraph (a).

(d) An LEA’s plan under section 2001(i)(1) of the ARP Act for the safe return to in-person instruction and continuity of services must be—

(i) In an understandable and uniform format;

(ii) To the extent practicable, written in a language that parents can understand or, if it is not practicable to provide written translations to a parent with limited English proficiency, be orally translated for such parent; and

(iii) Upon request by a parent who is an individual with a disability as defined by the ADA, provided in an alternative format accessible to that parent.”

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July 31, 2020

Re: School Re-Opening Plan

Hello All,

I hope you have a safe and relaxing summer so far and had a chance to enjoy this wonderful weather. We have been working hard over the summer advancing our Summer School Program and working with all faculty and staff on an appropriate reopening strategy. We have established an Education Committee, comprised of LCS Board members, faculty and staff. This committee meets weekly at 11 a.m. on Zoom calls. We are asking any parent or student that would like to engage in this committee to contact Lisa or John to gain links to the weekly meetings. We feel it is extremely important to have all voices heard as we develop a safe reopening strategy.

Outlined below you will find three (3) key categories that we as a committee have been focused on. We have had collaborative conversations establishing new protocols and developing several different plans of action to accommodate instruction during a pandemic.

1. Establish District and School Management and Communication Plans

- A. Establish a district leadership team to develop a school management plan for returning to school.
 - i. Committee meets Mondays at 11:00 until school begins.
 - ii. Trainings to staff, faculty and families during Summer Institute in the month of August.
 - iii. Parent letter being mailed week of July 27th inviting parents to join committee, along with personal invites.
 - iv. Create a student panel for feedback and help implementing the protocols (students will be nominated by teachers at Summer Institute).
- B. Develop and implement a family and community communication plan.
 - i. Continue to support communication through dedicated school webpage, Facebook page, and other social media.
 - ii. Opening Day letter, Host a Zoom Open House explaining Action Plan, publish Action Plan in the Student/Parent Handbook with clear Point of Contact information.
 - iii. Share updates and guidelines from the CDC - web posts, updated weekly.
- C. Formulate a communication plan to respond to a real or suspected COVID-19 cases.
 - i. Formed a Subcommittee to address all health and human service responsibilities. Subcommittee members: John Higgins, Wendy Kozak and Lisa Swett.
 - ii. Create a communication protocol for all administration, faculty, staff and Board -

Executive Board Members

Dr. Michael Harris, Chair • Justin Campbell, Vice Chair • Liz Bailey, Secretary
Jonathan D. Masland, Treasurer • Frank Gould • Beth Solomon

1. All parent questions and concerns should be addressed to the above-mentioned Subcommittee (John, Wendy and/or Lisa).
2. Direct all press inquiries to Executive Director or Board Chair.
3. Any written communications should be approved by the Board.

2. Prepare the Physical School Environment

- A. Action Plan to address personal protective equipment (PPE) needs to ensure personal health and safety in school facilities and vehicles, including who will use it, training, and procurement of items. Teacher PPE package: face masks, face shields, gloves, hand sanitizer, tissues, extra student masks and partition shields when needed. Students will have access to hand sanitizer, masks and gloves upon entering the building.
 - i. Create a simple Re-order process.
 - ii. PPE Request Form for teachers (masks, gloves, hand sanitizer, tissues, face shields, partitions, etc.).
- B. Promote a culture of good hygiene, handwashing, sneezing into elbow, avoiding elongated periods in close quarters with larger groups of people.
 - i. CDC Signage and LCS protocol posted throughout the building, including the bathrooms.
 - ii. Hand sanitizer, gloves, masks provided in every classroom.
 - iii. Teachers are developing a COVID-19 Unit Plan (3-5 lesson plans) to be taught in the first week of school.
- C. Evaluate school cleaning practices.
 - i. Goodrich Cleaning will resume services on August 17th (carpets, trash, bathrooms, water fountain and deep cleaning).
 - ii. New classroom set up - follow CDC guidelines: desks should be 6 feet apart and facing forward, seated on one side only if at tables.
 - iii. Classroom cleanup checklist to be completed at the end of every class.
 - iv. Laptops designated to students to minimize sharing of items.
- D. Review policies regarding school building use for non-school functions.
 - i. Continue Zoom Board and subcommittee meetings.
 - ii. Reduce Faculty in-building hours to 8:30 to 3:00 (planning/prep time can be completed at home to reduce spread).
- E. Evaluate ventilation systems to mitigate spread.
 - i. Continue quarterly cleaning schedule -- **next cleaning to be scheduled for mid-August.**
- F. Water Quality Assurance
 1. Tested for lead as required by DOE; block water fountain to minimize congregation in hallway.
 2. post signs to discourage drinking water from sinks; provide bottled water; each classroom will have bottles of water.

3. Establish Hybrid Capacity

- A. Develop a plan for delivering in-person, hybrid and remote instruction for the 2020-21 school year.
 - i. Semester One - planning on Hybrid approach; including dividing the students into 2 groups. Group A: Mondays, Wednesdays -in school instruction; Tuesdays, Thursdays - remote learning; Fridays – PBL/Google Classroom; Group B: Tuesdays, Thursdays - in school instruction; Mondays, Wednesdays - remote learning; Fridays – PBL/Google Classroom.

- ii. Semester Two - planning on full in school instruction if CDC and DHHS agree to full in-person instruction.
- iii. Consider the impact remote/ hybrid instruction will have on other policies.

As you can see, the Ledyard team has been hard at work ensuring that we have the appropriate strategy to open school safely and reach our academic responsibility to your children. We recognize that the above plan may adjust during this everchanging time. Once again, I ask for your voice in this process. Please feel free to reach out to me if you have any questions or concerns. I have also enclosed with this letter a document outlining the teachers' class assignments. This is an overview of the courses being offered and the number of students per class, both in total and in hybrid capacity for Semester One. We are currently working on student schedules and we hope to have those to you shortly, along with the new school calendar. In the meantime, please feel free to view the calendar as it is posted on our website. Thank you.

Sincerely,

John Higgins

John Higgins (Jun 14, 2021 09:06 EDT)

John Higgins
Executive Director

jhiggins.lcs@gmail.com

JH/lms

LEDYARD CHARTER SCHOOL Decision Matrix 2020-2021

This matrix serves as a guide when planning and making decisions regarding models of instructional delivery. Ledyard Charter School will base its decisions on information provided by the State of New Hampshire at <https://www.nh.gov/covid19/dashboard/schools.htm>. Ledyard Charter School reserves the right to take a more restrictive approach as the situation warrants.

Considerations <i>Listed below are factors that will be taken into consideration when a decision to move to or from a fully remote learning model is being made.</i>		PHYSICAL REOPENING		FULL REMOTE
Availability of Cleaning and Protective Supplies to allow us to follow state guidelines		The school has the supplies necessary to meet state guidelines and to implement the LCS plan	The school is having difficulty securing future supplies necessary to meet state guidelines and to implement the LCS plan	The school is unable to secure the supplies necessary to meet state guidelines and to implement the LCS plan
Level of Community Transmission <u>Community Spread Level (by County)</u> <ul style="list-style-type: none"> • Grafton county • Sullivan County* (Newport, Claremont) • We have three students that live in Sullivan County 	COVID-19 PCR test positivity as a 7-day average	< 5%	5-10%	>10%
	Current Grafton County:	0.6%		
	Current Sullivan County:	3.7%		
	Numbers of new infections per 100,000 population over prior 14 days	<50	50-100	>100
	Current Grafton County:			204.9
	Sullivan County:			234.1
	Number of new hospitalizations per 100 population over prior 14 days	<10	10-20	>20
	Current Grafton County:	0.0		

	Current Sullivan County:	0.0		
Level of School Impact	Transmission within the school facility	Zero or sporadic cases with no evidence of transmission within the school setting	One cluster in the school	Two or more unrelated cluster in the school with onset (based on source cases symptom onset dates) within 14 days of each other
	Current LCS	0		
	Student absenteeism due to illness	<15%	15-30%	>30%
	Current LCS	0		
	Staff capacity to conduct classes and school operations*	Normal: The school is able to provide coverage and manage absenteeism with little impact to instruction	Strained; It is difficult for the school to provide coverage and manage absenteeism. There is impact to instruction.	Critical: The level of staff absenteeism is too high to effectively manage.
	Current LCS	X		
Compliance with Protections, including screening		Screening is happening before people enter the building. There is a rare need for someone to leave school due to illness. Mask wearing, physical distancing and other protective measures are followed by the LCS community	There are small gaps in compliance to the protective measures in place	There are significant gaps in compliance to the protective measures in place
Current		X		

**This objective assessment should factor in a school's ability to maintain adequate staff for facility operations, transportation, teaching, and administrative functions*

Executive Orders/Public Health Department Guidance supersede local decision making LCS will regularly communicate with local superintendents to gauge where each school falls within the three learning models.

		Level of Community Transmission		
		Minimal	Moderate	Severe
Level of School Impact Semester Two 2021 (03/08/21)	Low	In-Person	In-person	Hybrid
	Medium CDC County Reporting	In-Person	Hybrid	Remote
	High	Hybrid	Remote	Remote