

Safe Return to Instruction and Continuity of Services Plan for 2021-2022

#SPARTANSTRONG

MESSAGE FROM YOUR SUPERINTENDENT

GREETINGS SPARTAN NATION AND WELCOME TO 2021-2022!

It is truly exciting to know we are coming back to school. On behalf of the entire District including your Board of Education, I would like to thank and congratulate everyone for their patience, perseverance, and support of your schools. The following pages are designed to explain how we will safely and effectively return to school this year. Like last year, our main focus for our return to school is 100% focused on maintaining the safety of our students, our staff, and our community. You will find suggestions and requirements throughout this document aimed at both maximizing learning opportunities and keeping us safe.

We have balanced the need to stay safe and healthy with the knowledge that we need to provide a world-class education complete with delivery and mastery of State Standards and development of key skills like literacy and higher order thinking. Like every year, this year's plan demands high expectations for students, staff, and family members.

While we have high expectations for everyone this year, we understand it has been a long time since students have been in school for full days and consecutive weeks. For many students, getting back in the swing of things may take some time. Initially, all we ask of our students is to show up every day, give us your best effort, and respect everyone. If we can do these three things, the results and outcomes will take care of themselves.

We also want you to know we have taken the topic of mental health very seriously. To support our students, teachers, and families, we have hired a number of specialists. Please contact your school if there is anything we can do to help ease your students transition back to school or help find additional resources. Our goal is to return to learning, but we want everyone to feel safe and adjust to the rigor and pace effectively.

As always, we welcome any feedback or recommendations you have about our schools. Educating our students is truly a community effort and we want all the help we can get. I wish you a great school year and look forward to seeing you on a Lake Forest Campus soon.

Sincerely,
Steven Lucas, Ed.D.
Superintendent

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VISION, MISSION, AND BELIEF STATEMENTS OF THE LAKE FOREST SCHOOL DISTRICT

VISION

- To be the model of excellence in education.

MISSION

- The Lake Forest School District is committed to excellence for all by providing a safe, collaborative and inclusive learning environment that prepares life-long learners to become college and career ready.

BELIEF STATEMENTS

- All children are born with great potential and have the ability to learn.
- Each student's individual social, emotional and educational needs must be met.
- Diversity in culture and content enhances student learning and life experiences.
- Student success begins with partnerships among the home, school and community.
- The hiring and retaining of highly effective staff promotes the success of all students.

Mr. Earle Dempsey, President

Mr. James L. Rau, Vice President

Mr. Phillip Thomas

Mrs. Sarah Starkey

Mrs. Jordan McCloskey

CENTRAL BUSINESS OFFICE STAFF AND SCHOOL ADMINISTRATION

Dr. Steven V. Lucas, Superintendent

Mr. Travis C. Moorman, Human Resources Director

Mr. John Reichenberg, Assistant Principal – LFHS

Mr. James Dick, Chief Academic Officer

Mr. Robert Bennett, Principal – WTC

Mr. Kurt Kelemen, Chief Financial Officer

Mrs. Pauline Hurst, Assistant Principal – WTC

Mr. Dustin Weller, Student Services Supervisor

Ms. Nicole Wright, Assistant Principal – WTC

Ms. Sheralyn Wiley, Special Programs Supervisor

Mr. Jeffrey Sheehan, Principal – CES

Ms. Lisa Dawson, Transportation Specialist

Ms. Irica Williams, Assistant Principal - CES

Mrs. Jennifer Montano, CNS Supervisor

Mrs. Erin Dotson, Principal - NES

Mr. Karl Stahre, Buildings & Grounds Supervisor

Ms. Lisa Fox, Assistant Principal – NES

Mr. B. Terry Lovin, Technology Manager

Mr. Doug Brown, Principal – EES

Mrs. Tania Alexander, Supervisor for Opportunity, Growth, and School Improvement

Mr. Kevin Truitt, Principal – SES

Ms. Manette Dupras, Principal – LFHS

Dr. Sarah Huber, Assistant Principal – SES

Mrs. Evanthia Filiou, Assistant Principal – LFHS

Mrs. Nicole Kurz-McDowell, Director - DECC

**BOARD OF
EDUCATION
AND
DISTRICT
ADMINISTRATION**



2021-2022 SCHOOL CALENDAR



The 2021-2022 Full One Page Calendar can be viewed by clicking [HERE](#).

LAKE FOREST'S Safe Return to Instruction and Continuity of Services Plan for 2021-2022

OVERVIEW

In response to the public health threat of COVID-19, the Lake Forest School District (LFSD) closed to face to face instruction in March of 2020. The school year was completed in a remote learning environment. Based on the Delaware Department of Education's *Returning to School Guiding Document in 2020-2021*, Lake Forest Schools followed a hybrid learning model during that school year.

Current guidance from The Delaware Department of Education has allowed for us to plan to a full return to face to face learning for 2021-2022.

Families can learn more about LFSD's response to the COVID-19 health crisis, and find a variety of resources and supports at www.lf.k12.de.us.

PLANNING SCENARIOS

Scenario 1- Schools open for face to face instruction

Scenario 2- Schools may use a hybrid model of remote learning and in-person learning options with precautions in place.

Scenario 3- School buildings are closed- Remote Learning only

With a rapidly changing and evolving situation, schools will be prepared to pivot quickly from one scenario to another should conditions require.

LAKE FOREST'S Safe Return to Instruction and Continuity of Services Plan for 2021-2022

OUR GUIDING PRINCIPLES FOR PLANNING OUR RETURN TO SCHOOL

- ★ STUDENT AND STAFF SAFETY IS THE TOP PRIORITY
- ★ WE WILL DELIVER HIGH QUALITY INSTRUCTION REGARDLESS OF THE INSTRUCTIONAL MODEL
- ★ WE WILL STRIVE FOR EQUITY IN ALL PRACTICES - ALL MEANS ALL
- ★ WE ARE COMMITTED TO AN OPEN COLLABORATIVE APPROACH TO PROVIDE THE BEST POSSIBLE SERVICE TO OUR COMMUNITY
- ★ STUDENT WELFARE MATTERS - WE ARE STUDENT-CENTERED AND FOCUSED ON SERVICE TO THE WHOLE CHILD

LAKE FOREST'S Safe Return to Instruction and Continuity of Services Plan for 2021-2022

SAFETY PRINCIPLES

- ★ ENFORCE SOCIAL DISTANCING AND LIMIT PERSONAL CONTACT
- ★ ALL CHILDREN AND ADULTS WILL WEAR FACE COVERINGS
- ★ REDUCE PERSONS IN BUILDINGS
- ★ TEACH AND EXERCISE GOOD HYGIENE - REGULAR HANDWASHING, USE OF HAND SANITIZER, COUGHING/SNEEZING ETIQUETTE, NOT SHARING FOOD OR MATERIALS, CLEANING UP AFTER OURSELVES
- ★ ENCOURAGING STAFF AND STUDENTS TO SELF-REGULATE AND STAY HOME IF THEY DO NOT FEEL WELL

LAKE FOREST'S Safe Return to Instruction and Continuity of Services Plan for 2021-2022

DEFINITIONS

Asynchronous Instruction – Learning activities which take place at the choosing time of the learner.

CDC – Center for Disease Control

DPH – Delaware Division of Public Health

Face to Face – Term used to describe students learning in their school building with a teacher.

Heating, Venting and Cooling (HVAC) – The system in each facility that heats, ventilates and cools interior air.

Hybrid – Students in this model will experience a combination of multi-modal (online) and face to face learning.

Individualized Education Plan (IEP) – Plans that provide measurable achievement goals for students with special needs

Multimodal Learning – A model of learning where students use a variety of their senses to acquire knowledge. This includes accessing online resources such as web based materials, recorded lessons, virtual direct instruction, and other synchronous and asynchronous instruction.

Personal Protection Equipment (PPE) – Resources used to help mitigate COVID-19 spread including but not limited to face coverings and gloves.

Remote Learning – Students are engaged in learning from a different location than the instructor or materials usually by way of technology like the internet or data connection.

Social Distancing – Maintaining a safe distance from other people. This is recognized as 6 feet when unmasked and 3 feet when masked.

Synchronous Instruction – Learning activities which occur at a specific scheduled time.

LAKE FOREST'S Safe Return to Instruction and Continuity of Services Plan for 2021-2022

STUDENTS IN THE LFSD WILL BEGIN 2021-2022 LEARNING 100% IN THE FACE TO FACE LEARNING ENVIRONMENT.

FAMILIES WHO BELIEVE THEY ARE UNABLE TO ATTEND SCHOOL IN THE FACE TO FACE LEARNING ENVIRONMENT MUST APPLY FOR AND BE APPROVED FOR HOME TEACHING PER LAKE FOREST BOARD OF EDUCATION POLICY IHBF AND DELAWARE CODE CHAPTER 14 REGULATION 930.

TO HELP SUPPORT THE SAFE RETURN TO SCHOOL, THE FEDERAL GOVERNMENT HAS PROVIDED FUNDING UNDER THE AMERICAN RESCUE PLAN (ARP). THE LAKE FOREST SCHOOL DISTRICT HAS USED THIS FUNDING TO PROVIDE PERSONAL PROTECTIVE EQUIPMENT, UPGRADE TECHNOLOGY, IMPROVE AND INCREASE BUILDING VENTILATION, AND MANY OTHER RESOURCES TO ENSURE WE CAN RETURN TO SCHOOL SAFELY AND AS QUICKLY AS POSSIBLE. THE FOLLOWING PAGE LISTS THE AMOUNT OF FUNDING PROVIDED BY THE ARP AND THE DISTRIBUTION OF THE FUNDS.

HERE IN LAKE FOREST WE WELCOME AND ENCOURAGE YOUR FEEDBACK AND QUESTIONS. TO PROVIDE COMMENT OR FEEDBACK ON THE ARP EXPENDITURES OR ANYTHING ELSE RELATED TO THE DISTRICT'S BUSINESS OR FISCAL POLICIES, PLEASE [CLICK HERE](#) OR CALL MR. KURT KELEMEN AT 302-284-3020 EXT. 105.

LAKE FOREST'S Safe Return to Instruction and Continuity of Services Plan for 2021-2022

To support this year's return to school, LFSD personnel will.....

PROVIDE BEST PRACTICES AND RESOURCES TO EDUCATORS

District leadership continues to collaborate with teachers to ensure that they have access to learning resources and supports to assist them in creating an effective and safe learning environment. LFSD is providing staff with appropriate resources including access to professional development and digital access to other helpful material.

SUPPORT CONTINUOUS INSTRUCTION

LFSD is committed to providing students and families who need assistance in obtaining access to appropriate materials, devices, and technology to thrive in the coming school year. Families should contact their students' building administration to discuss any learning needs or support.

INTERPRETATION SERVICES FOR FAMILIES

Communication with families is critical. Family members who are not proficient in English will be provided, at a minimum, telephonic interpretation provided at no charge.

ATTENDANCE

To take full advantage of this year's face to face learning, it is critical students who are fully healthy are in school. Like in prior years, teachers will be taking attendance during the coming school year and students will be expected to be in attendance per Lake Forest School District Policy.

LFSD administration, counselors and teachers will continue efforts to reach out to families when students are not attending school or engaged in learning opportunities.

LAKE FOREST'S Distribution of funds provided by the American Rescue Plan

The below information is provided to share with all members of the Spartan team how funding which has been provided by the Federal and State Governments under the Governor's Emergency Education Relief (GEER) and Elementary and Secondary School Emergency Relief (ESSER) Acts have been expended or are planned to be expended.

<u>CATEGORY</u>	<u>AMOUNT RECEIVED</u>	<u>EXPEND BY</u>
COVID-19 Education Funds	\$ 88,000	SY 2021
GEERS 1-	\$ 322,524	SY 2021
ESSER 1-	\$ 1,300,608	12/31/22
ESSER 2-	\$ 5,620,765	12/31/23
ESSER 3-	\$12,633,655	12/31/24

The graphic which follows shows the category of the items or services which have been procured and percentages of the fund from which it was charged. **Items in red are specifically forecasted to address learning loss and for student groups most effected by the pandemic per the guidance of the Delaware Department of Education.**

<u>Fund Category</u>	<u>Purchase Category</u>	<u>Percentage of fund</u>
COVID-19 Ed	Technology (Lap Tops)	100%
GEERS 1	Mental Health/Well Being (SEL)	100%
ESSER 1	Technology (Lap Tops)	63%
	Sanitizing and PPE	12%
	Indirect Costs	6%
	Resources for Principals	6%
	Provisions of Meals for Students	4%
	Response Efforts	3%
	Students with Disabilities	2%
	Maintain Operations (Custodial Support)	2%
	Mental Health Supports	1%
	After School Activities (Drivers Ed)	1%
ESSER 2	School Facility Repairs/Improvements (Ventilation)	30%
	Technology (Classroom)	23%
	Address Learning Loss/Equity (Personnel)	17%
	Resources for Principals (Curriculum/Equity/PL)	7%
	Indirect Costs	6%
	Mental Health Services (Personnel)	6%
	Sanitizing and PPE	3.5%
	Response Efforts (Communications)	3.5%
	Summer Learning (Personnel/Materials)	3.5%
	Maintain Operations (Custodial Support)	.5%

Click on the Image to view



LAKE FOREST'S Safe Return to Instruction and Continuity of Services Plan for 2021-2022

GRADING

[LFSDs grading policy](#) will be in effect for the 2021-2022 school year.

REPORT CARDS

Parents and students will have access to their report cards in the Home Access Center on November 8, 2021, January 24, 2022, March 31, 2022, and June 20, 2022. Additional information regarding dates and benchmarks can be found in the 2021-2022 Lake Forest School District Calendar.

ADVANCED PLACEMENT

Advanced Placement courses will be offered at LFHS. Information on 2021-2022 Advanced Placement testing will be released by the [College Board](#).

DUAL ENROLLMENT & CREDIT RECOVERY

Dual enrollment work will be graded, in collaboration with colleges and universities. Credit recovery classes will proceed as normal.

GRADUATION REQUIREMENTS

There are no changes to the Lake Forest School District 2021-2022 graduation policy at this time.

SUPPORTING COMMUNICATION AND TECHNOLOGY

PARENTS/GUARDIANS AND STUDENT COMMUNICATION

- Parent/Guardian and student communication with staff will primarily occur through email, Class Dojo, Remind and other District-approved platforms, and/or by phone.
- Parents are encouraged to communicate regularly with their students' teachers. Should there be a problem, please reach out to your student's counselor or administrator.

LAPTOP AND TECHNOLOGY NEEDS

While Lake Forest has evolved into a one-to-one learning community, face to face learning is dependent on technology. Each school will manage devices and internet connectivity for their students. Please reach out to your school principal if you are in need of a device or unable to connect to the internet. Page 20 of this guide will assist you with immediate technical assistance.

LAKE FOREST'S Safe Return to Instruction and Continuity of Services Plan for 2021-2022

STUDENT EXPECTATIONS

The goal of this year's LFSD Safe Return to Instruction and Continuity of Services plan is to provide new learning through direct, school-based, face to face instruction, student engagement through participation in relevant learning activities, and growth opportunities through assessment and feedback. Teachers will be affording students meaningful opportunities for connection and community through continuous face to face contact. LFSD educators will provide opportunities for students to read, write, share ideas, explore, create, play, and move. Most importantly, teachers will continue to provide students with a sense of community and normalcy within their school day that continues the planned learning program.

Students are expected to follow all school and classroom rules which begin with being prepared physically and mentally for each school day. Students are required to complete the health assessment each morning before coming to school to be sure they are both Covid symptom free and have not been exposed to anyone with Covid symptoms or a positive Covid test. Schools will be notified for contact tracing of all positive Covid tests and all persons who might have been put at risk will be notified.

While in school, students will be required to wear masks and maintain appropriate social distancing of 3' or greater. Students are encouraged to wash their hands often, may not share food or other personal items, and be aware we must exercise due caution and healthy practices.

SPECIAL EDUCATION

SPECIAL EDUCATION GUIDANCE

The Lake Forest School District is committed to ensure that students with disabilities have equal and equitable learning opportunities addressing the special education goals and related services identified in the student's IEP. This directly aligns with the federal guidance from the U.S. Department of Education and Delaware Department of Education. (34 CFR §§ 300.101 and 200.201 (IDEA), and 34 CFR § 104.33 (Section 504)) Lake Forest School District recognizes that serving students with disabilities requires additional considerations in order to comply with IDEA. This includes ensuring continued access to the general education curriculum and IEP designed and implemented to allow the student to make progress on their individualized goals through changes in service delivery models as school re-opens. The continuity of learning has and will continue to change for general and special education, prioritizing the health, safety and welfare of students, teachers and service providers.

Should the district be forced to return to a Remote Learning model, our special education staff (which includes special education teachers, speech and language pathologists, school psychologists, occupational therapists, physical therapists, behavioral interventionists, etc.) will provide special education services using a variety of different strategies and online platforms based on an individual student's needs. Remote Learning will include tools such as instructional videos, online access to educational programs, virtual live sessions, parent consultation, and additional resources which will be on Clever or Schoology. In addition, special education staff will collaborate regularly with general education teachers in order for students to access the general education curriculum with the modifications and accommodations in their Individual Education Plan (IEP).

SPECIAL EDUCATION (*CONTINUED*)

Related Services

Related and support services (speech and language, vision, occupational therapy, physical therapy, etc.) will be provided through push-in and pull-out sessions according to the student's IEP (virtually and/or face-to-face). Related services staff will provide direct services with the same frequency as indicated in the IEP. Related services providers will provide consultative indirect services to parents and teachers as indicated in a student's IEP. Related services will be scheduled across the entire school day. Like traditional, in-person school, these services could at times conflict with regularly scheduled virtual learning classes. Related service providers will be contacting families to schedule their tele-therapy sessions.

In the event that the district is forced to return to a remote learning model, related services may be provided virtually. In this case, **a separate written consent form will first need to be signed for each service on a child's IEP.** Related services providers will engage with students via Zoom, phone or other virtual tele-therapy platform that complies with federal laws around privacy, both HIPAA and FERPA. Should you choose tele-therapy services during remote learning, you will need to complete the informed consent prior to the initiation of these services. Consent forms will be sent to families (who have not completed one previously) by their student's related services provider. If you have any questions or concerns regarding the provision of tele-therapy and/or in-person services for related services, please contact your child's related service provider first.

SPECIAL EDUCATION (*CONTINUED*)

IEP Meetings and Evaluations

IEP meetings will be held in the following formats: face to face, virtually through Zoom and/or phone calls.. There may be particular situations that warrant participants to attend in a combination of in person and virtual methods. Examples of possible situations include when an interpreter is required for an initial evaluation and/or IEP. The decision on the format utilized will be at the school level. The school's special education clerk will be in contact with parent/guardians to schedule IEP meetings at a mutually agreed upon date and time.

All timelines will be followed. Many of these evaluations will need to take place in person due to testing protocols. Social distancing guidelines will be followed while conducting in person evaluations. If you have any questions regarding the provisions of tele-therapy and/or in-person services for related services or evaluations, please contact your child's school.

Parental Questions and/or Concerns

Parents/Guardians should direct any questions and/or concerns about their child's special education services first to the teacher/case manager or related service provider(s). If the parent/guardian is unsatisfied, they should contact the building special education coordinator and then the school principal.

TECHNICAL ASSISTANCE AND SUPPORT

[Click Here for Instructional Technology Support](#)



Q. Who do I contact for Technical Assistance?

A. If your district issued device needs repaired, or you need assistance with login issues, please contact your teacher or your building's front office staff and they will put in a HelpDesk request on your behalf.

Q. Who do I contact for Instructional Technology Assistance?

A. Katie Comegys: kathryn.comegys@lf.k12.de.us

Q. Who do I contact for Curricular Assistance?

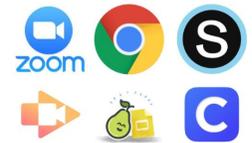
A. First begin with grade level/content/department chairs. Additional help is available from the specialists below.

□ Elementary (K-5)

- Dawn Bradley (ELA/Social Studies): dawn.bradley@lf.k12.de.us
- Andrea Hamilton (Math/Science): andrea.hamilton@lf.k12.de.us

□ Secondary (6-12)

- Jordan Dutton (ELA/Social Studies): jordan.dutton@lf.k12.de.us
- Luke Pierson (Math/Science): luke.pierson@lf.k12.de.us



HEALTH AND WELLNESS PROTOCOLS: ENSURING THE SAFETY AND WELLNESS OF STUDENTS AND EMPLOYEES

As Lake Forest School District reopens, there will be a number of procedures in place to ensure the safety and wellness of students, employees and, ultimately, the entire community. The intent of all protocols are to ensure high-quality instruction and decrease the spread of COVID-19, as well as address and support wellness for all stakeholders who enter a District facility.

SOCIAL DISTANCING AND PERSONAL PROTECTIVE EQUIPMENT (PPE)

The District recognizes that there are differing opinions on the use of personal protective equipment, including masks/face coverings by school-age children. In determining these guidelines, the District will follow the recommendations of the Delaware Division of Public Health (DPH), the Center for Disease Control (CDC), and the Delaware Department of Education. In an effort to employ all measures possible to prevent the spread of COVID-19, the following principles will be followed to the greatest extent possible, with consideration given to unique facility and student circumstances. The District will review these guidelines should the circumstances change with regard to the local impact and spread of COVID-19 in the community.

MASKS/FACE COVERINGS

In accordance with the Governor’s Public Health Emergency order, masks and/or face coverings are to be worn inside all school buildings by staff and students.

Students may remove masks and/or face coverings while eating and/ or drinking.

Staff may remove masks and/or face coverings while in a room alone with the door closed or while eating and/or drinking.

Staff should consider outdoor activities for students when possible as mask requirements do not apply to outdoor activities.

Individuals (students or staff) who have a medical condition that does not allow for wearing a mask must provide medical documentation which will be verified by the school nurse. They will be provided alternative PPE to comply with CDC Guidance.

SCHOOL OPERATIONS

Wherever possible, administrators will move **classrooms** to larger spaces where social distancing can occur (e.g. media center, auditorium, etc.).

Classroom set-ups will include seating at 3 feet apart to maximize space and maintain social distancing between students. All extraneous furniture will be removed from the classroom as appropriate. Classroom set up will be reviewed prior to any change between reopening phases.

The **sharing of instructional materials** or manipulatives (e.g. pencils, supplies, center activities, etc.) will be minimized and shared items will be sanitized regularly.

Cafeterias/ Lunchrooms will allow for increased room for students when possible. Masks/face coverings must be worn when not eating.

HVAC systems will be evaluated and monitored on a consistent basis by custodial staff. The Buildings and Grounds Supervisor will coordinate with chief custodians to ensure systems will function properly to allow for appropriate airflow in all schools and facilities. Air filters will be changed monthly and external air flow through each system will be increased. Through the use of ARP funds, numerous improvements to building ventilation have been initiated.

CHILD NUTRITION SERVICES

SCHOOL MEALS

The Lake Forest School District is committed to ensuring students have access to school meals.

Students learning on site will receive meals daily. Schools have different types of meal distribution models that will vary from location to location. Your child may participate in any of the following :

- Grab-n-Go Meals – Students will pick-up a meal from the cafeteria at a designated time and take it directly to the classroom.
- Traditional Cafeteria Service – Students will line up in the cafeteria following social distancing guidelines. Once seated, the students can remove their masks to eat and drink.

CHILD NUTRITION SERVICES (CONTINUED)

SCHOOL MEALS (CONTINUED)

Allergies and other nutritional concerns will be addressed per typical protocol for those eating on site.

□ Elementary (K-5)

- Karen Mast (North): karen.mast@lf.k12.de.us
- Michelle Schlimer (South): michelle.Schlimer@k12.de.us
- Enza Pisciotta (East): enza.Pisciotta@lf.k12.de.us
- Ruth Marlow (Central): ruth.marlow@lf.k12.de.us

□ Secondary (6-12)

- Roxanne Jarrell (W.T. Chipman): roxanne.jarrell@lf.k12.de.us
- Jane Mutter (LF High School): jane.mutter@lf.k12.de.us

□ Child Nutrition Services Supervisor

- Jennifer Montano : jennifer.montano@lf.k12.de.us

VISITORS & VOLUNTEERS

To limit exposure for all students and staff, the District will continue to limit visits by any non-essential visitors, community organizations, businesses, municipal partners, and speakers. Essential visitors are defined as those with business critical to the operation of the District (e.g. contractors, deliveries, members of the Division of Public Health, etc.).

- All essential visitors, community organizations, businesses, municipal partners, and speakers must call ahead of any visit to school sites.
- At this time, all volunteer/student mentoring opportunities will be conducted virtually, unless directed by the school principal and approved by the Superintendent or designee. All individuals entering a school or District facility must follow the safety protocol.
- Complete the COVID-19 Self Screening Tool.
- Practice social distancing and wear a mask/face covering at all times.
- Volunteers who participate in sporting and other organizations/club events/activities shall take all precautions to minimize the risk of transmission of COVID-19 to players, families, coaches and communities, including social distancing, frequent handwashing and wearing a mask/face covering.
- As a reminder, prior to volunteering, all volunteers must complete a background check through the State of Delaware, Bureau of Identification.

HEALTH & WELLNESS

All students, employees or visitors at any school or District facility must affirm their wellness to be on campus. Anyone exhibiting any symptoms should stay home and consult with their health professionals to make a plan for a safe return.

While attendance at school and work is critical for the success of students, no one should come to any school campus or school District facility if they are unwell or exhibiting any symptoms.

STUDENT DAILY HEALTH SCREENING

As a part of the opening of school documents, all parents will receive a letter from the District outlining the Student Screening Process. This letter denotes that all students and parents understand that it is their responsibility each day during the school year to ensure:

- 1) their child is well, as outlined by the screening questions, prior to entering a school or District building and
- 2) if their child becomes ill during the school day, the parent/guardian will make arrangements for their child to be picked up as soon as possible following notification.

Periodically throughout each day, teachers and/or school-based staff will do informal check-ins with students to ensure all students are feeling well.

SCREENING QUESTIONS

Before entering a school or District building, you should assess your wellness with the following questions:

- In the past 14 days, have you been near (within 6 feet for at least 15 minutes) a person who has a lab-confirmed case of COVID-19, or have you had direct contact with their mucus or saliva?

- In the last 48 hours, have you had any of the following symptoms?
 - Fever of 100.4 F or above (or symptoms like alternating shivering and sweating)
 - New cough
 - New trouble breathing, shortness of breath or severe wheezing
 - New chills or shaking with chills
 - New muscle aches
 - Sore throat
 - Vomiting or diarrhea
 - New loss of smell or taste, or a change in taste
 - Nausea
 - Fatigue
 - Headache, congestion or runny nose with no other known cause (such as allergies)

PROCESS IF A STUDENT FEELS ILL AT SCHOOL

Any student not feeling well or exhibiting any COVID-19-like symptoms will be referred to the school nurse. Please note, that if a student is not feeling well, another student will NOT be asked to walk alongside them to the clinic as their buddy. If a teacher or school-based staff member notes a concern, the teacher will call the school nurse. The school nurse will come to the classroom to assess and escort the student back to the nurse's office.

ADDITIONAL HEALTH RELATED MEASURES

Every school will have a full-time nurse to support the wellness needs of the students in the Lake Forest School District. In addition, all schools will have two identified, dedicated spaces for nursing services.

- The **clinic space** will provide services traditionally done by school nurses, but to the extent possible some services will be handled within classrooms to limit exposure.
- All school health staff will be provided with adequate and appropriate PPE and guidelines for appropriate usage.
- School nurses will be available for consultation to assist in guiding classroom staff with appropriate decision making.
- School staff will closely monitor trends of absenteeism and will follow-up with students who have been absent for multiple days.
- Families will be encouraged to maintain wellness visits with their child's healthcare provider and keep up-to-date on all age-appropriate immunizations and the recommended seasonal flu vaccine.

ADDITIONAL HEALTH RELATED MEASURES (CONTINUED)

A **separate clinic** space for students who are not feeling well or exhibiting symptoms will be established in every school.

- School nurses will be available for consultation to assist in guiding classroom staff with appropriate decision making.
- If a teacher or school-based staff member notes a concern, the teacher will call the nurse. The school nurse will come to the classroom to assess and escort back to the nurse's office, if needed.
- All temperatures will be taken using a no-contact thermometer unless the school nurse determines an alternate method is more suitable.
- If a student is found not to be well and needs to utilize the isolation space, parents/guardians will be called and expected to pick up their child as soon as possible. Students who are not well will not be transported home on the bus nor sent back to class or to an after-care provider.
- The room will be monitored at all times when a student is present. Staff assigned to monitor the room (if not the school nurse) will be provided with education on PPE and signs that further assistance is needed by the nurse.
- Parents/Guardians will be provided with information on health conditions/symptoms that will require an absence from school and recommendation to follow-up with medical professionals. Symptoms requiring an absence include, but are not limited to:
 - Active vomiting or diarrhea
 - Fever ≥ 100.4 F/chills/generalized body aches
 - Undiagnosed, new, and/or untreated rash or skin condition

CLEANING AND DISINFECTION

The District will follow published guidance provided by both DPH and CDC which focuses on the thorough cleaning and sanitizing of surfaces, particularly high-touch areas, and the targeted use of CDC- and EPA-approved disinfectants and sanitizers. Individual protocols have been designed for each unique classroom space, general area and office area. The District will use detailed checklists and step-by-step instructions for cleaning and sanitizing specific areas within a school campus, such as classrooms, restrooms, locker rooms and office spaces.

CLEANING AND DISINFECTION (CONTINUED)

School-specific protocols are being developed and will include the following:

Chief Custodians will develop a highly-detailed cleaning schedule for each member of the custodial staff. These schedules will list each team member, which portions of the facilities he/she will clean each day, and the length of time expected to clean each room. All schedules will be reviewed by the Buildings and Grounds Supervisor and school administration.

Custodians will follow the step-by-step cleaning protocols to ensure that each space is cleaned appropriately and to ensure consistency in cleaning across the District.

Each classroom will be supplied with a bottle of CDC-approved sanitizer and cloths that the teacher may use during the day if the need arises for a quick wipe down of a surface and if custodial staff is not readily available.

Computer keyboards and other accessories will be placed in an accessible location and laptops will be closed to allow for exterior sanitizing.

Students may also be asked to assist with keeping their areas clean for other students as appropriate.

Likewise, teachers and students will establish classroom protocols to wipe down desks and tabletops, and other shared equipment, in between classes and throughout the day. This type of activity could be especially effective in elementary schools if it is used as a tool related to COVID-19 safety and general good health practices.

FIELD TRIPS, EXTRA-CURRICULAR ACTIVITIES AND ATHLETICS

STUDENT ACTIVITIES

Field trips will be allowed on a case by case basis after consultation with the Central Business Office. Further communication will be provided regarding field trips scheduled based on pandemic conditions while following recommendations from the Division of Public Health (DPH) and Centers for Disease Control (CDC).

School-based clubs and Athletics will resume normal operations while following all district guidelines, district policies, Delaware Interscholastic Athletic Association (DIAA) guidelines, and the Delaware Department of Education guidelines.

All athletic and academic competitions held at other schools will follow the home team's protocols as far as mitigation measures and spectator policies are concerned.

FIELD TRIPS,
EXTRA-CURRICULAR
ACTIVITIES AND
ATHLETICS
(*CONTINUED*)

PARENT ACTIVITIES

Back to School Nights and Open Houses will be planned and organized by school-based leadership teams to tentatively take place, conditions permitting. Plans will be submitted to and approved by the Superintendent or designee before being advertised to the school community.

PTO Meetings can be held either virtually or face to face at the building principal's discretion. Holding these meetings face to face will be done following all district guidelines.

Parent Advisory Committee (PAC) meetings will begin the year virtually. Once meetings are held in person, all CDC and DPH guidelines must be followed by PAC members.

WELLNESS PROCEDURES EDUCATION FOR STAKEHOLDERS

To ensure all students, families, visitors and staff understand the health and wellness protocols implemented by the District, a series of communications will be shared prior to the beginning of the school year. Reopening information will be shared through the District's mass communication system as well as social media as it becomes available. Specific information related COVID-19 will be posted at www.lf.k12.de.us.

Age-appropriate information on what COVID-19 is and what we can do to stay healthy (e.g. handwashing, social distancing) will be shared with students and staff.

Signage will be placed throughout each school and District facility reminding students, staff and visitors to practice social distancing, to wear a mask or face covering at all times when not eating or drinking, to wash hands frequently and thoroughly, and to limit room capacity to reduce opportunities for exposure.

The District will release a video aimed at preparing students for the upcoming school year. This will include information on what the school experience will look like, what cleaning protocols are in place, how to properly wear a mask/face covering, what social distancing means and more.

LFSD STAKEHOLDER RESOURCES

As the Lake Forest Community takes on the challenges that COVID-19 has brought upon us, we want you to know that you are not alone! We are sharing a broad range of information that can help support our community members in dealing with the social, emotional and physical challenges we face during this pandemic.

State and Federal COVID-19 Resources and Information:

[Delaware Division of Public Health](#)

- Phone: 1-866-480-1899
- Email: dphcall@delaware.gov

[Centers for Disease Control and Prevention](#)

- [National Weekly Data Update](#)
- [Everyday Preventive Actions That Can Help Fight Germs](#)
- [Clean Hands Save Lives Fact Sheets](#)
- [Cover Your Cough](#)
- [Infection Control Basics](#)
- [Guidance for the Use of Masks](#)
- [Coping with Stress](#)

LFSD STAKEHOLDER RESOURCES

Delaware Department of Education

FAQ's for School Communities

General questions: (302) 735-4000

Athletics (DIAA): (302)-857-3365

Child Nutrition Office: (302) 857-3356

Office of Early Learning: (302) 735-4295

Delaware First – Early Childhood School-Age Educator Qualifications: (302) 735-4236





LFSD STAKEHOLDER RESOURCES

[Delaware 2-1-1](#) provides one central resource for access to the health and human service organizations that offer the support to make a difference.

Whether faced with the panic of a natural disaster or struggling to meet everyday basic needs, Delaware residents can rely on 2-1-1 for a direct response and prompt assistance.

There are several ways to get connected to a resource specialist:

- Dial 2-1-1;
- text your zip code to 898-211; or
- chat online at www.delaware211.org.

If you prefer, you can do your own searching by going to www.delaware211.org and accessing the very same database. All services are free, multilingual, confidential and available 24/7.

MENTAL HEALTH SUPPORT

MENTAL HEALTH SUPPORT

For many of us, finding the right way to talk about Coronavirus has been challenging. Below is a list of our school-based student services staff. Please do not hesitate to contact us should you need any support.

Lake Forest South Elementary School

[Olivia Washinski](#) – School Nurse

[Stephanie Ball](#) – School Counselor

Lake Forest North Elementary School

[Jana Jarrell](#) – School Nurse

[Dana Carey](#) – School Counselor

Lake Forest East Elementary School

[Jackie Argo](#) – School Nurse

[Jamie Parker](#) – School Counselor

[Suicide Prevention](#)

National Suicide Prevention Lifeline:
1-800-273-8255

[Crisis Text Line: Text Home to 741741 for free,
24/7 crisis support in the U.S.](#)

Lake Forest High School

[Shelly Wise](#) – District Lead Nurse

[Mike Tyndall](#) – School Counselor

[Mark Whitacre](#) – School Counselor

[Margaret Pisano](#) – Wellness Center

[Nadine Henry](#) – Wellness Center

W.T. Chipman Middle School

[Nikki Glanden](#) – School Nurse

[Anita Bulischeck](#) – District Lead School Counselor

[Lisa Clendaniel](#) – School Counselor

[Keisha Baynard](#) - School Counselor

Lake Forest Central Elementary School

[Kim O'Brien](#) – School Nurse

[Dana Kelley](#) – School Counselor

[Jennifer Satterfield](#) – School Counselor

SOCIAL SERVICES AGENCIES AND GROUPS

Delaware Guidance Services

103 Mont Blanc Blvd, Dover, DE 19904
(302) 678-3020
Mental Health Emergency: 1-800-969-HELP (4357)

Family Services Division

821 Silver Lake Blvd # 200, Dover, DE 19904
(302) 739-4800

Children & Families First

91 Wolf Creek Blvd, Dover, DE 19901
(302) 674-8384

Delaware Health and Social Services

655 S Bay Rd, Dover, DE 19901
(302) 672-9500

Whatcoat Social Services

3 Vera way, Dover, DE 19904
(302) 734-0319

Catholic Charities

2099 S Dupont Hwy A, Dover, DE 19901
(302) 674-1600

Dover Interfaith Mission for Housing

684 Forest St, Dover, DE 19904
(302) 736-3600

Shepherd Place

1362 S Governors Ave, Dover, DE 19904
(302) 678-1909

Kent County Community Action

120 S Governors Ave A, Dover, DE 19904
(302) 678-1949

SOCIAL EMOTIONAL WELL-BEING & LEARNING

Online resources available to help support Social Emotional Well Being

[Help Kids Manage Anxiety around the Coronavirus \(4 Expert Videos\)](#)

[Keep Calm and Structure On: How to manage emotions and build structure at home during COVID-19:](#)

[Social Skills Resources for Parents](#)

[The Big Red Bird and the Red Feather Game](#)

[Social Emotional Learning Menu](#)

[Take a Break](#)

MindYeti on Vimeo

[English https://vimeo.com/showcase/6875483/](https://vimeo.com/showcase/6875483/)

[Spanish https://vimeo.com/showcase/6875517](https://vimeo.com/showcase/6875517)

MindYeti on YouTube

[English https://www.youtube.com/playlist?list=PLiaUKiwbiHMQDQLCXoPaMMYotldKIUQCw](https://www.youtube.com/playlist?list=PLiaUKiwbiHMQDQLCXoPaMMYotldKIUQCw)

[Spanish https://www.youtube.com/playlist?list=PLiaUKiwbiHMSzAac5smgxc98Huui9KwC-](https://www.youtube.com/playlist?list=PLiaUKiwbiHMSzAac5smgxc98Huui9KwC-)

[Yoga for Anger: Calm Anger with 5 Yoga Poses for Kids](#)

[5 Ocean Yoga Poses for Kids](#)

[3 Minutes Body Scan Meditation - Mindfulness For Kids And Adults](#)

ACTIVITIES & INFORMATION FOR PARENTS

[Strategies to Make Homework Go More Smoothly](#)

[Daily Home Schedule Activity Sheet](#)

[Stay-at-Home Care Package by Big Life Journal](#)

[Parenting in the Time of Coronavirus and Social Distancing](#)

[Kids for Peace](#)

[PBS for Kids: Coronavirus Resources for Parents](#)

Child Mind Institute

[Supporting Families During COVID-19](#)

[Guidance for Teens and Young Adults](#)

[Common Sense Media](#) – Family De-Stress During Coronavirus Uncertainty

HOUSING/ SHELTER AND OTHER RESOURCES CONTACT LIST

HOUSING/SHELTER

Shepherd Place	302-678-1909
Delaware State Housing Authority	302-739-4263
Dover Housing Authority	302-678-1965

OTHER RESOURCES

James Williams State Service Center	302-857-5000
Planned Parenthood	302-678-5200
AIDS Hotline	800-422-0429
Brandywine Counseling & Community Services (RISE)	302-856-4700
www.brandywinecounseling.org	
Westside Health Care	302-678-4622
Medicaid/Food Stamps	302-672-9500
www.assist.dhss.delaware.gov	
Job Corps	800-733-5627
Delaware Quitline (18+ yrs)	866-409-1858

The Lake Forest School District would like to thank that following individuals who contributed to the development and publication of our Return to School Plan:

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If anyone was missed from this list, please know it was not intentional. This was a collaborative effort and each and everyone that participated is extremely valued.

