
The Home for Little Wanderers Clifford Academy Day School Clifford Academy Residential School

2020-2021 School Year Plan



In response to COVID-19 8/14/2020

- The 2020-2021 School Year Plan is created for Clifford Academy's community of students, family, faculty and staff based on the guidance from the state and local agencies and current health and safety information.
- The leadership team at Clifford Academy has the right to amend the 2020-2021 School Year Plan at any time.
- The plan is in effect until further notice and/or when COVID-10 prevention protocols are no longer needed.
- The administrators of Clifford Academy will give prompt notification to students, families and sending districts if changes are made and/or if the plan is discontinued.



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Executive Summary

Clifford Academy is a Massachusetts-approved Chapter 766 private school offering day, residential and summer educational treatment programs for grade 6th through 12th grade students of all genders. The student population at the school is generally characterized as having emotional, behavioral, and/or learning difficulties. The program addresses educational, psychological and behavioral challenges and its unique classroom environment aims at improving academic success, enhancing social and life skills and returning students as quickly as possible to a less restrictive setting.

The Clifford Academy staff created the 2020-2021 School Year Plan to support all students, families, faculty and staff to return to Clifford Academy with all the safety precautions in place to minimize the risk of COVID-19 infection. The guidelines referenced in the plan are from the Centers for Disease Control and Prevention (CDC), World Health Organization (WHO), Massachusetts Department of Early Education and Care (EEC) and Department of Elementary and Secondary Education (DESE).

In June of 2020, Home for Little Wanderers created a COVID-19 response work group to build and prepare to execute the health and safety protocols recommended by DESE and CDC. The COVID-19 response work group consisted of the principals, the nurses, the vice president of risk management, and program directors. We worked collaboratively to create, organize and implement systems that support the safe re-opening of Clifford Academy.

By mid-June, we reached out to families to conduct a Needs Assessment Survey so families had the opportunity to give feedback and to share any ideas they may have about the re-opening plan. By the end of June, we reached out to sending districts to share our plans for re-opening and provided the out-of-district coordinators with the opportunity to give feedback.

On July 6th, 2020, we opened our in-person summer program to the students with extended school year as indicated on their individual education plan. Students enrolled in the summer program attended two days per week remote and three days per week in-person. Before students returned to in-person programming, guardians were required to participate in a remote or in-person re-entry meeting. During the re-entry meeting, we reviewed the new health and safety policies and procedures and provided opportunities for students and guardians to ask questions.

Prior to opening our doors to in-person programming, we provided training to the staff and we practiced the new health and safety protocols to ensure consistency throughout the school. When students returned to in-person programming, they were educated on the new systems and structures in place to ensure safety during the COVID-19 crisis.

We have made minor adjustments to the in-person programming and have experienced tremendous success in transitioning our students back to in-person programming. We look forward returning to full-time in-person programming in September.



Letter from the Superintendent

The Home for Little Wanderers is committed to advancing educational, emotional, social, and behavioral development in our schools and providing educational opportunities that promote the physical and emotional well-being of the children and families we serve. Throughout these unprecedented times, we continue to be steadfast in our dedication to healthy children and families.

Since the beginning of the pandemic, The Home for Little Wanderers' leadership team has worked to ensure the health and safety of children and their families, as well as the staff and communities of our schools and programs. As the local, state, and national responses to COVID-19 continue to evolve so too will our schools continue to create and implement safe policies focused on the safety and well-being of students and families while following the guidelines and recommendations from DESE and other state, local, and national entities.

When developing the In-Person, Hybrid and Remote learning options for the 2020-2021 school year, The Home for Little Wanderers' leadership team regarded the recommendations and guidance of educational leaders, healthcare professionals, and government agencies, as well as the students, families and staff who make up our school communities. Based on a thorough examination of our safety protocols as well as the feedback from our guardians and sending districts, The Home for Little Wanderers' will return its schools to In-Person programming in September 2020 while also maintaining a robust Hybrid and Remote program for families who prefer an alternative to In-Person school during this extraordinary moment.

The leadership team at The Home for Little Wanderers will continue to monitor the recommendations from CDC, DPH, DESE, EEC and others and we will make and communicate adjustments according to the latest information as well as regularly solicited feedback from families and districts. The safety and well-being of children and families remains the priority of The Home for Little Wanderers' schools as we strive to deliver in-person education appropriate to the specialized needs of some of the Commonwealth's most disadvantaged students.

- Lesli Suggs



In-Person Learning Model

The Clifford Academy maintains the infrastructure, staffing, and available space to return all students to in-person schooling within safety guidelines and standards. Clifford Academy intends to re-open schools with an In-Person model in September 2020. Hybrid and Remote models will also be established and supported, so flexibility can be afforded to students, guardians, and sending districts based on preference, changes to public health guidance, or administrative decisions based on clearly defined health and safety protocols.

Instructional Hours and Classroom Arrangement

- Students will receive a full daily schedule including required core academic courses, on-site vocational classes, individual and group clinical therapy, social-emotional activities and any OT/SLP/Reading services as indicated by the IEP. Clifford Academy will continue to adhere to the DESE instructional hours requirements.
- Students are arranged in class groupings of no more than 6 students, appropriate to their age, grade, and educational/development levels. The class groupings will be assigned a classroom as a primary location for the educational services and a homeroom teacher to act as an advisor.
 - Students will be provided school materials for their personal use only and assigned classroom spaces for socially distance seating as well as storage of personal property.
 - Laptops and tablets will be disinfected before and after each use.
- The academic schedule allows teachers to safely move between class groupings in order to ensure students are being taught by appropriately licensed teachers while limited points of contact are maintained.
 - Teachers transitioning between classroom are afforded time for safe hygiene practices between transitions.
 - Some classes will require class grouping to transition to a different classroom. The schedule includes cleaning periods for safe disinfection of these spaces between group uses.
 - Weather permitting and as much as possible, physical education, group therapy and vocational classes will be held outdoors in appropriately maintained spaces. All activities will be contactless and adhere to social distancing recommendations.



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- Classrooms are arranged with at least 3 feet of distance between student desks and non-essential furniture removed.
 - Social distancing indicators are marked on classroom and hallway floors.
 - Signage regarding masking, handwashing, social distancing, and safe hygiene is posted in all areas.

Arrival/Breakfast Procedures

- Upon entering the building, staff enters the main office and sign in for the day by answering the two entry-screening questions and signing their name. Teaching staff then proceed to classroom to clean and disinfect all surfaces. Teachers sign the cleaning log each day.
- During arrival time, students are welcomed off the bus/van one at a time. Students proceed to the entry-screening table. Students use hand sanitizer at screening table and answer two entry-screening questions. 1. Today or in the past 24 hours, have you or any household members had any symptoms? 2. In the past 14 days, have you had close contact with a person known to be infected with COVID-19? Answers are recorded in the check-in binder.
- Once students finish at the entry screening table, they proceed to the table where they turn in electronics go through security check (wand, backpack search).
- Students then proceed to the cafeteria line. Students will use hand sanitizer before entering the kitchen area and maintain social distancing expectations. The cafeteria seating area is closed until further notice. Staff walks student to assigned classroom to eat breakfast.

Mask Expectations

- When entering and exiting the building and during all transitions, students and staff are expected to wear a mask.
- Masks must be worn properly to cover nose and mouth.
- Students and staff may take mask breaks if they are outside and maintaining 3-6 feet separation from others and if they in the classroom seated with 3-6 feet separation from others.



General Cleaning and Disinfecting Practices

- Staff wipes down all surfaces (desks, chairs, door handles, individual supply cases and all high-touch areas) in the morning prior to students arriving to the classroom. Staff signs the cleaning log sheet located in each of the classrooms.
- Each time students/staff enter or exit the classroom, they use hand sanitizer or wash hands.
- Each time students/staff use the restroom, all surfaces are wiped down by the individual.
- Administrators will spray down high-touch areas in the school mid-morning and log the cleaning in the floor monitor's office.

Lunch/Dismissal Procedures

- At lunch, students/staff proceed to the cafeteria maintaining 3-6 feet distance in line. The schedule for lunch is staggered so only one grouping is in the cafeteria line at a time. All staff and students use hand sanitizer before entering the kitchen area. Students/staff pick up lunch and go to courtyard or classroom.
- Students/staff clean and disinfect classroom prior to leaving for the day. Students – Individual desk, chair and supply cases. Teachers – desk/chair and all high-touch areas.
- Students will proceed to gym at and maintain 3-6 feet distance while waiting for transportation and when exiting the building. When transportation arrives, students receive their electronics and proceed to the bus/van. Students are dismissed from school individually and not in groups.

Transportation

- All staff and students on the bus are required to wear masks at all times. Some exceptions may be made for medical and/or behavioral reasons.
- Students should be seated no more than one student per bench, alternating sides for each row, which allows students to maintain approximately 3 feet of physical distance.
- Windows will be kept open to allow for proper circulation during the transport except under extreme weather conditions.
- Students will be assigned to a seat and expected to remain in the assigned seat for the duration of the transport.
- The vehicle will be cleaned and disinfected before and after each use by the staff member responsible for the transportation.



Other Procedures

- Students will not gather for any assemblies or group gatherings.
- Visitors will be prohibited from entering the school floor during school hours.
- All meetings will take place virtually or in the administrative wing of the building.
- Staff meetings will be done virtually or in an outdoor space maintaining social distancing requirements.
- Parent meetings will be held virtually or in an outdoor space maintaining social distancing requirements.

Clifford Academy School Cleaning Plan and Preventative Measures:

The Clifford Academy cleaning plan was created to ensure reasonable measures are in place to minimize exposure to disease through germs, fluids, and excretions. School has an intensified general cleaning, sanitizing and disinfecting routines. Additionally, extra attention is given to high-touch or high-use surfaces or those specifically touched by symptomatic or ill individuals. The facilities purchased cleaning and disinfecting supplies and materials in a 3-month supply.

These include:

- Disinfecting products
- Hand sanitizer
- Paper towels
- Facemask
- Disposable Gloves

The following is the cleaning schedule that identifies what items must be cleaned, sanitized, or disinfected and with what frequency. The daily cleaning schedule for staff before, during, and after programming is to ensure all areas, materials, furniture, and equipment used by students and staff are properly cleaned, sanitized, or disinfected.



LOCATION	ITEM	ACTION	FREQUENCY	STAFF RESPONSIBLE
Classrooms	Student Desks, Countertops, Teacher Desk(s)	Clean & Disinfect	Daily	Janitorial Staff
Classrooms	Pens, Markers, Supply Cases, Calculators, Keyboards, Fidgets, Handles	Clean & Disinfect	After each use / Daily	Classroom Teacher
Bathrooms	Sinks, Toilets, Doors, Handles	Clean & Disinfect	After each use	Hall Staff
Entry Ways	Door Handles	Clean & Disinfect	After each use	Hall Staff admitting client entry
Gym	Door Handles, Sports Equipment	Clean & Disinfect	After each use	Staff/Teacher accompanying grouping

At the end of each day, all areas, materials, furniture, equipment, supplies are properly cleaned, sanitized and disinfected by Clifford Academy janitorial staff.

All cleaning, sanitizing, and disinfecting solutions are stored in the janitor’s closet in the administration wing as well as the curriculum room. The curriculum room storage area is accessible to staff but out of reach of the students.

Tim Chouinard, Facilities Manager, is responsible for obtaining and maintaining inventory of essential cleaning supplies and hand hygiene products.

Supplies for hand hygiene are placed appropriately throughout the program. Hand sanitizer dispensers are in the entry to the school and in every classroom.



Hybrid Learning Model

The hybrid model blends the traditional face-to-face instruction with the asynchronous and synchronous online learning in hopes of limiting the spread of COVID-19. The hybrid model reduces the number of students in the building by shifting some of the instruction delivery online.

Students in the hybrid learning model will have a modified schedule that includes both in-person and remote services in place during the school year. Clifford Academy's hybrid model uses an A/B cohort model that isolates two distinct cohorts of students who attend school different days of the week. When moving to the Hybrid model, we will provide ample notice to guardians and sending districts so that all involved can plan accordingly.

General Information

- High-needs students will be prioritized for full-time in-person learning.
- Students demonstrating challenges accessing the program remotely due to internet and/or computer access will be prioritized for full-time in-person learning.
- Students in this model will follow the same guidelines for In-person and Remote Learning.
- Students will be assigned to cohort A or B.
- Student in cohort A will attend in-person program on Monday, Tuesday and remote program Wednesday, Thursday and Friday. Students in cohort B will attend in-person program on Thursday, Friday and remote Monday, Tuesday and Wednesday.

High Need Students

- High-needs students will be prioritized for full-time in-person learning when feasible.
 - Clifford Academy will offer 5 day in-person programming for a cohort of high-needs students.
 - High-needs students could include the following:
 - Students with disabilities who would be more appropriately served in the in-person program.
 - Students who are identified as English language learners.
 - Students who do not have internet and/or computer access at home to complete their remote learning school days.
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Remote Learning Model

The Clifford Academy maintains the technology, staffing, and available resources to provide remote learning programming to students. For Remote Learning, students will have structured learning time as well as structured time for service delivery. Students will be supported to access live classes and attend remote service and therapies as required by the student's individual education plan. All general educators, special educators, and related service providers remain on-site while facilitating remote learning and service delivery. Clifford Academy staff collaborate in person and/or via video conference daily to ensure the highest level of care is available to all students. Although Clifford Academy intends to re-open schools with an adjusted In-Person models in September 2020, we also intend to provide a remote model so flexibility can be afforded to students, guardians, and sending districts based on preference, changes to public health guidance, or administrative decisions based on clearly defined health and safety protocols.

Communication

- Clifford Academy staff will provide weekly communication with guardians (phone, email, videoconferencing) and daily communication with students (phone, email, videoconferencing).
- We will track attendance and participation in our in-person program as well as our remote program.
- We will be in regular communication with students and guardians about attendance and engagement.
- We will provide interpretation and translation services to limited English proficient guardians.

Academics

- Students are expected to log into Zoom to access LIVE classes. All Zoom links are posted in Google classroom.
- All Assignments posted daily via Google Classroom, as well as resources to aid them in completing their assignment.
- Classroom teachers will individualize all content work to address unique learning needs.
 - a. High Need Students may still be served by through the Hybrid model or In-person Full Time.



Special Education Service Delivery

- Service providers will continue to work with students remotely.
- If direct service is provided outside of the classroom, students will receive a specific day/time for services to be delivered remotely.
- If direct service is provided inside the classroom, students will receive remote push-in support from the designated personnel.

Grades

- Students will be graded based on 0-100% grading scale.

High Need Students

- High-needs students will be prioritized for full-time in-person learning when feasible.
- Clifford Academy will offer 5 day in-person programming for a cohort of high-needs students.
- High-needs students could include the following:
 - Students with disabilities who would be more appropriately served in the in-person program.
 - Students who are identified as English Language Learners.
 - Students who do not have internet access at home to complete their remote learning school days or have ongoing difficulty using the laptop provided by the school.

* We will continue to have a Hybrid Learning Plan and a Remote Learning Plan in place.



Out-of-School Time Plan

Clifford Academy students have access to online platforms APEX and Google Classroom. The Clifford Academy staff work with the guardians of our students to develop daily structures and behavior patterns that promote intellectual curiosity and independent living. Synchronous and direct remote opportunities are scheduled within school hours and asynchronous materials and supports, including some clinical consultation can be available outside traditional school hours.

We will support students in developing 21st Century Learning skills by providing opportunities for enhancing creativity, collaboration, communication and critical thinking. With Signal Success curriculum, students develop important non-cognitive skills, explore careers and future planning, and build the skills and assets to compete for jobs and internships. All lessons are designed to engage students with a multi-modal approach and strong emphasis on the application of skills and concepts. Students are introduced to new concepts through short case study readings and activities and then guided through applying these concepts to their own context. Students will increasingly build their engagement with the subject matter as they grow in maturity and expertise throughout the course.

As a result of the interruption in education, students will have the opportunity to practice additional academic skill-building and/or extension activities after school and on the weekends. Vocational and academic teachers will provide assignments and/or activities based on individual needs. Students will also have the opportunity and support to engage in vocational internships.



Student Supports and Professional Learning

Clifford Academy utilizes a strength-based, relational model of behavioral support that is evidence-based, trauma-informed, and individualized. Clifford Academy's model is designed to support students in developing an increase in self-esteem and self-discipline and to engage students and families as active participants in the process. Staff strive to be engaging and responsive to students in order to allow them to feel accepted, supported, and valued.

Clifford Academy aims to create positive environments that are nurturing, consistent, and predictable. Staff pay careful attention to creating atmospheres that promote the social, emotional, physical, and academic development of each student.

Through the COVID-19 pandemic, we are committed to supporting our students, families and staff through the complexities of these time. We have developed structures, routines and supports to address the well-being of our staff and students.

Student Supports

- Students participate in a weekly social-emotional learning group to improve their social, emotional, and academic skills and to create supportive relationships among students and between students and their teachers.
- At Clifford Academy, circles are an integral part of the school culture. We participate in community building and restorative justice circles to support students in processing their thoughts and feelings so they can better handle challenging situations.
- Our school clinician will continue to provide 1:1 and group support according to the individual needs of the students. Our school clinician is also readily available to the families of Clifford Academy students.
- Students will participate in quarterly math and reading inventories so we can track academic progress and implement additional support if needed.
- Students will participate in a comprehensive training to review and discuss health and safety protocols as well as the new procedures implemented to limit the spread of COVID-19.

Professional Learning

- Staff participate in weekly supervision meetings and weekly staff meetings.
- Staff attends a daily post-shift meeting to review the events from the day and prepare for following day.
- Staff will participate in a comprehensive training to review and discuss health and safety protocols as well as the new procedures implemented to limit the spread of COVID-19.
- Clifford Academy staff participate in four full professional development days per school year. Additionally, staff participate in a weekly professional development workshop on early Wednesday dismissal days.



Health and Safety Requirements

At Clifford Academy, we are committed to maintaining a safe and healthy environment for our students and staff. We have developed general health and safety requirements as well as policies and procedures to limit the spread of COVID-19.

Protocols/Procedures

- Preventative Measures
- Health and Hygiene Protocols
- Parent Attestation
- Daily Screening Policy
- Identifying and Handling of Sick Student
- Identifying and Handling of Sick Staff
- Physical Restraint and Intervention Protocol
- Parent Consent

Additional Health and Safety Requirements

- **Staying home if sick:** Clifford Academy students and staff must stay home if they are feeling sick or have any symptom associated with COVID-19.
- **Face coverings and masks:** Students and staff must wear face coverings or masks, with exceptions only for those students or staff for whom it is not safe to do so due to age, medical conditions, or other considerations. In cases in which face coverings or masks are not possible, social distancing of 6 feet is required, unless not feasible due to the personal situation. Guardians will be responsible for providing students with face coverings or masks. Clifford Academy will have disposable masks available for students who need them. Staff may choose to wear their own mask, or one provided by the school.
- **Frequent hand washing and hand sanitizing:** All students and staff must engage in frequent handwashing, including upon arrival, before and after meals, after bathroom use, after coughing or sneezing, and before dismissal. We will provide time in the schedule to allow for frequent and effective handwashing in which individuals use soap and water to wash all surfaces of their hands for at least 20 seconds, wait for visible lather, rinse thoroughly, and dry with an individual disposable towel. If handwashing is not available, hand sanitizer with at least 60 percent alcohol content can be used.



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- **Maintaining 3-6 feet of separation at all times:** All students and staff must maintain a social distance of 3-6 feet to the greatest extent possible. Desks must be spaced at least 3-6 feet apart and facing the same direction, and the separation must be maintained when students are entering and exiting the building and moving through the school (including to and within restrooms) when feasible.
 - **Isolation and discharge protocols for students who may become ill during the day:** Clifford Academy has a room isolated from the main floor for students who become sick during the school day. The room is maintained for students with COVID-19 symptoms and is separate from the nurse's office.
 - **Smaller, isolated groups of students assigned to two teachers:** Instead of transitioning to different classrooms, students will remain in same classroom for the day. Groups will not mix with other students. At this time, group sizes are restricted to a maximum of 6 students, with a maximum of 8 individuals, including students and staff, in each room. Students will leave the classroom to go to the gym or outside while continuing to maintain the 6 feet separation expectation.
 - **Regular cleaning, sanitizing, disinfecting, and disposal protocols:** Clifford Academy will ensure that facilities and surfaces are regularly cleaned, sanitized, and disinfected in accordance with health and safety guidelines and that hazardous materials are disposed of properly.
 - **Entry screening and other facility operations:** All staff and students will receive a screening upon entering the building.
 - **Safe practices on transportation:** All bus/van drivers must maximize space between riders and follow requirements for wearing masks or face coverings. Buses and vans must be cleaned and disinfected on a regular basis.
 - **Training for staff and students:** All staff and students will receive training on the new health and safety standards and practices.
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Draft Schedules

In-Person Learning

Time	Middle School Room 213	9/10 Room 217	11/12 Room 216
8:00 – 8:10	Classroom Cleaning	Classroom Cleaning	Classroom Cleaning
8:10 – 8:28	Entry Screening/Breakfast	Entry Screening/Breakfast	Entry Screening/Breakfast
8:30 – 8:45	Morning Meeting	Morning Meeting	Morning Meeting
8:45 – 9:30	Reading	Small Machinery/Culinary	Specials
9:30-10:15	Math	ELA	Math
10:15 – 10:30	Break	Break	Break
10:30 – 11:15	Specials	History	Science
11:15 – 12:00	History	Specials	Small Machinery/Culinary
12:00 – 12:25	Lunch	Break	Break
12:25 – 12:45	Break	Lunch	Lunch
12:45 – 1:30	Science	Math	ELA
1:30 – 2:15	Small Machinery/Culinary	Science	History
2:15 – 2:30	Advisory	Advisory	Advisory
2:30 – 3:00	Earned time/CPS/Study	Earned time/CPS/Study	Earned time/CPS/Study

Hybrid

Cohort	Monday	Tuesday	Wednesday	Thursday	Friday
Cohort A	In-person	In-person	Remote	Remote	Remote
Cohort B	Remote	Remote	Remote	In-person	In-person

Remote

	Middle School Room 213	9/10 Room 217	11/12 Room 216
8:00 – 8:45	Service Delivery Times	Service Delivery Times	Service Delivery Times
8:45 – 9:30	Remote Reading	Real Life Skills (I)	Virtual Fitness
9:30-10:15	Remote Math	Remote ELA	Remote Math
10:15 – 10:30	Break	Break	Break
10:30 – 11:15	Virtual Fitness	Remote History	Remote Science
11:15 – 12:00	Remote History	Virtual Fitness	Real Life Skills (I)
12:45 – 1:30	Remote Science	Remote Math	Remote ELA
1:30 – 2:15	Real Life Skills (I)	Remote Science	Remote History
2:15 – 3:00	Service Delivery Times	Service Delivery Times	Service Delivery Times