



OPERATIONAL BLUEPRINT FOR SCHOOL REENTRY 2020-21

Under ODE’s **Ready Schools, Safe Learners** guidance, each school¹ has been directed to submit a plan to the district² in order to provide on-site and/or hybrid instruction. Districts must submit each school’s plan to the local school board and make the plans available to the public. This form is to be used to document a district’s, school’s or program’s plan to ensure students can return for the 2020-21 school year, in some form, in accordance with Executive Order 20-25(10). Schools must use the [Ready Schools, Safe Learners guidance](#) document as they complete their Operational Blueprint for Reentry. ODE recommends plan development be inclusive of, but not limited to school-based administrators, teachers and school staff, health and nursing staff, association leadership, nutrition services, transportation services, tribal consultation,³ parents and others for purposes of providing expertise, developing broad understanding of the health protocols and carrying out plan implementation.

1. Please fill out information:

SCHOOL/DISTRICT/PROGRAM INFORMATION	
Name of School, District or Program	Stafford Academy
Key Contact Person for this Plan	Elizabeth Guier
Phone Number of this Person	503-638-8765 ext.126
Email Address of this Person	Elizabeth@staffordacademy.org
Sectors and position titles of those who informed the plan	Head of School Paul Owen, Director Elizabeth Guier, Assistant Director Sharmila Parr, Facilities Manager Benjamin Copeland
Local public health office(s) or officers(s)	Clackamas County Public Health Division Sarah Present MD Clackamas County Health Officer, Julie Aalbers Public Health Assistant Director
Name of person Designated to Establish, Implement and Enforce Physical Distancing Requirements	Elizabeth Guier, Director
Intended Effective Dates for this Plan	August 17 th , 2020-June 9 th , 2021
ESD Region	Clackamas ESD

2.

¹ For the purposes of this guidance: “school” refers to all public schools, including public charter schools, public virtual charter schools, alternative education programs, private schools and the Oregon School for the Deaf. For ease of readability, “school” will be used inclusively to reference all of these settings.

² For the purposes of this guidance: “district” refers to a school district, education service district, public charter school sponsoring district, virtual public charter school sponsoring district, state sponsored public charter school, alternative education programs, private schools, and the Oregon School for the Deaf.

³ Tribal Consultation is a separate process from stakeholder engagement; consultation recognizes and affirms tribal rights of self-government and tribal sovereignty, and mandates state government to work with American Indian nations on a [government-to-government](#) basis.

- Please list efforts you have made to engage your community (public health information sharing, taking feedback on planning, etc.) in preparing for school in 2020-21. Include information on engagement with communities often underserved and marginalized and those communities disproportionately impacted by COVID-19.

Communication to staff and families in email.

Downsize of classroom attendance to meet cohort requirements.

Partnership with team listed above in the construction and implementation of the information contained in this blueprint.

-
-
3. Indicate which instructional model will be used.

Select One:

- On-Site Learning** **Hybrid Learning** **Comprehensive Distance Learning**

- If you selected Comprehensive Distance Learning, you only have to fill out the green portion of the Operational Blueprint for Reentry (i.e., page 2 in the initial template).
- If you selected On-Site Learning or Hybrid Learning, you have to fill out the blue portion of the Operational Blueprint for Reentry (i.e., pages 3-15 in the initial template) and [submit online](https://app.smartsheet.com/b/form/a4dedb5185d94966b1dff75e4874c8a). (<https://app.smartsheet.com/b/form/a4dedb5185d94966b1dff75e4874c8a>) by August 15, 2020 or prior to the beginning of the 2020-21 school year.

* **Note:** Private schools are required to comply with only sections 1-3 of the *Ready Schools, Safe Learners* guidance.

REQUIREMENTS FOR COMPREHENSIVE DISTANCE LEARNING OPERATIONAL BLUEPRINT

*This section must be completed by any school that is seeking to provide instruction through Comprehensive Distance Learning.
Schools providing On-Site or Hybrid Instructional Models do not need to complete this section.*

Describe why you are selecting Comprehensive Distance Learning as the school's Instructional Model for the effective dates of this plan.

[Complete after June 30, 2020 when Comprehensive Distance Learning Guidance is released by ODE.] Describe how your school's model aligns to the Comprehensive Distance Learning Guidance.

Describe the school's plan, including the anticipated timeline, for returning to Hybrid Learning or On-Site Learning consistent with the *Ready Schools, Safe Learners* guidance.

The remainder of this operational blueprint is not applicable to schools operating a Comprehensive Distance Learning Model.

ESSENTIAL REQUIREMENTS FOR HYBRID / ON-SITE OPERATIONAL BLUEPRINT

*This section must be completed by any school that is providing instruction through On-Site or Hybrid Instructional Models.
Schools providing Comprehensive Distance Learning Instructional Models do not need to complete this section.*



1. Public Health Protocols

1a. COMMUNICABLE DISEASE MANAGEMENT PLAN FOR COVID-19

OHA/ODE Requirements	Hybrid/Onsite Plan
<input checked="" type="checkbox"/> Implement measures to limit the spreads of COVID-19 within the school setting.	<p>The following measures to reduce the spread of COVID-19 have been implemented: Reduced class sizes, following protocol for consistent child and teacher groups with no/limited rotating staff, designated and approved respiratory and droplet PPE to be worn by all rotating staff who cannot remain consistently with their reduced class cohorts, cancelling breakout or combined classes, limiting non-essential room use, increasing cleaning procedures for surfaces and toys, encouraging developmentally-appropriate socially-distanced practices such as greetings, play, or during seating.</p>
<input checked="" type="checkbox"/> Update written Communicable Disease Management Plan to specifically address the prevention of the spread of COVID-19.	
<input checked="" type="checkbox"/> Designate a person at each school to establish, implement and enforce physical distancing requirements, consistent with this guidance and other guidance from OHA.	<p>Elizabeth Guider and Shar Parr are designees to implement and enforce requirements consistent with this plan and additional guidance from OHA.</p>
<input checked="" type="checkbox"/> Include names of the LPHA staff, school nurses, and other medical experts who provided support and resources to the district/school policies and plans. Review relevant local, state, and national evidence to inform plan.	<p>https://govstatus.egov.com/or-covid-19/ - regarding guidance and resources provided https://www.osha.gov/ - regarding appropriate guidelines, practices and use for PPE and other safety measures</p>
<input checked="" type="checkbox"/> Process and procedures to train all staff in sections 1 - 3 of the Ready Schools, Safe Learners guidance. Consider conducting the training virtually, or, if in-person, ensure physical distancing is maintained.	<p>Scheduled socially-distanced in-person training and review of updated protocols, guidelines, and planning meetings for their successful implementation regarding individual classrooms and/or students. Training day(s): _____</p>
<input checked="" type="checkbox"/> Protocol to notify the local public health authority (LPHA Directory by County) of any confirmed COVID-19 cases among students or staff.	<p>Elizabeth Guier, Principal, designated to notify public health authority.</p>
<input checked="" type="checkbox"/> Plans for systematic disinfection of classrooms, offices, bathrooms and activity areas.	<p>Classrooms to be disinfected after each use, offices and bathroom at the conclusion or beginning of each day</p>
<input checked="" type="checkbox"/> Process to report to the LPHA any cluster of any illness among staff or students.	<p>Logs of reported illness based-absences to be kept for immediate use if necessary, with ongoing daily assessment and temperature checking of student and staff health.</p>
<input checked="" type="checkbox"/> Protocol to cooperate with the LPHA recommendations and provide all logs and information in a timely manner.	<p>All logs and information kept in front office and available for immediate use.</p>
<input checked="" type="checkbox"/> Protocol for screening students and staff for symptoms (see section 1f of the Ready Schools, Safe Learners guidance).	<p>Visual and verbal assessment as well as temperature checking at drop off. Parents and guardians to communicate with director/principal any known infectious illnesses that the student may have been impacted by.</p>
<input checked="" type="checkbox"/> Protocol to isolate any ill or exposed persons from physical contact with others.	<p>Isolation room established for staff or students who are sick.</p>
<input checked="" type="checkbox"/> Protocol for communicating potential COVID-19 cases to the school community and other stakeholders (see section 1e of the Ready Schools, Safe Learners guidance).	<p>Communication will come directly from Principal/director to families as well as other directors of programs in the building.</p>
<input checked="" type="checkbox"/> Create a system for maintaining daily logs for each student/cohort for the purposes of contact tracing. This system needs to be made in consultation with a school/district nurse or an LPHA official. <ul style="list-style-type: none"> • If a student(s) is part of a stable cohort (a group of students that are consistently in contact with each other or in multiple cohort groups) that conform to the requirements of cohorting (see section 1d of the Ready Schools, Safe Learners guidance), the daily log may be maintained for the cohort. 	<p>Teachers are assigned to provide care and instruction for stable cohorts, where drop off and pick up times are maintained throughout the day. Students' parent guardian name and emergency contact are held within each students' file in the front office. Staff work schedules and their assigned cohort classrooms provide contact tracing information for employees.</p>

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> If a student(s) is not part of a stable cohort, then an individual student log must be maintained. <p><input checked="" type="checkbox"/> Required components of individual daily student/cohort logs include:</p> <ul style="list-style-type: none"> Child's name Drop off/pick up time Parent/guardian name and emergency contact information All staff (including itinerant staff, substitutes, and guest teachers) names and phone numbers who interact with a stable cohort or individual student <p><input checked="" type="checkbox"/> Protocol to record/keep daily logs to be used for contact tracing for a minimum of four weeks to assist the LPHA as needed.</p> <p><input checked="" type="checkbox"/> Process to ensure that the school reports to and consults with the LPHA regarding cleaning and possible classroom or program closure if anyone who has entered school is diagnosed with COVID-19.</p> <p><input checked="" type="checkbox"/> Protocol to respond to potential outbreaks (see section 3 of the <i>Ready Schools, Safe Learners</i> guidance).</p>	<p>We will log all student information at health check upon arrival.</p> <p>Drop off and pick up time logs to be kept for a minimum of four weeks.</p> <p>Consulting with the LPHA regarding a cleaning plan, possible classroom and/or program closure with any emergent highly communicative diagnoses.</p>

1b. HIGH-RISK POPULATIONS

OHA/ODE Requirements	Hybrid/Onsite Plan
<p><input checked="" type="checkbox"/> Serve students in high-risk population(s) whether learning is happening through On-Site, Hybrid (partially On-Site and partially Comprehensive Distance Learning models), or Comprehensive Distance Learning models.</p> <p>Medically Fragile, Complex and Nursing-Dependent Student Requirements</p> <p><input checked="" type="checkbox"/> All districts must account for students who have health conditions that require additional nursing services. Oregon law (ORS 336.201) defines three levels of severity related to required nursing services:</p> <ol style="list-style-type: none"> 1. Medically Complex: Are students who may have an unstable health condition and who may require daily professional nursing services. 2. Medically Fragile: Are students who may have a life-threatening health condition and who may require immediate professional nursing services. 3. Nursing-Dependent: Are students who have an unstable or life-threatening health condition and who require daily, direct, and continuous professional nursing services. 	<p>All staff and students given the opportunity to self-identify as vulnerable or living with a vulnerable family member.</p> <p>Through consultation and any services the family or the state provides the student, we will work to support any medical needs that a student may require.</p>

OHA/ODE Requirements	Hybrid/Onsite Plan
<p>☒ Staff and school administrators, in partnership with school nurses, or other school health providers, should work with interdisciplinary teams to address individual student needs. The school registered nurse (RN) is responsible for nursing care provided to individual students as outlined in ODE guidance and state law:</p> <ul style="list-style-type: none"> • Communicate with parents and health care providers to determine return to school status and current needs of the student. • Coordinate and update other health services the student may be receiving in addition to nursing services. This may include speech language pathology, occupational therapy, physical therapy, as well as behavioral and mental health services. • Modify Health Management Plans, Care Plans, IEPs, or 504 or other student-level medical plans, as indicated, to address current health care considerations. • The RN practicing in the school setting should be supported to remain up to date on current guidelines and access professional support such as evidence-based resources from the Oregon School Nurses Association. • Service provision should consider health and safety as well as legal standards. • Work with an interdisciplinary team to meet requirements of ADA and FAPE. • High-risk individuals may meet criteria for exclusion during a local health crisis. • Refer to updated state and national guidance and resources such as: <ul style="list-style-type: none"> ○ US Department of Education Supplemental Fact Sheet: Addressing the Risk of COVID-19 in Preschool, Elementary and Secondary Schools While Serving Children with Disabilities from March 21, 2020. ○ ODE guidance updates for Special Education. Example from March 11, 2020. ○ OAR 581-015-2000 Special Education, requires districts to provide ‘school health services and school nurse services’ as part of the ‘related services’ in order ‘to assist a child with a disability to benefit from special education’. ○ OAR 333-019-0010 Public Health: Investigation and Control of Diseases: General Powers and Responsibilities, outlines authority and responsibilities for school exclusion. 	

1c. PHYSICAL DISTANCING

OHA/ODE Requirements	Hybrid/Onsite Plan
<p>☒ Establish a minimum of 35 square feet per person when determining room capacity. Calculate only with usable classroom space, understanding that desks and room set-up will require use of all space in the calculation.</p>	<p>Room capacity have been calculated in accordance with 35 feet per person. Other mitigation efforts are:</p> <ul style="list-style-type: none"> - Removal of unneeded furniture - Incorporation of assigned seating for K/1 <p>Programs (music, technology & media) will incorporate social distancing or split-class rotating instruction times, where space / devices used for instruction will be cleaned between each class.</p>

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> ☒ Support physical distancing in all daily activities and instruction, striving to maintain at least six feet between individuals. ☒ Minimize time standing in lines and take steps to ensure that six feet of distance between students is maintained, including marking spacing on floor, one-way traffic flow in constrained spaces, etc. ☒ Schedule modifications to limit the number of students in the building (e.g., rotating groups by days or location, staggered schedules to avoid hallway crowding and gathering). ☒ Plan for students who will need additional support in learning how to maintain physical distancing requirements. Provide instruction; don't employ punitive discipline. 	<p>K/1 class to incorporate distancing and/or barrier measures between students and teacher(s).</p> <p>Lines for classroom activities and handwashing will be minimized through staggered release of student(s). Lines for restrooms or locker use will be similarly staggered.</p> <p>Teachers will communicate via hand-held radio system to determine when classrooms, restrooms or hallways are available for use.</p> <p>Teachers have received training in de-escalatory techniques for working with special needs populations, and will incorporate strategies for reducing anxiety and normalizing emotions while building routine and rewarding positive behavior.</p>

1d. COHORTING

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> ☒ Where feasible, establish stable cohorts: groups should be no larger than can be accommodated by the space available to provide 35 square feet per person, including staff. <ul style="list-style-type: none"> • The smaller the cohort, the less risk of spreading disease. As cohort groups increase in size, the risk of spreading disease increases. ☒ Each school must have a system for daily logs to ensure contact tracing among the cohort (see section 1a of the Ready Schools, Safe Learners guidance). ☒ Minimize interaction between students in different stable cohorts (e.g., access to restrooms, activities, common areas). Provide access to All Gender/Gender Neutral restrooms. ☒ Cleaning and wiping surfaces (e.g., desks, door handles, etc.) must be maintained between multiple student uses, even in the same cohort. ☒ Design cohorts such that all students (including those protected under ADA and IDEA) maintain access to general education, grade level learning standards, and peers. ☒ Staff who interact with multiple stable cohorts must wash/sanitize their hands between interactions with different stable cohorts. 	<p>Cohorts will stay with the same group throughout day.</p> <p>Classroom activities and transitions will be planned to provide staff and students additional time to wash hands, use the restroom, and disinfect surfaces.</p> <p>Cleaning and wiping of surfaces will be conducted between transitions and activities, snack(s), lunch, and end of day.</p> <p>As a private school, families as consumers are entitled to every available educational component our program offers, including grade-level learning standards.</p> <p>Teachers and aides are assigned to stable cohorts throughout the work week. Cohorts and consistent scheduling of staff minimize transitions. When teacher transitions occur, hand sanitizing will be practiced.</p>

1e. PUBLIC HEALTH COMMUNICATION

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> ☒ Develop a letter or communication to staff to be shared at the start of on-site instruction and at periodic intervals explaining infection control measures that are being implemented to prevent spread of disease. <ul style="list-style-type: none"> • Consider sharing school protocols themselves. 	<p>Families will be informed of all finalized procedures by email. Ongoing clarification of and updates to procedures to be given to families as needed. Utilization of the 'Communications Toolkit' as needed, provided at https://www.oregon.gov/ode/students-and-family/healthsafety/Pages/2020-21-Communications-Toolkit.aspx</p>

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> ☒ Develop protocols for communicating with students, families and staff who have come into close contact with a confirmed case. <ul style="list-style-type: none"> • Consult with your LPHA on what meets the definition of “close contact.” ☒ Develop protocols for communicating immediately with staff, families, and the community when a new case(s) of COVID-19 is diagnosed in students or staff members, including a description of how the school or district is responding. ☒ Provide all information in languages and formats accessible to the school community. 	<p>Encouraging ongoing open and immediate communications between school families and staff as to foster a community effort against spread of infectious diseases.</p> <p>Elizabeth Guier, director/principal, to inform via email necessary staff & school families of any new case(s) of any infectious disease, including COVID-19, with descriptions of the school’s response or efforts to mitigate spread.</p> <p>Providing translated material and appropriate formats to families who identify as ESL or in need of format-accommodated information.</p>

1f. ENTRY AND SCREENING

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> ☒ Direct students and staff to stay home if they, or anyone in their homes or community living spaces, have COVID-19 symptoms. COVID-19 symptoms are as follows: <ul style="list-style-type: none"> • Primary symptoms of concern: cough, fever or chills, shortness of breath, or difficulty breathing. • Note that muscle pain, headache, sore throat, new loss of taste or smell, diarrhea, nausea, vomiting, nasal congestion, and runny nose are also symptoms often associated with COVID-19, but are not enough in isolation to deny entry. More information about COVID-19 symptoms is available from CDC. • In addition to COVID-19 symptoms, students should be excluded from school for signs of other infectious diseases, per existing school policy and protocols. See pages 9-12 of OHA/ODE Communicable Disease Guidance. • Emergency signs that require immediate medical attention: <ul style="list-style-type: none"> ○ Trouble breathing ○ Persistent pain or pressure in the chest ○ New confusion or inability to awaken ○ Bluish lips or face ○ Other severe symptoms ☒ Screen all students and staff for symptoms on entry to bus/school every day. This can be done visually and/or with confirmation from a parent/caregiver/guardian. <ul style="list-style-type: none"> • Anyone displaying or reporting the primary symptoms of concern must be isolated (see section 1i of the Ready Schools, Safe Learners guidance) and sent home as soon as possible. • They must remain home until 72 hours after fever is gone (without use of fever reducing medicine) and other symptoms are improving. ☒ Follow LPHA advice on restricting from school any student or staff known to have been exposed (e.g., by a household member) to COVID-19 within the preceding 14 calendar days. 	<p>Students and staff sent home will be given information about COVID-19 symptoms, per CDC, OHA, and the local health authority, and information on where they can seek treatment.</p> <p>Students and staff who inform the school of illness will be assessed and given appropriate timeframes for when an allowable return will be to mitigate spread of infection.</p> <p>All staff and students will be screened for COVID-19 symptoms prior to entry of school buildings.</p> <p>Main entrance to school buildings will have hand sanitizing dispensers and staff and students will be directed to wash their hands after entering school building.</p> <p>Designated individuals will handle the check-in procedures for staff and students.</p>

OHA/ODE Requirements	Hybrid/Onsite Plan
<input checked="" type="checkbox"/> Staff or students with a chronic or baseline cough that has worsened or is not well-controlled with medication should be excluded from school. Do not exclude staff or students who have other symptoms that are chronic or baseline symptoms (e.g., asthma, allergies, etc.) from school.	
<input checked="" type="checkbox"/> Hand hygiene on entry to school every day: wash with soap and water for 20 seconds or use an alcohol-based hand sanitizer with 60-95% alcohol.	

1g. VISITORS/VOLUNTEERS

OHA/ODE Requirements	Hybrid/Onsite Plan
<input checked="" type="checkbox"/> Restrict non-essential visitors. Only allow visitors if six feet of physical distance between all people can be maintained.	<p>Only essential visitors will be allowed through entrances and inside of buildings and/or levels of the building where school and childcare operation occurs. Essential visitors of the school will follow all guidance from the CDC, OHA and local health authority when entering.</p>
<input checked="" type="checkbox"/> Visitors must wash or sanitize their hands upon entry and exit.	
<input checked="" type="checkbox"/> Visitors must wear face coverings in accordance with local public health authority and CDC guidelines.	
<input checked="" type="checkbox"/> Screen all visitors for symptoms upon every entry. Restrict from school property any visitor known to have been exposed to COVID-19 within the preceding 14 calendar days.	

1h. FACE COVERINGS, FACE SHIELDS, AND CLEAR PLASTIC BARRIERS

OHA/ODE Requirements	Hybrid/Onsite Plan
<input checked="" type="checkbox"/> Face coverings or face shields for: <ul style="list-style-type: none"> • Staff who are regularly within six feet of students and/or staff <ul style="list-style-type: none"> ○ This can include staff who support personal care, feeding, or instruction requiring direct physical contact. ○ Staff who will sustain close contact and interactions with students. • Bus drivers. • Staff preparing and/or serving meals. 	<p>We have ordered two washable masks for each staff member. Disposable face masks will always be available at the front office. Front office staff will be provided with plastic face shields and any teacher that requests one.</p> <p>Barriers between check in staff and school families will be in place for check in and screening processes.</p> <p>Child care students 5 years old and under will not be required to wear masks but will be encouraged to always have one with them in case they feel the need to put one on for safety or emotional reasons. Students who choose to wear a mask will be fully supported to do so.</p> <p>Students in the K/1st will be required to wear masks throughout the day. Development of plexiglass shields for teacher-led reading groups and assigned group desk work to be developed for this classroom.</p> <p>Staff caring for symptomatic students/staff will be provided will all PPE required by the CDC, ODA, and local health authority.</p>
<input checked="" type="checkbox"/> Face shields or clear plastic barriers for: <ul style="list-style-type: none"> • Speech Language Pathologists, Speech Language Pathology Assistants, or other adults providing articulation therapy. • Front office staff. 	
<input checked="" type="checkbox"/> Face masks for school RNs or other medical personnel when providing direct contact care and monitoring of staff/students displaying symptoms. School nurses should also wear appropriate Personal Protective Equipment (PPE) for their role.	
<input checked="" type="checkbox"/> Students who choose not to wear face coverings must be provided access to instruction.	

OHA/ODE Requirements	Hybrid/Onsite Plan
<input checked="" type="checkbox"/> ADA accommodations: If a staff member requires an accommodation for the face covering or face shield requirements, districts and schools should work to limit the staff member's proximity to students and staff to the extent possible to minimize the possibility of exposure.	

1i. ISOLATION MEASURES

OHA/ODE Requirements	Hybrid/Onsite Plan
<input checked="" type="checkbox"/> Protocols for surveillance COVID-19 testing of students and staff, as well as exclusion and isolation protocols for sick students and staff whether identified at the time of bus pick-up, arrival to school, or at any time during the school day. <input checked="" type="checkbox"/> Protocols for assessment of students, as well as exclusion and isolation protocols for sick students and staff identified at the time of arrival or during the school day. <ul style="list-style-type: none"> • Work with school nurses, health care providers, or other staff with expertise to determine necessary modifications to areas where staff/students will be isolated. • Consider required physical arrangements to reduce risk of disease transmission. • Plan for the needs of generally well students who need medication or routine treatment, as well as students who may show signs of illness. <input checked="" type="checkbox"/> Students and staff who report or develop symptoms must be isolated in a designated isolation area in the school, with adequate space and staff supervision and symptom monitoring by a school nurse, other school-based health care provider or school staff until they are able to go home. Anyone providing supervision and symptom monitoring must wear appropriate face covering or face shields. <ul style="list-style-type: none"> • School nurse and health staff in close contact with symptomatic individuals (less than 6 feet) should wear a medical-grade face mask. Other Personal Protective Equipment (PPE) may be needed depending on symptoms and care provided. Consult a nurse or health care professional regarding appropriate use of PPE. Any PPE used during care of a symptomatic individual should be properly removed and disposed of prior to exiting the care space, and hands washed after removing PPE. • If able to do so safely, a symptomatic individual should wear a face covering. • To reduce fear, anxiety, or shame related to isolation, provide clear explanation of procedures, including use of PPE and handwashing. <input checked="" type="checkbox"/> Establish procedures for safely transporting anyone who is sick to their home or to a health care facility.	<ul style="list-style-type: none"> • All students who become ill at school will remain at school supervised by protected staff in an isolation area until parents can pick them up. <ul style="list-style-type: none"> ○ Students will be provided a facial covering (if they can safely wear one). ○ Staff will wear a gown, facial covering and gloves and will maintain physical distancing, but never leave a child unattended. • While exercising caution to maintain safety is appropriate when working with children exhibiting symptoms, it is also critical that staff maintain sufficient composure and disposition so as not to unduly worry a student or family. • Staff will maintain student confidentiality as appropriate. • Daily logs must be maintained containing the following: <ul style="list-style-type: none"> ○ Name of students sent home for illness, cause of illness, time of onset; and ○ Name of students visiting the office for illness symptoms, even if not sent home. • Staff and students with known or suspected COVID-19, or displaying COVID-19 symptoms per current OHA guidance, CDC guidance, or LPHA guidance, cannot remain at school and should return only after their symptoms resolve and they are physically ready to return to school, per OHA, CDC and LPHA guidance. • Forms/logs to be developed to monitor sick staff and students in accordance with OHA, CDC, and LPHA guidelines. • Due to staffing and child ratios, school policy of student transportation for illness reasons requires acknowledgement of the guardian's responsibility to provide transportation for their student(s). In a medical emergency, emergency medical personnel are given consent to provide transportation. When their student(s) are sick and where guardians are unable to provide transportation but can make necessary arrangements for appropriate supervision of the child at home or another acceptable location, guardians acknowledge that designated staff members may be given consent to provide transportation of students to necessary destination when possible.

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> ☒ Staff and students who are ill must stay home from school and must be sent home if they become ill at school, particularly if they have COVID-19 symptoms. <ul style="list-style-type: none"> • Symptomatic staff or students should seek COVID-19 testing from their regular physician or through the local public health authority. • If they have a positive COVID-19 viral (PCR) test result, the person should remain home for at least 10 days after illness onset and 72 hours after fever is gone, without use of fever reducing medicine, and other symptoms are improving. <ul style="list-style-type: none"> ○ Alternatively, a person who had a positive viral test may return to school when they have received two subsequent negative COVID-19 viral tests at least 24 hours apart and 72 hours have passed since fever is gone, without use of fever reducing medicine, and other symptoms are improving • If they have a negative COVID-19 viral test (and if they have multiple tests, all tests are negative), they should remain home until 72 hours after fever is gone, without use of fever reducing medicine, and other symptoms are improving. • If they do not undergo COVID-19 testing, the person should remain home until 72 hours after fever is gone, without use of fever reducing medicine, and other symptoms are improving. ☒ Involve school nurses, School Based Health Centers, or staff with related experience (Occupational or Physical Therapists) in development of protocols and assessment of symptoms (where staffing exists). ☒ Record and monitor the students and staff being isolated or sent home for the LPHA review. 	<p>All staff and students who show evidence symptoms of infectious diseases, including COVID-19, are required to stay home and are encouraged to self-quarantine and/or seek testing, and upon positive cases of COVID-19, will be advised to remain home for at least 10 days after illness onset and 72 hours after fever is gone, without use of fever reducing medicine, and other symptoms are improving.</p> <p>Principal and other designated staff who receive communications from staff and school families will track self-reports and any communicated positive test results, requiring two subsequent negative COVID-19 viral tests upon after having a confirmed positive viral tests.</p>



2. Facilities and School Operations

Some activities and areas will have a higher risk for spread (e.g., band, choir, science labs, locker rooms). When engaging in these activities within the school setting, schools will need to consider additional physical distancing or conduct the activities outside (where feasible). Additionally, schools should consider sharing explicit risk statements for higher risk activities (see section 5f of the *Ready Schools, Safe Learners* guidance).

2a. ENROLLMENT

OHA/ODE Requirements	Hybrid/Onsite Plan
<input type="checkbox"/> Enroll all students following the standard Oregon Department of Education guidelines.	Private School – Not Applicable
<input type="checkbox"/> Do not disenroll students for non-attendance if they meet the following conditions: <ul style="list-style-type: none"> • Are identified as high-risk, or otherwise considered to be part of a population vulnerable to infection with COVID-19, or • Have COVID-19 symptoms for 10 consecutive school days or longer. 	
<input type="checkbox"/> Design attendance policies to account for students who do not attend in-person due to student or family health and safety concerns.	

2b. ATTENDANCE

OHA/ODE Requirements	Hybrid/Onsite Plan
<input type="checkbox"/> On-Site school students: Full-time and part-time students follow normal reporting policy and procedures.	Private School – Not Applicable

OHA/ODE Requirements	Hybrid/Onsite Plan
<p><input type="checkbox"/> Full-Time Online and/or Hybrid school students: Full-time students who are enrolled in school and taking online and/or hybrid courses only are reported on an FTE basis using a standard record (ADMProgTypCd = 01) as identified in the Oregon Cumulative Average Daily Membership (ADM) Manual. This is an existing policy previously used in the online setting. As such, there should not be any need to reprogram student information systems to accommodate for this change and the addition of the hybrid setting.</p> <ul style="list-style-type: none"> • Note: Because the students in the online and/or hybrid setting do not regularly attend classes at the district facilities, the standard procedures for recording student days present and days absent cannot be effectively applied to those students. This will reduce accuracy of attendance data for the state while this is in effect. • For the purposes of this section, please use the following definition and clarification: Online and/or Hybrid Check-in: The responsibility of taking attendance must be performed by the teacher of record. “Check-ins” with appropriately licensed instructional staff are two-way communications between the student and the teacher. A check-in does not include a student leaving a message on an answering machine or sending an email that does not receive a response from the appropriately licensed instructional staff by the end of the next school day. • The student must check-in at least twice a week with their teacher(s) of record on at least two separate weekdays in order to be counted as present for all five days of that week. • If the student only checks in once during the week, the student must be counted as absent for half of the scheduled week (2.5 days, if there are 5 days scheduled in the week). • The student must be counted as absent for the entire week (5 days, if there are 5 days scheduled in the week) if they do not report in at all during the week. • Note: If a district schedule is based on a 4-day school week, the student would still need to check in twice a week as described above in order to be counted as present for the entire week (4 days) and once a week to be counted as present for half of the week (2 days). • Days in attendance may not be claimed for days in which the student did not have access to appropriately licensed instructional staff. The purpose of the rule regarding checking in with the teacher of record is to assure that the teacher can evaluate whether the student is making adequate progress in the course and the student has additional guaranteed opportunities to engage with a teacher. The responsibility of taking attendance must be performed by the teacher of record, not another staff member (e.g., the registrar or school secretary). 	

OHA/ODE Requirements	Hybrid/Onsite Plan
<input type="checkbox"/> Part-time students receiving online and/or hybrid instruction (not college courses): Students who are not enrolled full-time and are taking online and/or hybrid courses offered by the school district or charter school are reported as large group instruction (program type 4), unless they are an ESD-registered homeschooled or private school student receiving supplemental coursework in public school, which are reported as shared time (program type 9). The district may count up to 1 hour per day per course taken, provided appropriately licensed teachers for the coursework taken, are available and accessible to the student during regular business hours on each school day to be claimed. Because this is online and/or hybrid instruction, attendance is based on check-ins with the student’s appropriately licensed teacher(s) of record at least two times (on different days) during the school week.	

2c. TECHNOLOGY

OHA/ODE Requirements	Hybrid/Onsite Plan
<input checked="" type="checkbox"/> Update procedures for district-owned devices to match cleaning requirements (see section 2d of the <i>Ready Schools, Safe Learners</i> guidance).	Not applicable at this present time.
<input checked="" type="checkbox"/> Procedures for return, inventory, updating, and redistributing district-owned devices must meet physical distancing requirements.	

2d. SCHOOL SPECIFIC FUNCTIONS/FACILITY FEATURES

OHA/ODE Requirements	Hybrid/Onsite Plan
<input checked="" type="checkbox"/> Handwashing: All people on campus should be advised and encouraged to wash their hands frequently.	<ul style="list-style-type: none"> ● Handwashing: Extended time between each class. Signs posted in restrooms. School groups will make additional signs to hang around the school. ● Equipment: Hand sanitizing stations at entrances to buildings. Each classroom has access to a sink with soap sanitization . Sharing of supplies will be restricted whenever possible. ● Events: Events will be broken into smaller groups when permissible. Chapel will be capable of maintaining Social Distancing. ● Transitions/Hallways: Staggered release and no water fountain access to alleviate “congregation” as much as possible.
<input checked="" type="checkbox"/> Equipment: Develop and use sanitizing protocols for all equipment used by more than one individual or purchase equipment for individual use.	
<input checked="" type="checkbox"/> Events: Cancel, modify, or postpone field trips, assemblies, athletic events, practices, special performances, school-wide parent meetings and other large gatherings to meet requirements for physical distancing.	
<input checked="" type="checkbox"/> Transitions/Hallways: Limit transitions to the extent possible. Create hallway procedures to promote physical distancing and minimize gatherings.	

OHA/ODE Requirements	Hybrid/Onsite Plan
<p>☒ Personal Property: Establish policies for personal property being brought to school (e.g., refillable water bottles, school supplies, headphones/earbuds, cell phones, books, instruments, etc.). If personal items are brought to school, they must be labeled prior to entering school and use should be limited to the item owner.</p>	<p>Student cohorts will remain in the classroom with adult transitions when possible.</p> <ul style="list-style-type: none"> ● Personal Property: Student lockers will be spaced and accessed with measures to encourage appropriate social distancing between students. Emptying and disinfecting of lockers at the end of each day. Personal property to be labeled with student name and used only by the student. ● Restrooms: Visual reminders will be used in all restrooms to encourage hygienic practices including: <ul style="list-style-type: none"> ● Handwashing techniques ● Covering coughs/sneezes ● Social distancing ● Facial coverings ● Covid-19 symptoms

2e. ARRIVAL AND DISMISSAL

OHA/ODE Requirements	Hybrid/Onsite Plan
<p>☒ Physical distancing, stable cohorts, square footage, and cleaning requirements must be maintained during arrival and dismissal procedures.</p> <p>☒ Create schedule(s) and communicate staggered arrival and/or dismissal times.</p> <p>☒ Assign students or cohorts to an entrance; assign staff member(s) to conduct visual screenings (see section 1f of the Ready Schools, Safe Learners guidance).</p> <p>☒ Develop sign-in/sign-out protocol to help facilitate contact tracing: <ul style="list-style-type: none"> ● Eliminate shared pen and paper sign-in/sign-out sheets. ● Ensure hand sanitizer is available if signing children in or out on an electronic device. </p> <p>☒ Install hand sanitizer dispensers near all entry doors and other high-traffic areas.</p> <p>☒ Establish and clearly communicate procedures for keeping caregiver drop-off/pick-up as brief as possible.</p>	<p>Students will report to their designated entrance to their building, use hand sanitizer dispenser, where they will be checked-in for the day.</p> <p>Adult(s) will be present for check-in at each building. Each will have their own grade level designated with necessary forms to track arrival of students.</p> <p>Staff and students will have hand sanitizer dispensers or utilize the hand washing sinks in each classroom for arrival and departure from the room.</p> <p>All sign-in/sign-out tracking will be handled by office staff to reduce sharing of pen/paper.</p>

2f. CLASSROOMS/REPURPOSED LEARNING SPACES

OHA/ODE Requirements	Hybrid/Onsite Plan
<p>☒ Seating: Rearrange student desks and other seat spaces to at least six feet apart; assign seating so students are in the same seat at all times.</p> <p>☒ Materials: Avoid sharing of community supplies when possible (e.g., scissors, pencils, etc.). Clean these items frequently. Provide hand sanitizer and tissues for use by students and staff.</p>	<p>Seating:</p> <p>Classroom desks and tables will be arranged with students being seated a minimum of six feet apart and/or plexiglass barriers for reading groups or other group-oriented work.</p>

OHA/ODE Requirements	Hybrid/Onsite Plan
<input checked="" type="checkbox"/> Handwashing: Remind students through signage and regular reminders from staff of the utmost importance of hand hygiene and respiratory etiquette. Respiratory etiquette means covering coughs and sneezes with an elbow or a tissue. Tissues should be disposed of and hands washed or sanitized immediately. <ul style="list-style-type: none"> Wash hands with soap and water for 20 seconds or use an alcohol-based hand sanitizer with 60-95% alcohol. 	<p>K/1 students will use a single assigned seat and desk at all times.</p> <ul style="list-style-type: none"> Materials: Child care art ‘packs’ as well as K/1 Desk counter manipulatives will contain individual amounts/supplies for each student so there is no sharing. Handwashing: All students will use hand sanitizer upon building entry and use hand sanitizer or wash hands prior to lunch. Additional hand washing opportunities will be provided throughout the school day. <p>Signage at each sink will remind students and staff of effective handwashing practices.</p> <ul style="list-style-type: none"> Each classroom will utilize outdoor education settings when possible and will encourage students to spread out.

2g. PLAYGROUNDS, FIELDS, RECESS, AND BREAKS

OHA/ODE Requirements	Hybrid/Onsite Plan
<input checked="" type="checkbox"/> Keep school playgrounds closed to the general public until park playground equipment and benches reopen in the community (see Oregon Health Authority’s Specific Guidance for Outdoor Recreation Organizations).	<p>Students will access outside areas during planned break times. Due to small school size, outdoor equipment can be designated to specific cohorts and/or sanitized between cohort uses.</p>
<input checked="" type="checkbox"/> Students must wash hands before and after using playground equipment.	<p>Students will maintain social distancing during recess times. Recess activities will be designed to support cohort and social distancing.</p>
<input checked="" type="checkbox"/> Designate playground and shared equipment solely for the use of one cohort at a time. Disinfect between sessions and between each group’s use.	<p>Students will wash their hands or use hand sanitizer before returning to the building.</p>
<input checked="" type="checkbox"/> Cleaning requirements must be maintained (see section 2j of the Ready Schools, Safe Learners guidance).	<p>Due to small school size, playground equipment can be designated for each specific cohort, and/or sanitized between rotating cohort use, while establishing recess and other outdoor activities that will maintain social distancing of stable cohorts.</p>
<input checked="" type="checkbox"/> Maintain physical distancing requirements, stable cohorts, and square footage requirements.	
<input checked="" type="checkbox"/> Provide signage and restrict access to outdoor equipment (including sports equipment, etc.).	
<input checked="" type="checkbox"/> Design recess activities that allow for physical distancing and maintenance of stable cohorts.	
<input checked="" type="checkbox"/> Clean all outdoor equipment between cohorts.	

2h. MEAL SERVICE/NUTRITION

OHA/ODE Requirements	Hybrid/Onsite Plan
<input checked="" type="checkbox"/> Include meal services/nutrition staff in planning for school reentry.	<p>Classrooms are self-contained cohorts where students eat home-brought lunch. No lunch services are provided at our school.</p>
<input checked="" type="checkbox"/> Staff serving meals must wear face shields or face covering (see section 1h of the Ready Schools, Safe Learners guidance).	<p>All students must use hand sanitizer or wash hands prior to meal.</p>
<input checked="" type="checkbox"/> Students must wash hands before meals and should be encouraged to do so after.	

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Appropriate daily cleaning of meal items (e.g., plates, utensils, transport items) in classrooms where meals are consumed. <input checked="" type="checkbox"/> Cleaning and sanitizing of meal touch-points and meal counting system between stable cohorts. <input checked="" type="checkbox"/> Adequate cleaning of tables between meal periods. 	<p>Sanitizing will take place at the conclusion of each lunch. This will include counters, tables, microwaves and any other surface that has come in contact with students and staff.</p> <p>Students will not share utensils or other items during meals.</p> <p>Staff Lounge tables will be disinfected after each use and sanitized in the evening.</p>

2i. TRANSPORTATION

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <input type="checkbox"/> Include transportation departments (and associated contracted providers, if used) in planning for return to service. <input type="checkbox"/> Buses are cleaned frequently. Conduct targeted cleanings between routes, with a focus on disinfecting frequently touched surfaces of the bus (see section 2j of the <i>Ready Schools, Safe Learners</i> guidance). <input type="checkbox"/> Develop protocol for loading/unloading that includes visual screening for students exhibiting symptoms and logs for contact-tracing. <ul style="list-style-type: none"> • If a student displays symptoms, provide a face shield or face covering and keep student at least six feet away from others. Continue transporting the student. <ul style="list-style-type: none"> ○ If arriving at school, notify staff to begin isolation measures. ○ If transporting for dismissal and the student displays an onset of symptoms, notify the school. <input type="checkbox"/> Consult with parents/guardians of students who may require additional support (e.g., students who experience a disability and require specialized transportation as a related service) to appropriately provide service. <input type="checkbox"/> Drivers wear face shields or face coverings. <input type="checkbox"/> Inform parents/guardians of practical changes to transportation service (i.e., physical distancing at bus stops and while loading/unloading, potential for increased route time due to additional precautions, sanitizing practices, and face coverings). 	<p>Private School – Not Applicable</p> <p>All students are dropped off by parents/designated drivers.</p>

2j. CLEANING, DISINFECTION, AND VENTILATION

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Clean, sanitize, and disinfect frequently touched surfaces (e.g., playground equipment, door handles, sink handles, drinking fountains, transport vehicles) and shared objects (e.g., toys, games, art supplies) between uses multiple times per day. Maintain clean and disinfected (CDC guidance) environments, including classrooms, cafeteria settings, restrooms, and playgrounds. 	<p>Disinfecting will take place at the conclusion of each class on all areas that have been in contact with students and staff. Used bins of toys and other manipulatives will be dumped out and disinfected each day.</p>

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> ☒ Apply disinfectants safely and correctly following labeling direction as specified by the manufacturer. Keep these products away from students. ☒ Operate ventilation systems properly and/or increase circulation of outdoor air as much as possible by opening windows and doors, using fans, and through other methods. Do <u>not</u> use fans if they pose a safety or health risk, such as increasing exposure to pollen/allergies or exacerbating asthma symptoms. For example, do not use fans if doors and windows are closed and the fans are recirculating the classroom air. ☒ Consider the need for increased ventilation in areas where students with special health care needs receive medication or treatments. ☒ Facilities should be cleaned and disinfected at least daily to prevent transmission of the virus from surfaces (see CDC's guidance on disinfecting public spaces). ☒ Air circulation and filtration are helpful factors in reducing airborne viruses. Consider modification or enhancement of building ventilation where feasible (see CDC's guidance on ventilation and filtration and American Society of Heating, Refrigerating, and Air-Conditioning Engineers' guidance). 	<p>At the conclusion of the day, cleaning crew will also disinfect and sanitize all restroom areas, door handles, and surfaces throughout the building.</p> <p>Air conditioning, heating and ventilation system will be checked and maintained to manufacturer and CDC guidelines. Filters will be monitored and replaced as recommended.</p> <p>Each classroom will utilize appropriate additional ventilation as needed such as windows or doors that open to the outdoors.</p>

2k. HEALTH SERVICES

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> ☒ OAR 581-022-2220 Health Services, requires districts to “maintain a prevention-oriented health services program for all students” including space to isolate sick students and services for students with special health care needs. ☒ Licensed, experienced health staff should be included on teams to determine district health service priorities. Collaborate with health professionals such as school nurses; SBHC staff; mental and behavioral health providers; physical, occupational, speech, and respiratory therapists; and School Based Health Centers (SBHC). 	<p>Auditorium 2 multipurpose room to be used as an isolation room.</p>



3. Response to Outbreak

3a. PREVENTION AND PLANNING

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> ☒ Coordinate with Local Public Health Authority (LPHA) to establish communication channels related to current transmission level. 	<p>Clackamas County 503-742-5300</p>

OHA/ODE Requirements	Hybrid/Onsite Plan
<input checked="" type="checkbox"/> Establish a specific emergency response framework with key stakeholders. <input checked="" type="checkbox"/> When new cases are identified in the school setting, and the incidence is low, the LPHA will provide a direct report to the district nurse, or designated staff, on the diagnosed case(s). Likewise, the LPHA will impose restrictions on contacts.	<p>Response Plan includes School stakeholders (families, staff, Clackamas County)</p> <p>Report needs to be sent to Elizabeth Guier elizabeth@staffordacademy.org</p>

3b. RESPONSE

OHA/ODE Requirements	Hybrid/Onsite Plan
<input checked="" type="checkbox"/> Follow the district's or school's outbreak response protocol. Coordinate with the LPHA for any outbreak response. <input checked="" type="checkbox"/> If anyone who has been on campus is known to have been diagnosed with COVID-19, report the case to and consult with the LPHA regarding cleaning and possible classroom or program closure. <input checked="" type="checkbox"/> Report to the LPHA any cluster of illness (2 or more people with similar illness) among staff or students. <input checked="" type="checkbox"/> When cases are identified in the local region, a response team should be assembled within the district and responsibilities assigned within the district. <input checked="" type="checkbox"/> Modify, postpone, or cancel large school events as coordinated with the LPHA. <input checked="" type="checkbox"/> If the school is closed, implement Short-Term Distance Learning or Comprehensive Distance Learning models for all staff/students. <input type="checkbox"/> Continue to provide meals for students. <input checked="" type="checkbox"/> Communicate criteria that must be met in order for On-Site instruction to resume and relevant timelines with families.	<p>Regarding outbreaks, school will follow Clackamas County district protocols and consult with Clackamas County LPHA. Reporting active COVID-19 cases, and other clusters of tracked and reported illnesses and infectious diseases, and obtaining consultation regarding cleaning and/or possible classroom/program closure.</p> <p>Large school events (ceremonies, plays, concerts, and holiday programs) have been cancelled until further notice.</p> <p>We do not provide meals for students.</p> <p>Communication with families for on-site instruction will be delivered via email in the upcoming weeks.</p>

3c. RECOVERY AND REENTRY

OHA/ODE Requirements	Hybrid/Onsite Plan
<input checked="" type="checkbox"/> Plan instructional models that support all learners in Comprehensive Distance Learning. <input checked="" type="checkbox"/> Clean, sanitize, and disinfect surfaces (e.g., playground equipment, door handles, sink handles, drinking fountains, transport vehicles) and follow CDC guidance for classrooms, cafeteria settings, restrooms, and playgrounds. <input checked="" type="checkbox"/> Communicate with families about options and efforts to support returning to On-Site instruction. <input checked="" type="checkbox"/> Follow the LPHA guidance to begin bringing students back into On-Site instruction. <ul style="list-style-type: none"> Consider smaller groups, cohorts, and rotating schedules to allow for a safe return to schools. 	<ul style="list-style-type: none"> If school closure is advised by the local public health department, there is a plan for instructional models that support learners in comprehensive distance learning. Continual correspondences with families Small group meeting prior to reentry of school with parents and staff Clean, sanitize, and disinfect surfaces (e.g., playground equipment, door handles, sink handles, drinking fountains) and follow CDC guidance for classrooms, cafeteria settings, restrooms and playgrounds.



ASSURANCES

This section must be completed by any public school that is providing instruction through On-Site or Hybrid Instructional Models.

Schools providing Comprehensive Distance Learning Instructional Models do not need to complete this section.

This section does not apply to private schools.

- We affirm that our school plan has met the requirements from ODE guidance for sections 4, 5, 6, 7, and 8 of the **Ready Schools, Safe Learners** guidance.
- We affirm that we cannot meet all of the ODE requirements for sections 4, 5, 6, 7 and/or 8 of the **Ready Schools, Safe Learners** guidance at this time. We will continue to work towards meeting them and have noted and addressed which requirement(s) we are unable to meet in the table titled “Assurance Compliance and Timeline” below.



4. Equity



5. Instruction



6. Family and Community Engagement



7. Mental, Social, and Emotional Health



8. Staffing and Personnel

Assurance Compliance and Timeline

If a district/school cannot meet the requirements from the sections above, provide a plan and timeline to meet the requirement.

List Requirement(s) Not Met	Provide a Plan and Timeline to Meet Requirements <i>Include how/why the school is currently unable to meet them</i>