

CONTINUITY OF SERVICE PLAN

Safe Return to In-Person Instruction

District Name:	Trumbull County Educational Service Center
District Address:	6000 Youngstown–Warren Road Niles, Ohio 44446
District IRN:	050088

LEAs that receive ARP ESSER funds meet the requirements in section 2001(i) of the ARP Act and the requirements relating to the ARP ESSER funds published in the Federal Register and available at <https://oese.ed.gov/offices/american-rescue-plan/american-rescue-plan-elementary-and-secondary-school-emergency-relief/> (ARP ESSER requirements) to either: (a) within 30 days of receipt of the funds, develop and make publicly available on the LEA's website a plan for the safe return to in-person instruction and continuity of services, or (b) have developed and made publicly available on the LEA's website such a plan that meets statutory requirements before the enactment of the ARP Act.

Required elements of local plans. The federal requirements go on to identify the elements of the most up-to-date Centers for Disease Control and Prevention (CDC) guidance that must be addressed in the plan:

1. Each LEA plan includes, or will be modified to include, the extent to which it has adopted policies and a description of any such policies on each of the following mitigation strategies:
 - Universal and correct wearing of masks;
 - Physical distancing (e.g., including use of cohorts/podding);
 - Handwashing and respiratory etiquette;
 - Cleaning and maintaining healthy facilities, including improving ventilation;
 - Contact tracing in combination with isolation and quarantine, in collaboration with the state, local, territorial or tribal health departments;
 - Diagnostic and screening testing;
 - Efforts to provide vaccinations to educators, other staff, and students, if eligible; and
 - Appropriate accommodations for children with disabilities with respect to the health and safety policies.
2. Each LEA plan describes how it will ensure continuity of services, including but not limited to services to address the student's academic needs and students' and staff social, emotional, mental health, and other needs, which may include student health and food services.
3. The LEA periodically reviews, no less frequently than every six months, for the duration of the ARP ESSER grant period (i.e., through September 30, 2023), and revises its plan as appropriate.
4. The LEA seeks public input and takes such input into account on (1) whether revisions are necessary and, if so, (2) the revisions to the plan.

Federal Reporting. When LEAs submit the application to the Ohio Department of Education for ARP funding, it will include an assurance that the LEA will have a Safe Return to In-Person Instruction and Continuity of Services Plan posted on its website by June 24, 2021. The assurance also requires the LEA to periodically review the plan with its stakeholders.

Public reporting. In addition to the requirement that districts publicly post the continuity of service plans, the Ohio Department of Education will collect the website addresses for those plans and post them to the Ohio Department of Education website.

CONTINUITY OF SERVICE PLAN

Safe Return to In-Person Instruction

Table of Contents

Universal Correct Wearing of Masks	3
Physical Distancing	3
Handwashing and Respiratory Etiquette	3
Cleaning and Maintaining Healthy Facilities, including Improving Ventilation	3
Contact Tracing, in Combination with Isolation and Quarantine, in Collaboration with State, Local, Territorial or Tribal Health Dept.	4
Diagnostic Testing and Screening	4
Efforts to Vaccinate Educators	4
Food Service	4
Plan Availability	5
Student SEL	5
Accommodations for Children with Disabilities with Respect to the Health & Safety Policies	6
➤ Determining competency, Granting Credit & Promoting Students to a Higher Grade	6
➤ Attendance and Participation	7
➤ Progress Monitoring	8
➤ Equitable Access	9
➤ Professional Learning	10
Attachment #1: Trumbull County Combined Health District Protocol	11

Review Dates

_____ : December 2021
_____ : June 2022
_____ : December 2022
_____ : June 2023

NOTE: To best protect the health of our students, employees, and visitors and to abide by requirements from recommendations from the Ohio Department of Health and the Trumbull County Combined Health District, the TCESC may need to amend practices outlined in this plan.

CONTINUITY OF SERVICE PLAN

Safe Return to In-Person Instruction

Universal Correct Wearing of Masks

2021 – 2023	<ul style="list-style-type: none"> ✓ Staff, students, and visitors must wear face coverings unless they have been fully vaccinated against COVID-19. <p>NOTE: Proper wearing of masks includes the covering of the nose and mouth.</p>
--------------------	---

Physical Distancing

2021 – 2023	<ul style="list-style-type: none"> ✓ Staff, students, and visitors are encouraged to maintain social distancing of six (6) feet to the extent possible. ✓ When groups of ten (10) or more are gathered, pods shall be utilized. Each pod shall consist of no more than eight (8) staff, students, and visitors.
--------------------	---

Handwashing and Respiratory Etiquette

2021 – 2023	<ul style="list-style-type: none"> ✓ Hand sanitizing stations, Sani-wipes, disinfectant spray, and PPE are available. ✓ Automatic watering stations are available. Water fountains are not available for use. ✓ Signage is displayed throughout the facility concerning respiratory etiquette. ✓ Kleenex boxes are located in all meeting areas.
--------------------	--

Cleaning and Maintaining Healthy Facilities, including Improving Ventilation

2021 – 2023	<p>CLEANING</p> <ul style="list-style-type: none"> ✓ Imperial Cleaning Services provides janitorial services. The custodial staff is trained and utilizes proper cleaning and disinfecting protocols. ✓ Approved COVID-19 cleaning and disinfecting products are regularly utilized. <p>VENTILATION</p> <ul style="list-style-type: none"> ✓ TCESC Central Office space is leased through Covelli Enterprises in a commercial shopping plaza. ✓ The Property Manager utilizes York-Mahoning HVAC Mechanical Contractors. ✓ York-Mahoning ensures that all HVAC equipment is operating correctly through routine maintenance and filter changes, including fresh air return.
--------------------	--

CONTINUITY OF SERVICE PLAN

Safe Return to In-Person Instruction

Contact Tracing, in Combination with Isolation and Quarantine, in Collaboration with State, Local, Territorial or Tribal Health Dept.

2021 – 2023	<ul style="list-style-type: none"> ✓ The Trumbull County Combined Health District COVID-19 Protocol will be followed. (Attachment #1) ✓ COVID-19 positive individuals shall notify their administrator or supervisors immediately. <ul style="list-style-type: none"> ▪ What counts as close contact? <ul style="list-style-type: none"> ○ Were within six (6) feet of someone who is COVID-19 positive as verified by a proctored COVID-19 test.
--------------------	---

Diagnostic Testing and Screening

2021 – 2023	<ul style="list-style-type: none"> ✓ Employees suspected of COVID -19 exposure shall be referred to utilize an off-site testing provider. ✓ The Trumbull County Combined Health District COVID-19 Protocol will be followed. (Attachment #1)
--------------------	--

Efforts to Vaccinate Educators

2021 – 2023	<ul style="list-style-type: none"> ✓ In collaboration with the Trumbull County Combined Health District and Discount Drug Mart, all employees had access to the TCESC mass vaccination clinic (February/March 2021.) ✓ The TCESC encourages unvaccinated staff members to seek a vaccine by attending a Trumbull County Combined Health District Vaccine Clinic.
--------------------	--

Food Service

2021 – 2023	<ul style="list-style-type: none"> ✓ The TCESC does not offer food or cafeteria services.
--------------------	--

CONTINUITY OF SERVICE PLAN

Safe Return to In-Person Instruction

Plan Availability

2021 – 2023

- ✓ The plan is posted on the TCESC website homepage: <https://www.trumbullesc.org/>
- ✓ The plan may be orally translated for parents by contacting the TCESC Assistant Superintendent at (330) 505-2800.
- ✓ Upon request, a parent who is an individual with a disability, as defined by the ADA, may be provided with the plan in an alternative format by contacting the TCESC Assistant Superintendent at (330) 505-2800.

Student SEL

2021 – 2023

- ✓ The TCESC utilizes various intervention programs, including RTI/MTSS and the PBIS framework, to support students.
- ✓ Teachers shall monitor student attendance and behaviors.
- ✓ The Trumbull Student Assistance Consortium Supervisor and Family and Community Partnership Liaison shall be consulted to support staff/students in need of additional support.

CONTINUITY OF SERVICE PLAN

Safe Return to In-Person Instruction

Accommodations for Children with Disabilities with Respect to the Health & Safety Policies Determining Competency, Granting Credit, & Promoting Students to a Higher Grade Level

Resource Link(s):	District & Building Level Educational Considerations & Planning Teacher Level Educational Considerations and Planning Non-Building Based Learning Opportunities
Determine Competency	<p>What will method(s) be used to determine competency?</p> <p>Possible/Optional item(s) to consider:</p> <ul style="list-style-type: none"> - Develop and communicate a plan for determining competency (grading and assessments) <p>Teachers will monitor student progress toward IEP goals. The IEP indicates frequency and the method used to report progress: i.e., work samples, observation, checklist, anecdotal records, curriculum-based assessments, portfolios, short-cycle assessments, performance assessments, running records, inventories and rubrics.</p> <p>In addition to the above items, the following are also utilized for grading:</p> <ul style="list-style-type: none"> ○ Digital Academic Resources ○ Digital Printable Resources ○ Nondigital Resources
Granting Credit	<p>What will method(s) be used for granting credit?</p> <p>Possible/Optional item(s) to consider:</p> <ul style="list-style-type: none"> ● Developed and communicated a plan for granting credit (grading and assessments)
Standards-Based Grading Prek-12	
<ul style="list-style-type: none"> ● The Report Card is based on essential learning standards for each grade. Teachers will continue to provide standards-based learning opportunities for students. ● Students will be assessed on satisfactory achievement toward meeting grade-level expectations. ● Students will be given multiple opportunities to work toward improving their progress. ● Refer to parent tracker for documentation of preferred method of communication with parents. ● Student grading occurs quarterly, along with interim reports on progress as specified on the student's IEP. ● Preschool reporting follows the child assessment process indicated in the attached link. Preschool Reporting 	
Promoting Students	<p>What method(s) will be used for promoting students to a higher grade level?</p> <p>Possible/Optional item(s) to consider:</p> <ul style="list-style-type: none"> - Develop and communicate a plan for promoting students to higher grade levels (grading and assessments). <p>Teachers will play the primary role in making grading decisions regarding student performance. Teachers will consider the totality of the student's performance on the course or grade-level curriculum as it was delivered during the entire school year.</p> <p>Teachers and program supervisors should make decisions to promote or retain students while keeping the child's best</p>

CONTINUITY OF SERVICE PLAN

Safe Return to In-Person Instruction

interest in mind. If in the judgment of the teacher and program supervisor, a student is prepared, given the student's demonstration of knowledge and skills, to participate successfully in the next higher grade, then the child should be promoted. The general standards for promotion decisions will be discussed jointly between a student's teachers, program supervisor, and parents.

The Preschool program will continue to implement transition procedures from preschool to kindergarten, as indicated in the attached link. [Preschool Transition](#)

Accommodations for Children with Disabilities with Respect to the Health & Safety Policies Attendance and Participation

Resource Link(s):	Communications Planning
Attendance Requirements	<p>What are your school district's attendance requirements?</p> <p>Possible/Optional item(s) to consider:</p> <ul style="list-style-type: none"> ● Create a communication and attendance plan for staff and students
<p>Daily interaction between teacher/student/parent via chrome book log-in as appropriate. Parent/Student tracker will be used for monitoring attendance as required by State Law. Weekly department meetings will be conducted with departmental supervisors to communicate any updates on student participation. At these weekly meetings, teachers will share updates on instructional practices that occurred during the week and any imminent concerns about families/students who need support (i.e., food distribution, access to community supports, mental health resources, etc.). After three failed attempts to contact the student/family, the TCESC supervisor will contact the student's home district for wellness checks/notifying appropriate agencies.</p>	
Participation Requirements	<p>How will your school district document student participation?</p> <p>Possible/Optional item(s) to consider:</p> <ul style="list-style-type: none"> ● Created a plan for documenting student participation in remote learning ● Communicated the plan with families and other stakeholders
<p>TCESC uses a parent tracker form which is in the link provided. Parent Tracker Form This parent tracker form ensures communication between the parent and Teacher. Instructional staff report directly to their program supervisors the names of students that can not be reached consistently. The program supervisor will involve school district representatives when needed. This information is communicated using the shared google document attached here. Unable to Reach Student Form Tracker Teachers will send home a minimum bi-weekly participation expectation form for what students are expected to complete for the week. (digital and non-digital) Educational Packet Cover Sheet TCESC consortium classrooms utilize resources established through partnerships in the school districts where classrooms are located. Students and families are given information identified through these services. TCESC preschool programs continue to provide services in collaboration with stakeholders identified in the inter-agency agreement. Interagency Agreement. The ED department will continue partnerships with the local Trumbull County Mental Health Board. The MD department will continue a partnership with the Trumbull County Board of Developmental Disabilities per transition opportunities for students.</p>	

CONTINUITY OF SERVICE PLAN

Safe Return to In-Person Instruction

- **Community Partnerships**
 - TCESC will continue to distribute ongoing information to local agency outreach support. (United Way, Community outreach programs)
 - **Behavior Health Supports**
 - The district recognizes the importance of consistent and continued care for our students who access our school-based mental health services; therefore, we have contacted each of our mental health partners, continuing to provide access to mental health services.
 - Parents are informed that any specific questions or concerns should be directed to their student's therapist and treatment provider. In addition, all agencies have options for home visits (as appropriate) or telephone sessions.
 - Administrators, teachers, and school psychologists reach out to families to ensure they have open communication lines and make alternative plans if necessary. In addition, our staff will be monitoring emails and reaching out to our school families in need.
 - Two crisis hotlines are listed below:
 - CRISIS HOTLINE: 513-281-2273
 - CRISIS TEXT LINE: 839863 and text 4HOPE

Accommodations for Children with Disabilities with Respect to the Health & Safety Policies

Progress Monitoring

Resource Link(s):	Exceptional and At-Risk Youth
Progress Monitoring	<p>How will your school district progress monitor student progress?</p> <p>Possible/Optional item(s) to consider:</p> <ul style="list-style-type: none"> - Develop a Plan to monitor student progress

TCESC ensures that students with disabilities receive educational services closest to the manners prescribed within their Individualized Education Programs (IEPs). Therefore, our TCESC personnel is collaboratively working together during this time to find ways to continue to serve and educate students with disabilities.

- [Ohio Department of Education - Consideration for Students with Disabilities during Ohio School Closure](#)
- The [Parent Tracker Form](#) guides the conversation that intervention specialists and related services personnel have with parents. All contacts are documented.
- Special education guidance is provided to all special education staff through weekly department meetings regarding ETR and IEP meetings.
- [Remote learning with students with Disabilities](#)
- Special Education staff make available assistive technology for students with disabilities.
- Text to speech and/or speech to text software for students with learning needs.
- Audiobooks, digital books (Audible has corporate account options)

CONTINUITY OF SERVICE PLAN

Safe Return to In-Person Instruction

Accommodations for Children with Disabilities with Respect to the Health & Safety Policies Equitable Access

Resource Link(s):	Technology Needs Data Use: Gathering Stakeholder Input
Equitable Access	<p>What is your school district's plan to ensure equitable access to quality instruction?</p> <p>Possible/Optional item(s) to consider:</p> <ul style="list-style-type: none"> ● Parent/Student surveys have been reviewed ● Technology Plan has been created to ensure equitable access
<ul style="list-style-type: none"> ● Mobile Student-Centered Computing - Providing Access for All Students ● All learners will have access to technology in a one-to-one computing environment. Our goal is to distribute as many devices as possible to support our students. <ul style="list-style-type: none"> ○ 1:1 devices are assigned on loan to each student to take home <ul style="list-style-type: none"> ■ For students who needed technology devices, they were loaned a Chromebook to use while at home. <p>A technology plan has been developed through the TCESC to ensure each student has access to technology and a device. The device and access will be provided by the student's home school district or through a cooperative plan developed by TCESC.</p> <p>The technology plan was developed with parent input.</p>	

CONTINUITY OF SERVICE PLAN

Safe Return to In-Person Instruction

Accommodations for Children with Disabilities with Respect to the Health & Safety Policies Professional Learning

Resource Link(s):	Professional Learning Needs
Professional Learning	<p>What professional development activities will be offered to your school district's teachers?</p> <p>Possible/Optional item(s) to consider:</p> <ul style="list-style-type: none"> ● Create and communicate a Professional Learning Plan that includes professional development.

The TCESC curriculum and instruction department support professional development on the following: Zoom and all Google platforms. In addition, opportunities to participate in online professional development relevant to specific programs are shared among department staff.

Preschool staff is made aware of Ohio-approved Step Up To Quality professional development.

CONTINUITY OF SERVICE PLAN

Safe Return to In-Person Instruction

ATTACHMENT #1

