



2020-2021 School Year

PARENT HANDBOOK

MEMPHIS ORAL SCHOOL FOR THE DEAF







Memphis Oral School  
for the Deaf

*Empowering Deaf Children  
to Listen, Learn, and Talk*

## Welcome to the 2020-2021 School Year

Memphis Oral School for the Deaf has been working diligently to maintain a path forward to effect transformative change in the lives of our students through language and literacy. MOSD is prepared to provide the structure and connection necessary for students to learn and our staff to carry out our mission of ***empowering deaf children to listen, learn and talk***. Following the recommendations of public health officials, as well as local, state, and federal requirements, and with the absolute priority of safeguarding the health and well-being of our students and staff, the School's intention is to welcome students and teachers back to campus for On-Campus Learning in August. In the event that public health guidelines or concerns require a sudden closure throughout the school year, we will provide instruction to our students via remote learning and teleintervention/virtual learning.

**We are all in this together. We are depending on you to help us keep our campus open by following our health and safety best practices and keeping your child at home as needed. Your assistance makes a huge difference in our ability to keep our campus open to best serve all our families. We appreciate your commitment to our community!**

## On-Campus Learning with Virtual Learning

The Memphis Oral School for the Deaf is committed to maintaining a regular, full-day school schedule for students. If a child is kept at home for any reason while on-campus learning is occurring, the student will have access to teleintervention/virtual learning for therapy services and educational instruction. While we know that best learning practices are received in person, MOSD will offer virtual learning for any child who is unable to attend due to this unprecedented pandemic.

Specific decisions and plans regarding on-campus procedures will align with public health guidelines and will be revised as health and safety best practices evolve.

Both on-campus learning and teleintervention offer the same evidence-based instruction, including:

- Individualized learning, focused on the needs of each child
- Relationship-building interactions with classmates
- Live meetings and recorded instruction
- Progress monitoring
- Parent coaching



## On-Campus Learning

Each child will receive a full day's worth of classroom instruction focused on listening and language and will receive daily in-person speech therapy, aural habilitation, and audiological services.

## On-Campus Procedures



Protocols for screening, monitoring, reporting, and responding to illness for students, faculty, and staff



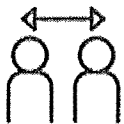
Enhanced sanitation and cleaning procedures throughout the building



Changes to campus access for visitors and parents



Required face coverings for ages 2 and older on campus



Modification of programs and events in compliance with limits on crowd sizes and social distancing measures

## School Hours

- The school day will be held from **8:30 a.m.-3:30 p.m.** Please remember that MOSD is a school that provides valuable opportunities for your child to learn. If you arrive late or leave early, your child will be missing valuable language learning time.

## Parking

- **Do not leave children (including siblings) or valuables unattended in the car**, when parking in front of the building. You are requested to **hold your child's hand** as you walk to and from your car to avoid potential accidents.

## Arrival

- Children should arrive between **8:30 a.m.- 8:45 a.m.** Please make every effort to not arrive early unless your child is enrolled in Before Care. Children will be permitted to enter at 8:20 a.m. Your child will be considered **TARDY** after 9:00 a.m. This will be marked on your child's progress report.

## Morning Music

- Morning music will not be held during the 2020-2021 School Year.

## Dismissal

- Please notify the front desk at 901-758-2228 when you arrive to pick up your child. A staff member will escort your child outside to you. Children may be picked up between 3:15 p.m. and 3:30 p.m. Children not picked up by 3:45 p.m. will be taken to Pickler Hall for After Care. Parents will be assessed \$25.00 per day after 3:45

Children not picked up by 3:45 p.m. will be taken to Pickler Hall for After Care. Parents will be assessed \$25.00 per day after 3:45 p.m. until 5:00 p.m. **There will be an additional charge of \$5.00 per minute after 5:00 p.m.** Note: these fees do not apply if you have already registered and prepaid for weekly or monthly care. You must have a Child Care Policies and Student Information form on file to leave your child in aftercare.

### **Early Pick Up**

- If you plan to pick up your child early or drop your child off late, please call Ms. Kathy Christiansen in the front office at 901-758-2228. Your child will be brought to you or taken to the teacher. ***Please notify the office if someone other than a parent will be picking up your child. Children cannot be released to unauthorized person.*** This is for your child's protection. Authorized persons should be noted on emergency forms; it is important to keep this information updated. Any changes in people authorized to pick up your child must be in writing, with your signature. Picture ID will be required from anyone picking up your child. Children **will not be released** unless the person is approved on the child's emergency form and provides proper identification.

### **Absences**

- Parents are expected to notify Kathy Christiansen in the front office at 758-2228 if a child is to be absent from school. It is important we know the reason your child is absent and how long s/he will be out. School districts and early intervention providers require accurate attendance information be provided by MOSD on all students.

- MOSD encourages families to be transparent about family illness and concern of COVID 19 exposure. Your personal information will be kept confidential. Virtual learning will be offered to your child if there is a need for home isolation or quarantine and these days will count towards your child's overall attendance.
- If your child misses On-Campus Learning due to illness, a doctor's note will be required for readmittance. Please see COVID Screening & Procedures section for more details.

### Student Information

- Please notify the school office as soon as possible whenever you have a change in:
  - Address
  - Telephone number (cell or work)
  - Emergency contact person(s)
  - Insurance company
  - Individuals authorized to pick up your child
  - Email address

### Hearing Aids, Cochlear Implants, and BAHA's

- Parents are responsible for ensuring their child comes to school with their hearing equipment and that s/he **wears them full time at home.** (Please remember that these devices are your child's "ears." If they are not on and in good working condition, your child will be losing learning opportunities)!
- Be sure to check that your child's devices have working batteries and/or are charged.

- Keep your child's ear molds clean. Ear molds filled with wax can cause additional hearing loss until cleaned. Please check with your child's audiologist on best ways to keep your child's equipment clean.
- Cochlear implant headsets, processors, and hearing aids should be placed in a Dri-Aid kit nightly to prevent damage from moisture buildup. Batteries cannot be put into a drying kit.
- Parents should ensure that their child brings extra equipment (batteries, cables/cords, etc.) to school in a Ziplock bag. This can either remain at school or be transported back and forth daily.

## Supplies

- Your child's teacher will contact you regarding school supplies.
- If your child wears diapers, you must keep one-week supply of diapers at school or a minimum of 20 diapers per week. Please label your child's diapers with the child's name.

## Lunch Time

- For the unforeseeable future, MOSD will provide morning and afternoon snacks for your child.
- For the unforeseeable future, please pack your child a "field trip" type lunch that can be easily disposed of. Any uneaten food will be disposed of, so please pack appropriate portion sizes of food to avoid excess waste.
- No lunch boxes, sippy cups, or utensils will be allowed.



- Please pack your child a healthy lunch (ie. Sandwich, fruit, yogurt, crackers, etc.)

## **Parent Conferences and Observations**

- Each child's annual IFSP (Individualized Family Service Plan) or IEP (Individual Educational Program) requires parent participation. You will be contacted regarding scheduling of the date/time of this meeting. These meetings will be conducted via Zoom until further notice.
- The Parent Observation rooms will be closed until further notice. You may request to observe your child via Zoom in the classroom and in therapy in order to maximize your child's progress. Please contact your child's teacher or speech pathologist/audiologists to schedule a date.

## **Student Records**

- Parents receive four progress reports on their child during the school year and one progress report during the summer. In addition, your child will receive annual academic, auditory, and speech and language testing in preparation for his/her IEP or IFSP meeting.
- Upon request, parents have the right to access and review all records on their child. All student records are confidential and are not made available to individuals, agencies, schools, or other entities without your written permission. These records are located in the school's administrative wing of the building.

## MOSD Library Books

- The MOSD library will be closed until further notice. Children will not be able to check out books during the 2020-2021 school year.

## Home Assignments and Notes

- Notes may be transported home by your child's teacher in a Ziplog bag. Materials and notes may also be sent to you via email, including important announcements. Please inform Ms. Shelly Crais, MOSD Educational Services Director, and your child's teacher, speech pathologist, and audiologist if you CANNOT receive emails.

## Birthdays

- Parents are not permitted to send birthday cake or other treats until further notice.
- MOSD will provide a special treat to celebrate your child's birthday and you may attend via Zoom. Please schedule this with your child's teacher.

## Snow Days

- **MOSD will observe the Shelby County Schools inclement weather policy.** Memphis Oral School for the Deaf also observes the same early dismissal times as Shelby County Schools when there is inclement weather.
- **Dependent upon the number of unforeseen school closures due to COVID-19, virtual learning may be required on snow days. Please look for communication from your child's teacher.**

## Immunizations

- All students attending Memphis Oral School for the Deaf must have shot records recorded on the Tennessee School Immunization Certificate (ages 5 and above) or the Tennessee Pre-School Immunization Certificate (below five years of age). Even students who reside in Arkansas and Mississippi must have Tennessee Immunization records in order to attend MOSD. This is a Tennessee Department of Education requirement. These forms should be available at your pediatrician's office or they are available at the Tennessee Health Department.
- Please note the Physician must also sign that your child has had a recent health examination.

## Illness

- School personnel will routinely tend to minor injuries. You will receive an injury report for minor scrapes and injuries. If a child becomes ill at school, s/he will be made comfortable until a parent can pick up the child.
- Please refer to our COVID-related policy of Students Presenting with Symptoms.
- Children should not be present at school with a fever of 100° or more, or with a rash. Other illnesses that prevent a child from attending school:
  - Pink Eye
  - Strep Throat
  - Rash
  - Vomiting or Diarrhea
  - Impetigo
  - Lice
  - Chicken Pox

- Other Communicable Diseases
- Children must be treated and free of symptoms for 24 hours before returning to school with a note from the pediatrician stating that the condition is no longer transferable.

## Medicine

- Please give your child scheduled medication at home before school, after school, and in the evening. MOSD still are unable to dispense medications at school unless it is required for a chronic or life-threatening condition. MOSD MUST have a consent form signed by the parent on file in order to dispense this medicine.
- In the event that your child will require daily medication to be given at school, you must send the medicine to school with written instructions from the child's doctor, signed and dated by you, for how and when the medicine is to be dispensed. The medication will be kept in the classroom in a LOCKED box (as per Department of Education Regulations).

## Emergency Situations

- If your child is seriously injured and becomes unresponsive while at school, or suffers an asthma attack or grand mal seizure, 911 will be called and you will be notified immediately of the situation. If your child is prone to seizure activity, your written instructions as well as a letter from your doctor as to how to handle individual situations will be required. This information will be kept on file and shared with his/her classroom teacher and therapists.
- MOSD staff has received first aid, CPR and AED training.



## Clothing

- MOSD t-shirts and sweatshirts are available for purchase at MOSD.
- Please keep in mind that children get dirty (paint, food, playground, etc.) at school and dress clothes sometimes get ruined.
- **Children must wear tennis shoes or other close-toed shoes to school.**
- Please keep weather-appropriate spare clothing in a Ziploc bag, including underwear and socks in your child's cubby.

## Outdoor Play

- All MOSD students will play outdoors daily when the weather allows. Temperatures below 40 degrees or above 90 degrees will necessitate indoor play. Please dress your child for the weather, remembering mittens, coats and hats in cold weather. NO CHILD will be allowed to stay indoors during recess time if the class is outside.

## Pizza Day

- Pizza Day will be not offered at this time until further notice.

## **Before and After Care Programs**

\*There may be limited availability due to group size restrictions. Children of essential employees will be prioritized. Please contact Kathy Christiansen at 901-758-2228 to reserve one or both services.

- Extended Day Programs, such as Before Care and After School Care carry some degree of increased risk as students may be allowed to mix groups.
- To better protect our students who participate in our Extended Day Programs, as well as the rest of our community, we will implement the following practices:
  - Outside activities will be held as often as weather permits.
  - Social distancing will be implemented.
  - Students will wear face masks.
  - Students will wash hands before entering and leaving Extended Day Programs.
  - Temperature screenings will be conducted before students enter Extended Day Programs, regardless of whether or not their temperature has been taken prior in the day.
- Before care is offered from 7:30 a.m.-8:30 a.m. daily.
- After care is offered from 3:45 p.m.-5:00 p.m. daily.

**There will be an additional charge of \$5.00 per minute after 5:00 p.m.**

## Virtual Learning

- Each day students will have access to 1) a recorded video of their classroom teacher reading a book to them as well as a 2) short lesson being taught to them while engaging them in open-ended questions.
- After the story and lesson have been viewed, if developmentally appropriate, the child can draw a picture about the video, re-tell the learning experience to someone or role play.
- Go to Ms. Chanda's Discover Me YouTube Channel each day for music and movement/gross motor activity/calming/yoga.  
<http://www.chandamurphy.com/discover-me-resources>  
(password : discoverme)
- Engage in puzzle play, painting, building, sensory.
- Encourage outside time or cooking with mom or dad daily. These are fun activities that can be hands on and include measurement and math development.



# Parent Guidelines



## General Principles & Assumptions

- Our priority is to protect the health and safety of students and staff.
- We will deliver the highest quality educational services to our students and clients, whether it takes place on-campus or off-campus.
- We will follow Shelby County Health Department, Tennessee Department of Education, and CDC guidelines.
- We will provide clear expectations for staff, students, and families.

## Before Arriving on Campus

- Anyone who is experiencing symptoms of COVID-19 or knows that they have COVID-19 should isolate at home.
- Staff and student families should communicate with MOSD if anyone in their home tests positive for COVID-19, experiences symptoms, or is exposed to someone who is positive or symptomatic.
- Students who become sick while on campus will be isolated and a parent/guardian will be notified for immediate pick up.
- Due to current circumstances, we are limiting entry into the building to students and staff only. We will notify you of changes as community assessment and guidelines evolve.
- Anyone who comes into the school building must wear a mask and maintain social distancing.

## Parent Guidelines

- Do not bring your child to the MOSD if your child or any member of your immediate family has a fever or symptoms of COVID-19 such as sore throat, cough, muscle pain, headache, diarrhea, vomiting, chills, and/or loss of taste or smell. Inform your child's teacher or an administrator as soon as possible.
- Upon arrival, stop by the check-in station prior to entering the building.
  - Enter MOSD at the main entrance for drop off, maintaining 6 feet of distance between you and other families. Only one adult may accompany a child to the front door.
  - Students and staff will be screened re body temperature on arrival. Those with a body temperature at or above 100.0 degrees will not be permitted to enter. You will respond to questions regarding possible exposure to COVID-19.
- Use an alcohol-based hand sanitizer at check-in upon arrival (parent and child) prior to signing your child in the building.
- You will drop off your child with a member of MOSD staff to be escorted to their room.
- Adults and children ages two and older are required to wear a mask when inside the building.

- If your child becomes sick while at school, you will be called and asked to pick your child up from school within 30 minutes of receiving a call. Your child will be contained in a separate room away from others.
- Your child will not be allowed to bring a backpack. Please pack a sack lunch daily that can be thrown away, including juice boxes, bottled water, etc.
- Pack your child a change of clothes and extra batteries in a plastic bag that will be placed in your child's cubby.
- Blankets must be marked with each child's name and washed/disinfected after each use. One blanket/towel per child is allowed, no "lovey's" or stuffed toys. Blankets will be left at school and will be sent home on Fridays for laundering.
- Daily notes and materials will be emailed and/or transported home in plastic bags. Please check for these materials daily so that you know what is happening at MOSD.
- Please pick up your child at the end of the school day at the side door (porch with stairs.)
- Call the front desk 758-2228 and a staff member will escort your child out that entrance for pickup.
- Parent observation and training for ***Sound Transitions*** may occur via Zoom. Please arrange meetings with ***Sound Transitions*** teacher.



# Safety Measures



## Cleaning & Sanitation Practices

In addition to rigorous hygiene, sanitation, and disinfection procedures already in place, special attention will be paid to the following:

- Surfaces and objects that are frequently touched will be sanitized regularly, including but not limited to toys, games, and objects or surfaces not ordinarily cleaned daily.
- Toys and games that cannot be cleaned and sanitized will not be used.
- Toys that children have placed in their mouths or that are otherwise contaminated will be set aside until they can be cleaned thoroughly by a person wearing gloves.
- Machine-washable cloth toys will not be used.
- Frequent hand washing and use of hand sanitizer.
- Playground area will be disinfected between each class.
- Only washable bedding (sheets, pillows, blankets, and sleeping bags) may be used. Each child's bedding will be stored separately in labeled bins, cubbies, or bags. Cots and mats will be labeled for each child and will be disinfected after each use.

## Physical Distancing & Group Gatherings


- All students and staff will maintain safe physical distances of six feet as feasible.
- Students will remain in the same groups as much as possible throughout the day with the exception of Before and After Care.
- MOSD will utilize the outdoor area for activities when possible.
- All parent meetings (PEEPS) and special events will be modified to allow for social distancing or held virtually.
- Children will be separated by six feet at naptime.
- Signage throughout the School will reinforce physical distancing.
- During student drop-off and pickup, parents and staff will wear face coverings and maintain six feet of physical distance from others.

## Lunch & Snack

- Student and staff lunches will take place in classrooms.
- Morning and afternoon snacks will be provided by MOSD.
- All students and staff must wash their hands before and after eating snacks or lunch.
  - Students should bring “field trip” type lunches that can be thrown away.
- Staff will wear and change gloves between passing out food to each child and will disinfect tables before and after students have eaten.

## Shared Materials

- All classroom toys, supplies, materials, and manipulatives will remain in their designated classroom. Sharing of supplies between classrooms will be limited.
- Each student will have a Ziploc bag with individual supplies.
- Staff will sanitize classroom materials as needed using provided spray bottles, cloths, and EPA-approved wipes.
- All school materials must stay at school; no home materials should be brought to school.
- Students will not be able to bring backpacks to school. Audiological equipment and changes of clothes/diapers must be brought to school in a plastic bag.
- Activities and updates for parents will be sent via email when possible.
- All toys and manipulatives will be washed or sanitized daily.
- No personal toys will be allowed on campus.
- Only manipulatives that can be easily disinfected will be used.



# COVID 19 Screening & Procedures



## Exposure to COVID-19

***Students should not come to school and parents should email Ms. Shelly Crais, MOSD Educational Services Director, immediately if they feel sick, test positive for COVID-19, or have been exposed to someone who has tested positive for COVID-19.***

## What To Expect

- Students will be screened daily at check-in which will include a temperature check and COVID screening questions to be answered by the parent/guardian.
  - 1) Has your child been exposed to someone who has tested positive for COVID-19 within the last 14 days?
  - 2) Has your child exhibited any respiratory symptoms, or two or more symptoms such as fever, coughing, shortness of breath, loss of taste/smell, nausea, diarrhea, muscle pain, chills, sore throat?
  - 3) Has your child had a fever at or greater than 100.0 in the last 14 days?
- If a student may have been exposed to a positive COVID-19 person, the parent/guardian will be required to isolate the student immediately. The Executive Director and Educational Services Director should be informed immediately so that

additional contact tracing questions can be administered and to also determine if the child:

1. Has come in contact with a COVID-19 positive individual:
  - a. Less than 6 feet, greater than 10 minutes
  - b. Residing in the same home of a positive individual
  - c. Frequently/consistently in close proximity of another positive case
2. Is symptomatic and is testing for COVID-19.
3. Is residing with someone who is presumed positive while awaiting COVID-19 testing.

***The timeframe for having contact with an individual includes the period of time of 48 hours before the individual became symptomatic.***

- a. If one of the above is met, the student will be required to contact their doctor and Shelby County Health Department (SCHD) regarding testing and Isolation (14 days). Documentation for isolation will be required and in the form of a letter or email from SCHD, pediatrician, and/or the testing facility performing the COVID-19 test. Virtual learning options and teletherapy will be made available during isolation.

- b. If none of the above are met, student may be permitted to receive in-person therapy services following potential exposure to COVID-19, provided they remain asymptomatic and additional precautions are implemented to protect them and the community. The child will not be permitted to receive group instruction for 14 days. Virtual learning options for classroom instruction will be made available.

### Student Presenting with Symptoms

- If a student is symptomatic upon arrival, the parent/guardian will be asked to transport the child away from the property.
- If a student becomes ill while at school, the student will be isolated away from others and will be sent home immediately.
- Parents/guardians should make every effort to pick up their child within 30 minutes of being contacted.
- Surfaces used by the child will be cleaned and disinfected. Information on persons who had contact with the ill student during the time the student had symptoms and 2 days prior to symptoms should be compiled.
- Others with close contact within 6 feet of the student during this time would be considered exposed.
- Students and staff can return to school if they have been symptom free for 48 hours, are not presumed to have COVID-19, or have not tested positive for COVID-19.

## Student or Staff Tests Positive for COVID-19

- MOSD will notify local health officials, staff, and families immediately if a student or staff member is sick with COVID-19.
- Families will be notified of confirmed illnesses occurring within the classroom, however, patient confidentiality will be maintained.
- Speech and Hearing Center/dba Memphis Oral School for the Deaf will close in-person operations for a minimum of 2 days in order to properly clean/disinfect the school building.
- Teleintervention/virtual learning will continue while in-person operations are temporarily suspended.
- The student/staff member may return to MOSD after testing positive and/or being symptomatic based on the following symptom-based strategy:
  1. At least 3 days (72 hours) have passed *since recovery* defined as resolution of fever without the use of fever-reducing medications **and** improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**,
  2. At least 10 days have passed *since symptoms first appeared*

## Isolation for Exposure to COVID-Positive Individual at MOSD

- Determine risk of exposure for students/staff as outlined in Section 1 through contact tracing and questioning.
- If **one** of the exposure criteria is met by persons in contact with the positive COVID 19 individual, the individual(s) will be required to quarantine for a minimum of 14 days.
- Individuals will be required to contact their Health Care Professional (HCP) and Shelby County Health Department (SCHD) regarding testing and isolation. Documentation for isolation will be required and in the form of a letter or email from SCHD, HCP, and/or the testing facility performing the COVID-19 test.
- Alternative instruction via teleintervention will be made available during isolation.
- If **none** of the exposure criteria is met, even though individuals may have been in a shared facility simultaneously, persons with limited exposure may be permitted to attend instruction and services provided they remain asymptomatic.



Be Prepared



## Preparing for Interruptions

Following the recommendations of public health officials, state, and federal requirements, and trends from past pandemics Memphis Oral School for the Deaf is prepared for potential interruptions that may disrupt On-Campus Learning, such as temporary closures to disinfect the building, need for isolation/quarantine, or other unforeseen events.

During such interruptions, instruction may be delivered through a hybrid learning model of On-Campus and Virtual Learning. Under certain conditions as determined by Executive Director, Memphis Oral School for the Deaf may close operations and transfer to a total Virtual Learning model until conditions are deemed safe to return.

If On-Campus Learning is disrupted for any reason, students will follow a developmentally appropriate schedule and will interact with teachers and classmates through a mix of live and recorded content. We will continue to educate the whole child, encourage the pursuit of individual passions, promote life balance, build confidence, encourage play as a foundation of learning, and provide multisensory learning experiences. We are dedicating ourselves to ensuring every child receives the foundation necessary to decide their own future.

**Memphis Oral School for the Deaf  
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