School Name_____

Scheduled opening date of learning pod _____   Total proposed student enrollment in learning pod_____

Physical address of learning pod: _____

1. Briefly describe the student population of the learning pod.

2. Which method of instruction best describes the learning pod?
    ☐ Fully in-person at the main school site
    ☐ Fully online in a remote location
    ☐ Hybrid - more than 50% of the semester instructional time online in a remote location
    ☐ Hybrid - less than 50% of the semester instructional time online in a remote location

3. Briefly describe any specialized program or curriculum that will be utilized in the learning pod.

4. Have procedures for the following been established and communicated? Please attach a copy of each.*
    ☐ Parents requesting student enrollment in the learning pod
    ☐ Parents granting authorization for student assignment to a learning pod upon school recommendation
    ☐ Parents requesting student withdrawal from the learning pod

5. Have emergency procedures been established and communicated? Please attach a copy of each.*
    ☐ System of communication in the event of an emergency
    ☐ Incident report policy
    ☐ Threat assessment policy
    ☐ Emergency response procedures
    ☐ Local law enforcement contacts identified

6. What is the name and contact information of the faculty member identified as responsible for reviewing student IEP and 504 plans to arrange for provision of special education and related services throughout the school year?

*If the school has developed a general learning pods policy that addresses each of the required elements, that policy may be attached in lieu of attaching each individual document.

7. What is the company name and policy number of the insurance coverage for the learning pod?

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8. If the learning pod will be located at a site other than the main school site, on what date was the facility inspection performed? Please attach a copy of the completed facility inspection sheet._____

9. What training has been made available for faculty and staff members regarding safety and compliance with statutory and federal requirements?

Completed Training	Planned Training

10. Describe transportation services provided to students enrolled in the learning pod. If not provided, please explain.

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11. Describe food services provided to students enrolled in the learning pod. If not provided, please explain.

    <div style="border:1px solid black; height:80px;"></div>

12. Describe any extracurricular activities available to students enrolled in the learning pod. If not provided, please explain.

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13. If the learning pod will prompt amendments to any documents created through the Pre-Opening Guidelines available in the LDOE Charter School Library, please describe below.

    <div style="border:1px solid black; height:100px;"></div>