



LIBERTY ELEMENTARY

As the district and schools continue providing instruction utilizing the NTI-2DL model, it may be necessary for schools to bring small groups of students into the building for short orientation periods or to provide targeted services. This document should be used to capture and communicate the districts' targeted services model.



General Health Procedures and Protocols

Masks: All students and staff are required to wear a mask at all times while in the building or on the bus, with the exception of those who have a medical exemption. Students and staff should only lower their masks while actively eating or drinking. Masks will be provided for students or staff members who do not have one.

Clean Hands: Frequent hand-washing will be encouraged, and hand-cleaning supplies including hand soap, paper towels, and hand sanitizer containing at least 60% alcohol will be readily available on buses, in classrooms and throughout the school grounds.

Temperature Check: Temperatures will be taken as students enter school buses, for those that have a monitor. All students will be screened upon entry to the building by school staff, as a secondary precautionary measure. Walkers and car riders will also be screened before entry into the main entrance of the building. Students with a temperature over 100.4 will not be permitted to enter the building.

Healthy Habits: Students and staff will be encouraged to avoid touching their eyes, nose and mouth, stay home when sick and cover coughs or sneezes with a tissue, then throw the tissue in the trash.



Family Assurance of Student Health

- Families who send their child to school will be asked to attest that their child does not have a fever and has not exhibited any of the symptoms of COVID-19 within the past 48 hours.
- If families cannot comply to their child being fever free **and** exhibiting symptoms of COVID-19 within the past 48 hours, they will not be permitted to participate in Targeted Assistance groups.

Transportation

- All families who can transport their children to school are strongly encouraged to do so to help reduce the number of students on each bus.
- Buses that have monitors will screen student temperatures as they board the bus. Students with a fever will sit in a designated section and upon verification of fever at school, family will be called to pick up the child. If there is not a bus monitor, then students will have their temperature taken by school staff upon arrival.
- Hand sanitizer will be provided as students enter and exit the bus.
- Students who have a medical exemption for wearing a mask will be assigned seating at the front of the bus.
- Buses will be loaded from the back to the front and unloaded from the front to the back.

- Buses will be sanitized between routes and at the end of the day.

Arrival

Staff Arrival

Upon entry into the building, staff will sign in on the Temperature Check-In sheet. All staff members completed the 'FCPS Health Screen Fall 2020. Staff will take their temperature with the provided scan thermometer at the check-in site before entering the building.

Staff members working with target groups will report to his/her designated post by 1:45 pm.

If a staff member is not able to report to work, he or she should follow standard operating procedure as defined in the staff handbook, secure a sub from the preferred sub list and contact Mrs. Kear and Mrs. Flannery.

Supervision Duty

Staff working with targeted groups will perform specific arrival and dismissal duties to implement the safety of students arriving at school and leaving the building. A staff arrival and dismissal duty schedule will be created to safely receive and dismiss all students.

Student Bus Arrival

Students arriving to school by bus with a monitor will have already had their temperatures taken. Students loading buses with a temperature of 100.4 or greater will not be allowed on the bus. If a student becomes ill while being transported to school, they will exit first and be taken to the isolation area to await a family member to take them home.

Through the preferred protocol, students will have a temperature check conducted by the bus monitor at the bus stop prior to arrival at Liberty Elementary. However, if student temperatures were not taken prior to loading the bus, a Liberty staff member will take student's temperatures upon arrival to the bus lane at Liberty and prior to students entering the building. As one Liberty employee is taking temperatures, another Liberty staff member will check the students off the bus manifest indicating the student's temperature had been taken and it was within normal limits. Students will be reminded to keep their masks on as they enter the building.

With adult supervision, students will walk to the classroom where they will receive their Targeted Services.

If a bus student arrives at school with a fever or demonstrates COVID-19 like symptoms, he or she will be escorted to the isolation room located in the Health Clinic. Parents/guardians will be called and asked to pick up their child as soon as possible.

Walker/Car Arrival

- Upon entry to the car drop off lane AND before the students exits their automobile, Liberty staff will greet the student and take their temperature. If the student's temperature is 100.4 or greater, the student will not be allowed to exit the car and will be required to refrain from coming back to school until they are symptom free for 24 hours.
- Walkers will enter the building from the Star Shoot side and the Liberty side. These students will be greeted by the same Liberty staff that assisted with bus unloading and temperature checks and/or car rider drop off and temperature checks. Once students have clearance to enter the building, a staff member at each entrance will escort them to their Targeted Services location.

- As bus riders arrive at Liberty, students will be allowed to enter the building (unless the bus arrives prior to 1:45 p.m.) Car riders and walkers will be allowed to enter the building AFTER bus riders have entered on the Star Shoot side and starting at 1:50 on the Liberty side.
 - Families are not permitted in the building at this time. Social distancing will be required if waiting outside with your students.
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Health Screenings

- All students and staff are required to complete a daily health screening questionnaire.
 - All Staff are required to take their temperature and check off on the Temperature Check In sheet DAILY. This station is set up inside the vestibule in the front entry at Liberty Elementary.
 - All students will have their temperature checked upon arrival (unless their temperature was taken as they loaded a FCPS bus).
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Sick Room

- Liberty has a nurse for 4 hours each day. During the Targeted Services times, the nurse will be on duty.
- Students who have a fever or display symptoms of COVID-19 will be supervised by an adult in the isolation room. Families will be contacted to pick-up their children within 15 minutes, or less if possible.
- Upon arrival, families of sick students will buzz into the office, using the bell on the front entry doorway. The front desk registrar will take the name of the student and notify the nurse or the person supervising the student of their arrival.
- Students will be sent to the Health Clinic if symptoms of COVID-19 are present. The nurse will determine next steps (send to the isolation room, contact parents, etc.)



Hallway Protocols

- School hallways have been marked with floor stickers to designate social distancing requirements of 6 feet apart, moving in 1 direction.
- School Targeted Assistance schedules will be adjusted to reduce hallway traffic.

Teachers will move from classroom to classroom rather than students switching classes for targeted groups. Students and staff will maintain a social distance of 6 feet in hallways during arrival, transitions, and dismissal. Floors will be marked to indicate safe distancing. Students and staff traffic flow will follow directions of floor arrows.

Instruction

Classroom

Classroom set-ups will rearrange seating to maximize space between students to be 6 feet or greater. If the physical space in the classroom does not allow for spacing students' desks 6 feet apart, seating will be spaced as far away as possible. All desks/tables should be arranged so students' seats face the same directions. The use of cloth face masks is a safety expectation for all students and staff at all times, unless medically waived.

Materials - Students will maintain their own set of supplies (glue, scissors, etc.) and take all materials home with them at the conclusion of their weekly instruction.

Transitioning: When lining up in the classroom to leave for a common area, students will line up in the same order each time and space themselves to maintain a social distance. Students will have assigned 'numbers' to line up in the same order each time.

Targeted Services Delivery Plan



Who will be identified to participate in targeted services:

How many students are participating?

Approximately 22 students will participate in Liberty's Targeted Services groups.

Students identified: Special Education students qualifying under district Special Education Guidance Document, and EL students qualifying under the district EL Guidance Document. Further, Liberty's school Psychologist and Diagnostician will schedule evaluations for students in the Special Education referral process. Students receiving mental health services will be offered the opportunity to receive their sessions in person at Liberty and kindergarten students needing the K-WAPT will be given the opportunity to be assessed in person by an EL teacher.



Why are targeted services being provided to the group selected? Describe the process, including which data was used to identify which students needed the most help:

The students identified have a greater need for hands on, tactile learning, direct/in person and social emotional needs to allow them to be successful in the school setting during NTI-2DL. Priority was given to students who met the criteria in the FCPS guidance documents and were recommended by their Special Education and/or EL case manager. Team leaders in each category (Special Education, Student Support Team and EL) identified need in each area and categorized students in highest priority.



When are target services being provided: FCPS transportation dependent and additional student opportunities:

District guidance

- Students will not be brought into the building to receive primary instruction during periods of fully virtual learning.
- Elementary schools may provide FCPS transportation dependent services Monday, Tuesday, Thursday and Friday, from 2:00 p.m. until 4:00 p.m.
- Any schools may provide additional Targeted Services (no more than 2 hours each day) to students that are not FCPS Transportation dependent
- No students are allowed in the building on Wednesdays.

Targeted services at Liberty will be provided Monday, Tuesday, Thursday and Friday, from 2:00-4:00 pm as well as other varied times as needed for evaluations, testing and counseling.



Where will the targeted services take place: Instructional setting- how will Safety Expectations and Best Practices for Kentucky Schools (K-12) be implemented:

Targeted Services will take place in a primary classroom, a primary Special Education resource room, an intermediate classroom, an intermediate Special Education resource room and our MSD classroom. Assignment of classroom is based on content area of need. Some sessions may take place outside, on the school grounds. Classrooms will have no more than 15 individuals in the class, including instructors.



Input and Communication plan- staff, counsel, families, and stakeholders:

Input was collected from various:

Grade level teachers, Social Emotional Learning Team, Academic Intervention Team, Administration Team, Special Education Team, Custodial Department, HealthClinic, Cafeteria Manager.

[Targeted Services for Special Education Students](#)

[Targeted Services for EL Students](#)



How will targeted services be provided: Service delivery model (instructional grouping etc.)

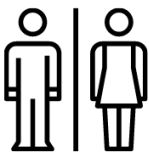
District Guidance:

- Schools will adhere to the [Guidance on Safety Expectations and Best Practices for Kentucky Schools \(K-12\)](#) document, including social distancing, temperature checks, and mask requirements.
- Schools will not exceed a total capacity of 15 percent of their usual student building capacity.
- Schools will have no more than 15 individuals in a classroom at any given time, including adults.
- Time bound of no more than 2 hours
- Staggered start and end times
- Limited number of students in entryways and hallways at any given period of time

Targeted Services will be in the following areas: Reading (comprehension, phonics, fluency, writing, etc.), math, mental health/social emotional learning counseling groups or one on one sessions, special education related services.

Common Area Procedures

Restrooms



- Elementary only: Class bathroom breaks will be scheduled to allow for decreased traffic and social distancing.
- Facilities will be cleaned every 30 minutes.
- Sinks, stalls and urinals will be limited to allow for social distancing.
- Individual bathroom breaks will be allowed as needed, with proper supervision.

Maintain a social distance of 6 feet in bathrooms or create barriers between sinks/stalls. Staff members will monitor restroom breaks to ensure social distancing and proper handwashing. Proper handwashing posters will be placed in restrooms for guidance. Staff members will follow proper cleaning and disinfecting procedures and document completion.



Water Breaks

- Water fountains will not be used. Water bottle filling stations will be available.
- Students will be allowed to bring individual water bottles from home.
- Water bottles will be provided for students who do not have one.
Students or school will provide reusable water bottles to be refilled with water throughout the day. Water bottles will be labeled with each student's name. This will reduce the number of students drinking directly from the water fountains

Afternoon Dismissal/Student Pick-up

Bus Dismissal

- All families who can transport their children from school are strongly encouraged to do so to help reduce the number of students on each bus.
- On the way to the bus lane, school staff will screen students by walking them through the Infrared Body Scanner. If a student is found to have a temperature of 100.4 or greater, the student will be made comfortable and placed in the isolation room. The family of the student will be called and asked to pick up the child, within 15 minutes of the phone call.
- Hand sanitizer will be provided as students enter and exit the bus.
- Students who have a medical exemption for wearing a mask will be assigned seating at the front of the bus.
- Buses will be loaded from the back to the front, and unloaded from the front to the back.
- Buses will be sanitized between routes and at the end of the day.

To accommodate safe distances between students and staff, students will report to the bus lane on a staggered schedule.

Students attending school as part of the Targeted Services Plan will be walked through the Infrared Body Scanner on the way to their buses for dismissal.



Dismissal Procedures Parent Pick-up/Car Dismissal/Walker

- Dismissal procedures will begin earlier to stagger movement and spacing of students.
- Call for grade level & bus individually. Assigned staff members will walk bus riders to the cafeteria and out to the bus lane to their assigned buses.
- Bus manifests will be ordered by stop and grade level.

- Walkers will be dismissed from the gym after the buses have pulled away. Staff members assigned to odd numbered car riders dismissing from the gym will have walkers line up with safe distances between each other and will mark off each student as they are allowed to leave the gym.



Visitors/Student Pick-up

To ensure the health and safety of students and staff, entry points to buildings will be restricted and access to schools will be limited to students and staff.

- For students needing to leave school early for an appointment, parents will be asked to send in a note that morning with their child. The child will give the note to the homeroom teacher and the homeroom teacher will forward the note to the office.

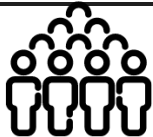
When parents arrive to pick up their child for the appointment, they will enter the building from the front doors, the registrar will let them in, they will sign their child out and the registrar will ask the parent to wait for the child in the vestibule or outside the front doors. The registrar will call the homeroom and ask for the child to be dismissed.

- Students will wait until they are called before coming to the office for parent pick up



Cleaning Protocols

- Increased cleaning and sanitizing protocols will be implemented in all FCPS classrooms, schools, facilities and buses.
- High-touch surfaces will be cleaned frequently, every 30 minutes.
- Cleaning supplies and personal protective equipment (PPE) for staff are already in stock to ensure availability.
- Time for deep cleaning will be built into the school schedule. School custodial staff schedules will be altered to ensure accurate cleaning before, during and after Targeted Assistance instruction. The Custodial Staff will do a 'deep clean' using the fog machine on Wednesdays.



Large Group Gatherings

Assemblies, pep rallies, field trips and other group gatherings will not be permitted at this time.



Communication and Notification Procedures- 902 KAR 2:220E Emergency Administrative Regulation

- Families are required to notify FCPS if their student tests positive for COVID-19. To report a positive case, families should call 859-381-FCPS (3277), email covid19@fayette.kyschools.us or visit www.fcps.net/covid19.
- The Lexington-Fayette County Health Department will conduct contact tracing, a process of identifying and analyzing the interactions the individual who tests positive has had with others to assess the potential risk to our school community.
- The Lexington-Fayette County Health Department will identify individuals who need to quarantine as a result of interactions with someone who tested positive for COVID-19.
- Anyone identified as a close contact of a staff or student who tests positive for COVID-19 will be notified by phone and instructed to quarantine for 14 days from the time they last interacted with the individual.
- After close contacts have been personally notified, all families at our school will receive an email via Infinite Campus making them aware of the case.
- Families will be notified on the school Dojo account, Google Classrooms and One Call system through Infinite Campus.

While committed to maintaining the confidentiality of students and staff, we will make every effort to be transparent regarding all COVID-19 related matters.

Appendices (Examples)