

Fayette County Public Schools Targeted Services Reopening Plan

FAYETTE COUNTY PUBLIC SCHOOLS

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 busses for those that have a monitor. If a bus does not have a monitor a red sign will be placed in the window to alert school staff. These students will be screened upon entry to the building by school staff. Walkers and car finders will also be screened upon entry.

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.

Social Distancing: Everyone – employees, students, contractors and visitors – will be expected to maintain at least six feet of space between themselves and others at all times. This mitigation measure is known as social distancing and will be accomplished by ensuring increased spacing throughout the building and in classrooms. Classroom layouts and arrival and dismissal processes will be modified to maintain physical distancing. Floors will be marked to indicate safe distancing. Students will remain six feet apart in line, in the hallways, in common areas and as much as possible in classrooms and on school buses.



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.
- District staff is in the process of identifying a common reporting system to screen and report COVID-19 symptoms before coming to school each day. We will follow district attestation protocols and state guidelines for Reopening Schools.

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 their 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:

- Staff members supporting targeted assistance will arrive at the building, self-screen for health compliance and be at his/her designated post by 1:45 p.m.
- 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. Additionally, he or she should contact one of the substitutes identified on Cassidy's preferred list.
- Staff may work as assigned following all healthy at work guidelines. When working on site, staff will complete the COVID19 self-screening as per the guidance in the FCPS Health Screen [FCPS Health Screen 2020 Fall \(Chat\).doc](#) before leaving home and verify their fitness for work. A thermometer will be available at the designated staff entry if needed to confirm the self-screen.
- The number of people working in any one area is dictated by state and local public health guidelines.

- Currently staff members use a touchless QR code to complete the health screening questions as well as indicate if they have taken their temperatures at home.
- All social distancing protocols should be followed at all times. Staff are not to gather in any common areas.
- Staff must enter and exit through designated doors (suggested entrance: through the badge reader door at the back red door entrance or the main badge reader blue door at the office entrance) and exit through designated doors (by the cafeteria and back red doors).
- Staff will follow all additional FCPS Healthy at Work Guidelines while on site
<https://drive.google.com/file/d/1lvWtvglTdrmcx4NwX043B0VfingPJWj5/view?usp=sharing..>

Supervision Duty:

- Staff will perform specific morning duties to facilitate the implementation of the morning arrival plan. Please see the linked document for a listing of assignments and duty responsibilities.
- Link: [Morning Supervision Schedule](#)

Student Bus Arrival:

All staff and students will be required to keep their masks on as they enter the building.

Bus Riders:

- Students being dropped off by buses with monitors will have already had their temperatures taken upon loading the bus.
- Students with a temperature over 100.4 will exit the bus first upon arrival at school and be taken to the isolation area to await for a family member to take them home.
- If students on the bus have not had a temperature check conducted by a bus monitor, they will be escorted to the rear entrance and will pass through the thermal temperature scan.
- If a bus rider arrives at school with a fever or demonstrates COVID-19 like symptoms, he or she will be escorted to the isolation room (nurses station) via the Hart Road door or around the side of the building from the back car lane to the Hart Road door entrance.
- Staff members will be required to receive students off of each bus.
- Red cards = students need temperature taken
- Green card = students are ready to enter the building
- The bus lane will be CLOSED to all other parents and staff beginning at 7:55. Only busses will be allowed to enter.

Thermal Image Camera:

- If the camera detects a temperature, the student will be asked to sit in a chair beside the back set of stairs.
- A staff member will radio to notify an administrator by saying "Report to Camera Station".

- The student will be escorted by an adult and should not go beyond that small area. Weather permitting, students will be taken back out the door and around the side of the building to the front rather than through the main hallways of the school.
- The student's guardian will be called for pick-up.

Walkers/Car Riders:

- All walkers and car riders will enter through the back door and no other entrances.
- Families will be notified of this process and we request that students remain in the car until they reach the drop off point to reduce group size. In addition, we request that once students reach the Cassidy property family members walking with them do not bring them to the doors to assist with social distancing.
- Walkers/Car riders will be required to pass through the Thermal Image Cameras prior to entering the building.
- Students will line up 6 feet apart (spacing will be marked) while waiting to pass through the thermal image camera.
- Staff has been assigned to monitor that social distancing occurs.
- These students will enter at the back of the building from the car lane.

Opening Car Doors:

- Staff will NOT be opening car doors, for most students, during arrival to decrease contact with multiple surfaces.
- We will notify parents of this prior to returning to school and ask them to help prepare their students for this change.
- Gloves will be available for staff to help students that are unable to open the door themselves.
- The purpose of staff assignment outside during arrival is to:
 - Keep the car line moving
 - Monitor and ensure social distancing
 - Monitor for safety
 - Support specific or individual student needs

Locker Usage:

- Lockers and cubbies CANNOT be used during instruction.
- Students will keep their belongings at their seats.



Health Screenings

- Staff will continue using the self-check guidance and protocols from the FCPS Health Screening Form.
- We will monitor the protocols and Guidance of the District Health and Safety Team around parent expectations for screening their children and attestation submission.
- All students and staff will have their temperature checked upon arrival. Students or staff with temperatures over 100.4 will be required to return home.



Sick Room

This protocol was developed with our school nurse based on guidance from the Fayette County Health Department.

If a student feels sick...

- Teachers will take the student temperature in the classroom.
- If the student has a fever of 100.4 or higher call the nurse at 21218.
- If there are NO students in the sick room, the student can come to the nurse's station.
- Staff will not send students to the nurse without calling due to the strict expectations for student isolation.
- If there is a student in the nurse's station OR the nurse is not at Cassidy, the student will remain in their classroom. Their desk will be moved to an isolated area. The teacher will contact the parent for pick-up. The student will remain in the classroom until someone arrives to pick them up. The student should sit at their desk with their heads down until pick-up.
- Families will be contacted to come pick up their child as soon as possible.
- If a student is sent home with symptoms that are consistent with COVID-19 they should seek medical attention and may return after following recommendations of their physician and/ or the Fayette County Health Department.

Picking Up a Student...

- All visitors to the building, including parents picking up their children, are required to wear masks, adhere to social distancing requirements, and will follow temperature screening and self-screening processes.
- If parents are contacted to pick up their child due to illness they should come as soon as possible. We will request that families make plans in advance and that emergency cards have updated phone numbers and include several options for contact and permission for pick up.

- Parents arriving at the school to pick up a sick child will wait in the foyer for the student to exit the nurse's station.
- There will be a sign out station with clean pens for parents to sign the student out.
- Parents will be asked to show I.D. to the office staff through the door of the main office prior to student release.

Nurse's Station...

- Only one student will be in the room at one time.
- Students must be supervised by the nurse or another adult while in the room.
- Adults must be wearing a N-95 mask while in the room with the student. (only the nurse will have this type of mask)
- Will remain open for routine student needs, such as medication distribution. These services will occur in a separate location to avoid contact with students who have symptoms that require isolation.



Hallway Protocols

- Lunch and special schedules will be adjusted to reduce hallway traffic.
- Hallways are marked with stickers to indicate 6 feet apart while walking in the hallways.
- Classes will exit their rooms to go to specials and lunch in staggered minutes to minimize 1 class in the hallway at a time.
- Students and staff traffic flow will be guided by floor arrows.

Instruction

Classroom:



- Classrooms will be cleaned prior to student arrival each morning. Deep cleaning and sanitization protocols will be implemented each Wednesday.
- Teachers and staff will have access to cleaning supplies so high-touch work spaces can be cleaned during instructional breaks in addition to hand sanitizer being available in each room.
- *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. If there are any materials that need to be shared (i.e. "A" day materials used again by "B" day kids) will be kept on top of the desks/tables to be sanitized. Backpacks will be placed under the students' workspaces to limit movement to cubbies.
- *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. All transitions will be supervised to ensure social distancing.

Targeted Services Delivery Plan

Who will be identified to participate in targeted services (Which students and which staff):

We are recommending to provide targeted service the following groups of students during this time:

- All kindergarten students (separated into 2 cohorts)
- Special education students that qualify for targeted services based on FCPS Special Education Targeted Instruction guidelines
- Students needing additional counseling services

Staff who will be providing targeted instruction include:

- All kindergarten teachers
- All kindergarten assistants
- Special Area teachers
- All necessary special education teachers
- All necessary special education paraeducators
- Guidance Counselor
- Mental Health Specialists



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:

Considerations for student population selection was based around KDE guidance for students needing orientation and targeted support.

Kindergarten students were selected to offer them an orientation to our school prior to a potential return to a hybrid model. Students will get to see their classrooms for the first time in person as well as meet some of their classmates. Teachers will be offering students a tour of the school, teaching procedural expectations (i.e. walking in the hallway, how to use various materials) and providing some individual instruction. The special area teachers are planning to introduce themselves by visiting classrooms and doing mini-lessons with the students.

Special education students were selected based around district criteria and input from our special education team. Each of these students have an individual learning goal that can be supported more effectively through in person learning.

Students selected for targeted counseling services were determined based on input from teachers after the counseling team reviewed data showing the need for support beyond what has been provided through NTI2DL. Students have also had the ability to contact our counseling team via our website for support. These students were taken into consideration based on individual needs.

School administration met with the school leadership team, which includes a representative from all grades and support staff areas, to gather input on which students should be serviced.

In addition, MAP data, student participation data, formative assessment data and progress during NTI2DL were considered when prioritizing students and groups for Targeted Services.

Should data drive the FCPS Board to recommend continuing in a NTI2DL model additional students may be considered for Targeted Instruction.



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

- PER KDE Guidelines, students will not be brought into the building to receive primary instruction during periods of fully virtual learning. For Cassidy students, primary/Tier 1 instruction happens each day between 9:00 and 11:30.
- Per FCPS transportation, elementary schools may provide FCPS transportation dependent services Monday, Tuesday, Thursday and Friday, from 2:00 p.m. - 4:00 p.m.
- All schools may provide additional Targeted Services (no more than 2 hours) that are not FCPS Transportation dependent.

For the scheduled weeks of targeted assistance all participating students will be in the building Monday, Tuesday, Thursday and Friday from 2:00-4:00. We will be able to adhere to KDE guidelines for capacity while serving the students we have identified to receive targeted services.



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

Kindergarten students will primarily be in their classrooms unless the teacher is taking them on a tour of the school. These tours will be scheduled to allow for only 1 class in the hallway at a time. During the tour social distancing procedures will be followed.

Special Education students will be in their resource room or classrooms with their special education teacher and para.

Students receiving counseling support will be in the counseling suite area or with an intervention teacher in the library.

All locations have been set up to meet the Safety Expectations and Best Practices for Kentucky Schools guidance.



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

Planning around Healthy at Work Guidelines and problem solving to meet Healthy at School Guidance began at the end of the 19-20 school year. Additional collaboration around planning for several back to school models began after SLI in July utilizing the TNTP Contingency Tool.

Additional input around reviewing guidance and identifying needs to target was collected from various stakeholders.

School Leadership Team Meeting - 10/5/2020 Minutes @ 2:00pm

Discussed Special Education Options via Zoom - 9/30/20 w/ Bordas, Mills, Baker, Karl, Hill

Kindergarten Teachers - 10/6/2020 @ 8:15 am

Faculty Meeting - 10/6/2020 @ 2:00 pm

Kindergarten Teachers - 10/8/2020 @ 2:00

SBDM Meeting - 10/8/2020 @ 4:00pm

Letter Sent to All families - 10/8/2020

Survey Sent to Kindergarten Families - 10/8/20

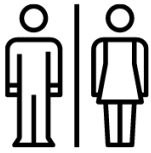
[Targeted Services for Special Education Students](#)

[Targeted Services for EL Students](#)

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

- 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 as outlined in previous plan sections.
- Per KDE Guidelines we will not exceed a total capacity of 15 percent of their usual student building capacity.
- We will have no more than 15 individuals in a classroom at any given time, including adults.
- We will meet the time bound expectation of no more than 2 hours of targeted instruction.
- We will stagger start and end times
- There will be a limited number of students in entryways and hallways at any given period of time as described in other plan sections.

Common Area Procedures



Restrooms:

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

Staff members will monitor restroom breaks to ensure social distancing and proper handwashing. Proper handwashing posters, with picture examples, are 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. We 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.

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.
- School staff will screen students and take temperatures before boarding the bus. Students with a fever will stay at school, and the family will be called to pick up the child.
- 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.

Dismissal Procedures Parent Pick-up/Car Dismissal/Walker:

Bus Riders:

- A teacher will escort all bus riders to the bus at dismissal.
- During targeted instruction we will only have 7 students needing transportation services.

Walkers:

- Walkers will be dismissed after bus riders.
- Teachers can check walker students off from their homeroom door.
- Staff will be in the hallways to help monitor.
- Students meeting siblings will meet outside on the playground.

Car Riders:

- Each kindergarten class will be dismissed one at a time to go to the gym.
- All other students riding in cars will be escorted to the gym by their teacher.
- Each student will stand on an "X" marked on the floor. The "X's" are marked 6 feet apart.
- Our gym can hold 100 students and still maintain social distancing.
- We will use temporary car tags during targeted instruction for student safety.
- Student numbers will be called as parents arrive for pick up.



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 as much as possible.
- All visitors will be required to wear masks and adhere to social distancing requirements and follow screening procedures.
- Parents will wait in the foyer for students to be called for pick-up.
- Students will remain either in their classrooms or in the nurse's station for parent pick up.
- Parents should be prepared to list multiple people on the student check out card in the event the student needs to be picked 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.
- 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.



Large Group Gatherings

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

Cassidy will host virtual meetings and events so there are opportunities for family engagement.



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.
- Cassidy will continue to communicate via
 - Infinite Campus for schoolwide messaging to email
 - DoJo for individual homeroom teacher communication
 - DoJo for school wide communication
 - Cassidy PTA Facebook
- 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

Leadership Meeting

Faculty and Staff Informational Meetings Agenda and Opportunities for Feedback

Committee, Team and/or Grade Level Agenda and Input

Special Area and Special Program/ Input

Family Surveys

Staff Survey

SBDM Committee Work and SBDM Consultation

Family/Community Communications