



## LANSDOWNE ELEMENTARY SCHOOL

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.



### 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. All families will agree to have their children come to school with a mask that will be worn at all necessary times.

### 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** Staff will already be in the building well before students arrive for Targeted Services. Staff will follow our existing protocol of checking temperatures daily before starting their professional day. Staff members with a temperature or exhibiting signs of COVID related symptoms will not be permitted in the building and will HAVE to work from home. Staff members will arrive at the building by 7:15 a.m. and will be at his/her designated post by that time. If a staff member is not able to take his or her temperature at home, he/she may utilize the thermometers located at the front check stations.

**Supervision Duty:** As we will have very limited number of students in the building supervision will be primarily handled by the supervising teacher. Also, with no lunch, or recess duties will be limited to monitoring students while they are learning in the classroom in small groups. Staff administration will be on campus every day to support and step in if and when needed. Transportation is being worked out with most families and VERY few will be utilizing FCPS transportation. Still, Mr. Spottswood and Ms. Fish will monitor the arrival and departure of students on the days.

## **Student Bus Arrival**

Students being dropped off by buses with monitors will have already had their temperatures taken. Students with a fever 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 Lansdowne.

If students on the bus have not had a temperature check conducted, they will proceed to the student entrance and will go through the infrared screening conducted at that location or a temperature check by staff at their arrival entrance.

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 (Rm 114) to await parent pick up

Students will be reminded to keep their masks on as they enter the building.

## **Walker/Car Arrival**

Students will line up 6 feet apart (spacing will be marked) while waiting to pass through the temperature screening area. Students will enter in front of the school by the D complex where our bus riders normally enter. They will go through the temperature screener and any students with a temperature will be escorted to the isolation room (Room 114).

Other entrances may be used as needed to prevent congregating in one area. Individual staff will monitor those arrival locations and check temperatures before students are escorted to their targeted service room.

Families will use the circle drive in the front to drop off students, most of our students will NOT be on a bus so we don't expect any major traffic issues. School administration will monitor the circle drive to help direct traffic, social distancing, and the flow of students entering the building.



## Health Screenings

- All students and staff will have their temperature checked upon arrival and answer the questions provided by the district. Students who have COVID like symptoms OR a temperature will be escorted to the isolation room
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## Sick Room

- The nurse's office will remain open for routine student needs, such as dispensing medication.
- Students who have a fever or display symptoms of COVID-19 will be supervised by an adult in Room 114. Parents will be called and instructed to come pick up by the side of the building in the car rider line right by our FRC portable.
- Parents will park in the side parking lot and students will be escorted to the car. We will have parents send a text or dojo saying they are checking them out with the time so that we can have a touchless pickup.



## Hallway Protocols

- School hallways have been marked with floor stickers to designate social distancing requirements.
- School schedules will be adjusted to reduce hallway traffic.
- We will **DRASTICALLY** limit students movement throughout the building during our Targeted Services. As we will only house kids in the building for a max of 2 hours, and we won't be eating, having specials, or going to recess; students will be in a classroom with their teacher and not leave unless there is a medical or bathroom emergency until it is time to be picked up and taken home.

School schedules will be adjusted to reduce hallway traffic. Teachers will move from classroom to classroom rather than students switching classes.(if this is needed during targeted services) 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. 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 the 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.

## Targeted Services Delivery Plan

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

**Who- Students extended invitation to receive targeted services will include:**

Students considered/invited for targeted services will be ELL students with ACCESS scores below 2.0, Students receiving Tier 3 services with progress monitoring required during Special Education evaluation, Students needing to make up or complete MAP testing, Special education students that meet the guidelines from FCPS or students receiving Reading Recovery intervention not making progress in this intervention virtually. Students working with counselors determined to need face to face intervention may also be considered. Preschool students with special needs that meet the Special Education criteria for services.

**Targeted instruction will be provided by:**

**SPED teachers and para educators, Speech/Language Pathologist, ELL teacher, Intervention teachers, Preschool Teacher and para educator, School guidance Specialist**



**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:

**Why** -These students are being identified as the students most at risk for academic regression or lack of progress.  
**Data Used**-Special ed students will be identified using the sped targeted support guidelines, ESL students will be identified based on ACCESS scores and need for language acquisition. Students currently in evaluation for possible Special Ed identification used RTI data accepted by an ARC to determine need for evaluation

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

- Services will be deployed after board approval. October 19th is the target start date
- Elementary schools may provide FCPS transportation dependent services Monday, Tuesday, Thursday and Friday, from 2:00 p.m. til 4:00 p.m. Most of our families we have already communicated with, do NOT need FCPS transportation. We have already communicated with parents and those who have been invited have either declined to come into the building or have arranged transportation. Those families not requiring district transportation may be scheduled for services any time between 12:00 and 4:00.



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

Classrooms. With no more than 12 students per room. Rooms are marked and ready for social distance learning.

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

- Grade level and Department PLC meetings Sept 29-Oct 8th.
- Leadership meeting: Oct 5th 1:00-3:00
- SBDM public meeting Oct. 5th 3:30 - Discuss Hybrid plan developed to-date, template for Targeted support plan and notes from Leadership meeting regarding the plan and identification of students.
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- Faculty meeting: Oct 6th 3:00



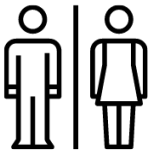
**How** will targeted services be provided: Service delivery model (instructional grouping etc.)

Services will be offered in person with a direct instruction approach. Small group or 1 on 1 instruction will be the grouping model with no groups to exceed 15  
 Reading Recovery students will be 1:1  
 Special Education groups will be groups of 1 or more, not exceeding 8  
 ELL group will be 1:8  
 Other ELL groups will be less than 5  
 Students in referral for possible identification for Special Ed services will be no more than 1:3  
 Counseling groups will be 1:1 or no more than 3 in a group  
 Preschool groups of 2

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## Common Area Procedures

### Restrooms



- 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.

# 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

- Dismissal procedures will be worked out with our individual parents. While transportation is offered from 2-4 MOST of our parents have worked out a different schedule with the teachers. Teachers will be called over the intercom when parents pull up. Parents will call the front office to alert us that parents are ready for pick up. Students will be escorted out of the front of the building NOT through the office but the side doors to limit contact and interactions.



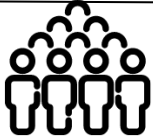
**Visitors/Student Pick-up** To ensure the health and safety of students and staff, entry points to buildings will be restricted and access to schools will be limited to students and staff as much as possible

- Parents will wait in the outside in the circle drive. Call the office when ready for pick up
  - Students will wait until they are called before coming to the office for parent pick up
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## 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.

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## 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](mailto:covid19@fayette.kyschools.us) or visit [www.fcps.net/covid19](http://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.
- We will be using ClassDojo to communicate with our families as it is the most reliable and consistent way to communicate with our community.
- While committed to maintaining the confidentiality of students and staff, we will make every effort to be transparent regarding all COVID-19 related matters.

Minutes attached below:

School Leadership team/staff meeting

SBDM council /public zoom meeting

This information was also shared at PTA zoom meeting on Oct. 13, 2020

Minutes can be provided upon request



**Lansdowne Elementary Leadership Team**

**Meeting: October 5th, 2020 1:00-3:00pm**

**Cafe and zoom link open to all staff**

**Objectives:**

- A. Review guidelines for student selection TS.**
- B. Review protocols for having students in the building.**

**Members in Attendance: J. Fish, M.Spottswood, W.Dargle, L. Haddix, D. Brashear, A. Ingram, M. LaRue, K. Derrickson, C. Hyatt, J. Kehrwald, D. Hill, B. Adams, N. Odea, F. Brassfield**

**Others in Attendance: J. Fletcher, K.Golden, B. Waller, S. Albornoz, J. Nichols, P. Hayes, K. Stout, R. Lefevers, A. Waechter, E. Tremoulis,**

**Agenda Topics:**

- 1. Welcome and share success stories.**
- 2. Update staff on Targeted Student Support and review all logistics for the program and student selection.**
- 3. Question and answer session to ensure clarity**
- 4. Staff, stakeholders and leadership input into our plan.**
- 5. Finalize details and prepare an outline for SBDM for approval.**

**Minutes:**

**Listen and learn. Team discusses the logistics of student selection, and protocols for people in the building. Each department given the opportunity to provide input for student selection.**

**ELL will be selecting students with an ACCESS score from 1.0-1.9.**

**Intervention students: Students who are in referral for special education evaluation or are being considered for referral this calendar year are given top priority as they are our T3 students not making progress. Students receiving 1 on 1 reading recovery services that are not making progress or could benefit from in-person instruction will be offered to come for TS.**

**SPED: students receiving SPED services have very strict guidelines from the district that we will follow to ensure consistency across the district.**

**The meeting ended with how we will expand our TS if we do not go into Hybrid learning Nov 2nd. If we stay virtual we will open the TS to other groups who are not making adequate progress.**

Lansdowne Elementary School

SBDM Council Meeting

DRAFT Minutes- Oct. 6, 2020

3:30 P.M. Public Zoom Meeting

Committee Members Virtually Present: J Fish (principal), K. Derrickson (teacher), J. Nichols (teacher), B. Waller (teacher), M Bacon (Parent)

**I. Opening Business**

Meeting convened at 3:30

- Approval of Agenda  
Motion by Nichols, 2nd by Derrickson
- Approval of minutes from Aug. 13 meeting -  
Motions by M. Bacon, 2nd by Nichols
- Public Comment - no public comment

**II. New Business**

- Review of Day 10 staffing /update
- Review/discussion of Lansdowne Hybrid Return plan - detailed plan was shared with the group.
- REview of TArgeted Service plan template
  1. Reviewed the complete targeted services plan.
  2. Discussed leadership team recommendations for groups of students to receive services and the data to be used to identify those students.
  3. Recommendations included: Special Ed students that met the criteria in the Guidelines document from FCPS(including preschoolers), ELLS between 1.0 and 1.9 ACCESS scores, students in evaluation for possible Special Education identification that need Tier 3 intervention and progress monitoring, students receiving Reading Recovery not making good progress at this time, students whose counseling needs can not be met remotely.
  4. This plan will be for 2 weeks and if targeted services are continued by district we will look at adding additional students
  5. We will be hosting MAP make up testing sessions for students unable to complete the test remotely
- Approval of 20-21 PD plan
  - Motion to approve by M. Bacon 2nd by Derrickson
- NTI grading Policy
  - First reading of policy - no revisions

Motion to adjourn

4:34

Motion by Nichols, 2nd by Derrickson