



SQUIRES 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.

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.



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 members will arrive and be in the building prior to the start of the instructional day. 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.
- 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 Squire's preferred list.

Supervision Duty_____

During Targeted Assistance, participating staff will be responsible for meeting students upon arrival, providing instruction, supervising transitions, ensuring social distancing and facilitating dismissal procedures.

- Special Education - Three certified teachers and 5 para-educators will be assigned to 8 students.
- EL - Two certified teachers will be responsible for the 10 students.
- Preschool - Teacher and para-educator will be responsible for 3 students.

Student 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.
- Walkers, car riders and those being dropped off by buses without monitors should line up 6 feet apart (spacing will be marked) while they wait to have their temperature taken. Students should line up 6 feet apart (spacing will be marked) while waiting to pass through the temperature screening area.
- **During the Targeted Assistance and Hybrid Phase only students and staff will be allowed to enter the building.**
 - **Car riders** will enter the building at the front entrance, cars should enter and exit from Squire Oak Drive. Student drop-offs will not occur at the lower level.
 - **Bus riders** will enter the building at the lower level.
 - **Walkers** will enter the building at the front entrance, side entrance off of the bike path or lower level.
- Temperatures will be taken before entrance to the building.
 - **Car riders** will have temperatures taken prior to parent leaving. If found to have a fever, the child will leave with the adult in the car.
 - **Bus riders** will have temperatures taken on the bus or by a staff member at the lower level. If found to have a fever, the child will be taken to an isolation room, parents will be contacted to pick up their child.
 - **Walkers** temperatures will be taken before entering the building. If found to have a fever, the child will be taken to an isolation room, parents will be contacted to pick up their child or give permission to have the child walk back home.
- Please be sure to adhere to all school guidelines to help with a smooth arrival process.



Health Screenings

- All students and staff are required to complete a daily health screening questionnaire.
- All students and staff will have their temperature checked upon arrival.



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 and taken to the isolation room beside the FRC office. Families will be contacted to come pick-up their children as soon as possible.
- When picking up a sick child, the family member will pull to the front circle, call inside to the school 859-381-3002 from their car. They will then be asked to come to the door of FRC where Squires will have the family member sign them out. **Photo identification will be needed.**



Hallway Protocols

- School hallways have been marked with floor stickers to designate social distancing requirements.
- School schedules will be adjusted to reduce hallway traffic.
- Teachers will move from classroom to classroom rather than students switching classes. Students and staff will maintain a social distance of 6 feet in hallways during arrival, transitions, and dismissal. 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



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

Students who have an IEP or PSP that have been identified as needing additional support, using the criteria set forth by the district.

MSD Students: 5
LBD Sped Students: 3
EL Students: 10
Preschool Students: 3



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 would benefit from additional in-person instruction based on the “Consideration of Special Education Services during Targeted Services” and “English Learner Department Targeted Services Guidance” documents. Meetings with these teachers and departments within the school were held to identify which students would be included.



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

- 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. til 4:00 p.m.
- All schools may provide additional Targeted Services (no more than 2 hours) that are not FCPS Transportation dependent

Services will be starting on October 19th, on Monday/Tuesday and Thursday/Friday. Students will be receiving instruction at a minimum of two days a week for two hours each day. If students do not need transportation, services will be provided during asynchronous learning times. If students are being transported by FCPS, they will receive services from 2:00-4:00 pm.

Our MSD students will be serviced either from 12:30-2:30 on Mon./Tues. Or Thurs./Fri. As the students were being transported by the parents and these times were identified to work best for the families and teachers.

One student requiring transportation will be serviced from 2:00-4:00 p.m. on Thursdays and Friday.

Our LBD students are being serviced from 12:30-2:30 on Thursdays and Fridays as the students are going to be transported by the parents and these times were identified to work best for the families and teachers.

Our Early Start students are being transported by parents and will be serviced on Tues. & Thurs. From 10:30-11:30 or from 1:30-2:30 on Thursday & Friday.



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

Instructional settings will include various special education classrooms, EL classrooms and other locations as needed. Students will receive instruction in a very limited space within our building. All social distancing guidelines will be followed. Temperatures will be taken for all students and staff, masks will be required, and only students and staff will be allowed to enter the building. Cleaning protocols will be followed.



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

Input was collected from various stakeholders, including special education, EL and Gifted and Talented,

[Targeted Services for Special Education Students](#)

[Targeted Services for EL Students](#)

Staff: Initial communication given during Staff Meeting on October 5th, with additional input collected during Committee Meetings on October 6th. Collaborating with identified departments and staff during the week of October 5th.

SBDM: Initial communication, gathering of input and approval will occur during regularly scheduled meeting on October 5th.

Families: Families of our targeted students will receive information from our teachers and staff.

Stakeholders: Our Culture, Climate and Community Involvement Committee will discuss ways to communicate with stakeholders.



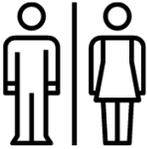
How will targeted services be provided: Service delivery model (instructional grouping etc.)

- 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.
- 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

Students will be receiving individualized instruction or small group instruction from certified staff with para support.

Common Area Procedures

Restrooms



- During Targeted Assistance, schedules will be developed that include each group of students having access to a restroom that no other groups will be using.
- During Targeted Assistance, only one student will be in the restroom at a time.
- 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 (elementary only)*.

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. Three 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

- During Targeted Assistance, the 21 students that are participating will not be using FCPS transportation. In the event that this changes, all of the following will occur:
- 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.
- Begin calling for busses when the bus pulls in
- Call for grade level & bus individually
- Manifest can be ordered by stop and grade level



Dismissal Procedures Parent Pick-up/Car Dismissal/Walker

- During Targeted Assistance, the staff member that has been assigned to each student will be responsible for their dismissal process.
- Dismissal procedures will begin earlier to stagger movement and spacing of students.
- Use silent dismissal with a google sheet that will be projected into the classroom



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.
- When picking up a sick child, the family member will pull to the front circle, call inside to the school 859-381-3002 from their car. The family member will be instructed to come to the door by the FRC office, a staff member will meet them with the student and sign out log. Photo identification will be needed.



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.



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.
- 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)

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

Link to SBDM Agenda and Minutes from Oct. 5th
[SBDM Minutes](#)

[SBDM Agenda](#)

Link to Oct. 6th Committee Agendas that includes planning for Targeted Assistance and Hybrid Learning
[Committee Agendas](#)

Committee Mtg. Minutes from Oct. 6th
[CIA Committee Minutes](#)

[CCC Committee Minutes](#)