



MARTIN LUTHER KING JR ACADEMY

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.

We have very tight controls now for mask waivers – they must be from a physician that is currently treating the child for the medical condition that requires the waiver. So...family practitioner, pediatrician, cardiologist, pulmonologist, psychiatrist or internal medicine physician.

Mask waivers will be entered into Infinite Campus by the school nurse, and he/she will run a report for each school. Our nurse will be contacting physician offices to confirm conditions prior to entering the mask waiver into IC, the same as they do physician orders for medications and treatments.

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.

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.
- Currently transportation is not provided by the district.
- A Lextran bus pass can be provided for students leaving the campus upon parent approval

Arrival

Staff Arrival

Staff members will arrive and enter through the employee side entrance. Once in the building they will be ready at his/her designated post by 8:45 a.m. If a staff member is not able to take his or her temperature at home they will enter the front office entry. 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 notify Ms. Hamilton and a sub on the preferred list will be attempted to be notified.

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.

			Assigned Role
Temperature Check	High School	Middle School	Staff/ Admin
Mask Check- Distribution	High School	Middle School	Staff/ Admin
Metal Detector	High School	Middle School	Staff
Bag Search	High School	Middle School	Staff
Hand Wand	High School	Middle School	Staff
Sick Room Monitor	High School	Middle School	Staff
Sick Student Escort	High School	Middle School	Staff/ Admin
Parent Notification	High School	Middle School	Mr. Bryant , Mr. Bess, Admin

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 the school building.

If students on the bus have not had a temperature check conducted, they will proceed to the designated entrance and will go through the screening conducted at that location.

If a bus student arrives at school with a fever or demonstrates COVID-19 like symptoms, he or she will be escorted to the sick room (Highschool Safe Room) via the outside steps.

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

Walker/Car Arrival

- Walkers, car riders and those being dropped off by buses without monitors should line up 6 feet apart (spacing will be marked with cones) while they wait to have their temperature taken.
- Students should line up 6 feet apart (spacing will be marked by cones) while waiting to proceed through the check.
- High School students should be dropped off by the employee entrance
- Middle School students should be dropped off by the main entrance
- Entrances will open 15 minutes before the scheduled appointment
- No visitors are permitted into the building without prior appointment
- If a parent has an emergent problem, parents should call the school @ (859) 381-4040 and request to speak to an admin.



Metal Detectors

- Spaced out 6 feet apart
 - Floor will be marked with indicators
 - If alert is noted- student will adjust- and rewalk through metal detector
 - Second Alert - hand wand
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Health Screenings

- All students and staff are required to complete a daily health screening questionnaire.
- Staff will check their temperature before arrival to the building.
- All students and staff (if needed) will have their temperature checked upon arrival.
- If student temperature reads too high, student will wait 2 minutes, and retry upto 3 attempts
- After 3 failed temperature checks, students will be escorted to the sick room and parent notified.



Sick Room

- The nurse's station, Room 105 in the front 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 the high school safe room, separate from the school health clinic or front office. Families will be contacted to come pick-up their children as soon as possible.
- When a guardian arrives to pick up the child they should call the school and the student will be escorted out.
- Staff will verify IC and pickup information.
- Students will return back to school based on district guidance.



Hallway Protocols

- 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.
- School hallways have been marked with floor stickers to designate social distancing requirements.
- School schedules will be adjusted to reduce hallway traffic.
- Middle School Hallway will be divided based on the teacher classroom .
- High School students will be entering the gym , and the gym will be divided out into pods.
- Students will be staff escorted to restrooms.

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. If a different controlled environment can be arranged then this will be the next step. All desks/tables will 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):

Teacher Identified Students using criteria:

- Special Education students identified using district guidance
- 504 students
- Deficit based on participation related to inadequate resources
- Level of demonstrated need for remediation (grades, ability, work sample)
- Attendance/ participation
- Parent feedback
- Socioeconomic status



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:

Student's demonstrating a need for remediation and support

Process

- Teachers receive criteria
- Teachers use IEP/ 504 , Attendance, grades, Work samples, E-goals to identify students, Parent feedback

- Core Instructional Support team then prioritizes based on teacher recommendation using MAP, Parent Interest, Transportation



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

- Dependant on Transportation -TBD
- Teacher Office Hours
- Planning periods
- Scheduled times between 9-4 (not interfering with tier one instruction)



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

Building

At Entry

- Temp check, mask required (provided as needed), Identified entrance

Classroom

- Social distanced 6ft- mask required(provided as needed)
- Designated rooms (larger rooms priority)
- No overlapping of transition

Gymnasium

- Spread out in pods
- Limited movement
- Mask required (Provided as needed)

Notes/ Considerations

- No Library - Carpeted floor
- Students obtains support for max 2 hrs daily
- One teacher per day to limit exposure and for contact tracing if necessary
- Identified Exits and Entrances
- Hand sanitizer provided by class/pod/ bubble



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

[Targeted Services for Special Education Students](#)

[Targeted Services for EL Students](#)

Staff

- **Staff survey**
https://docs.google.com/forms/d/e/1FAIpQLSe-PXaVt03xr2zREILPTkmYLPwdCApCDKN1yx42EfMi65MdUA/viewform?usp=sf_link
- **Input on plan - 10/5**
- **Staff follow-up Zoom - 10/6**
- **Teacher provides input from parents**
- **Teacher Identifies further criteria needed for participation**

Families

- **Family calls- sample from middle and highschool- 10/5-10/6**
- **Webpage link for survey**
https://docs.google.com/forms/d/e/1FAIpQLScK9d6Kmc2Vfyi-HnWOSzaSiip4cXOCSw3U7-xCnIPnpRmQeQ/viewform?usp=sf_link

Stakeholder

- **Google Form on Social Media - 10/5**
https://docs.google.com/forms/d/e/1FAIpQLScK9d6Kmc2Vfyi-HnWOSzaSiip4cXOCSw3U7-xCnIPnpRmQeQ/viewform?usp=sf_link
- **IC one call to families to find resources**
- **Webpage school announcements for form**
https://docs.google.com/forms/d/e/1FAIpQLScK9d6Kmc2Vfyi-HnWOSzaSiip4cXOCSw3U7-xCnIPnpRmQeQ/viewform?usp=sf_link

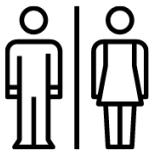


How will targeted services be provided: Service delivery model (instructional grouping etc.)

- 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
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Common Area Procedures

Restrooms



- 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 escort.
- 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.



Water Breaks

- Water fountains will not be used.
- 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.

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 begin at set time frames, depending on scheduled time.
- Call for classes individually
- Release classes 1 per school level
- Students will leave the same entrance they came in.



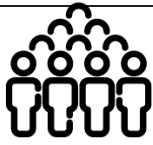
Visitors/Student Pick-up

- 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 remain in the vestibule or vehicle.
- Students will wait until they are called before leaving the instructional area
- Students will be escorted by staff to the appropriate exit.
- Staff will verify IC information for student pickup.



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, in person 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 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.
- After email notification School will utilize the school social media site without disclosing protected information
- While committed to maintaining the confidentiality of students and staff, we will make every effort to be transparent regarding all COVID-19 related matters.