



JAMES LANE ALLEN 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 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 riders 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 at the building by 12:45 p.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.

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 James Lane Allen's preferred list.

Supervision Duty

Staff will help facilitate the taking of student's temperatures as they arrive at school. For Targeted Services this will be done at the front entrance unless previously completed at the drop off point for car riders or buses..

Staff that are working with students will meet students at the front entrance and escort them to their classroom.

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 James Lane Allen Elementary.
- JLA Staff members will meet the bus and escort students from the bus to the front entrance. Students will stand on the sidewalk at designated spots that are 6 feet apart.
- If students on the bus have not had a temperature check conducted, they will proceed to the front entrance and will go through the screening conducted at that location. Students will enter the main doors on the left side. There will be at least one JLA Staff member at the door conducting temperature checks as needed.
- 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 which is behind the Nurse's office.
- Students will be reminded to keep their masks on as they enter the building.

Walker/Car Arrival

- For Targeted Services, car riders will be dropped off at the driveway loop off of Appomattox Road. When students exit their car, before the car leaves, the student will have their temperature taken. If the student's temperature is within health guidelines they will enter the building through the main entrance. If a student's temperature is not within health guidelines they will get back in the car to leave. They will be able to come back to school once the student meets health guidelines.
- Walkers that come from the direction of the car line will have their temperature taken by the Car Arrival staff. They will stop on the sidewalk by the courtyard and have their temperature taken.
- JLA will have one staff member monitoring Kroger/Maywick walkers. Walkers that come from the Kroger side of the building will stop on the sidewalk, before the bus loop, and have their temperature taken. There will be a sign

posted in this area asking them to stop so they can have their temperature taken. Parents will be asked to stop at this point. Parents will not be allowed to walk their child inside the building.



Metal Detectors (High School Only)



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 in the secondary sick room which is behind the nurse's office. Families will be contacted to come pick-up their children as soon as possible.
- Parents will go to the office to sign out their child. The child will be escorted to the office and released to the parent.



Hallway Protocols

- School hallways have been marked with floor stickers to designate social distancing requirements.
- School schedules will be adjusted to reduce hallway traffic.
- During Targeted Services students will walk on the right side of the hallway following the silver line while maintaining social distancing.
- 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. 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



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

Who- K, K-5, Below a certain %ile etc...
How many students are participating?
Teacher(s) assigned to targeted services provided to students

Special Education students, Pre-K through 5th grade that meet district requirements. We have 25 students that meet the criteria set by the district.

Special Education staff will provide services for the students.

If the Targeted Services window is continued by the district we will look at additional identified groups.



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:

- Leadership team met and then sought feedback from each member's team (grade levels and instructional areas).
- Input was also given from teachers during grade level PLCs.
- Consensus with stakeholders during our Leadership Team meeting concluded that JLA phase in students for targeted instruction starting with Special Education students that met district requirements. The first group of students to be phased into targeted instruction was determined using input from the staff through PLC and Leadership meetings.
- All students that met district criteria for Special Education services during Targeted Services are eligible to participate. IEPs were reviewed for eligibility.



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. until 4:00 p.m.
- Secondary level schools may provide services, with bus transportation on Wednesdays from 2:00 p.m. until 4:00 p.m. and will have the option to provide services on Monday, Tuesday, Thursday and Friday but would not be able to provide bus transportation.
- All schools may provide additional Targeted Services (no more than 2 hours) that are not FCPS Transportation dependent

The method of student transportation will dictate the times that students are at school. If the student requires FCPS transportation the services will be provided from 2:00 p.m. - 4:00 p.m. If the student does not need FCPS transportation they will be scheduled either 1:00 p.m - 3:00 p.m. or 2:00 p.m. - 4:00 p.m. Services will be offered services on either M/T or Th/F following district guidelines.



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 teacher classrooms. Students and staff will follow safety expectations and best practices while in the classroom. Social distancing and the wearing of masks will be enforced in the classroom setting. All cleaning protocols will be followed.



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

Input was collected from various stakeholders, including all teacher groups.

- Leadership team met and sought feedback from each member's team (grade levels and instructional areas).
- Input was given from teachers during grade level PLCs.
- Consensus with stakeholders concluded that JLA phase in students for targeted instruction starting with Special Education students that met district requirements. The first group of students to be phased into targeted instruction was determined using input from the staff through PLC and Leadership meetings.
- Additional feedback was discussed in Leadership meetings where committees were designed to target specific procedures and protocols upon return to school for both targeted students and hybrid.
- Committees convened to design detailed plans for procedures for instruction, transitions, arrival, dismissal, communication, etc. for Hybrid learning. Many of these procedures will apply to the Targeted Services plan.
- SBDM Council was consulted about our Targeted Services and Hybrid Learning plans.
- Once students are finalized for participation, their families will be contacted to review the Targeted Services plan and specifics for their child.
- Our Targeted Services plan will be posted on our school website.

[Targeted Services for Special Education Students](#)



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

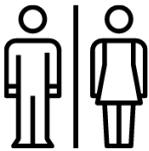
- Schools will adhere to the [Guidance on Safety Expectations and Best Practices for Kentucky Schools \(K-12\)](#) document, including social distancing, temperature checks, and mask requirements.
- Schools will not exceed a total capacity of 15 percent of their usual student building capacity.
- Schools 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 receive instruction from the teacher while maintaining social distancing. Student work areas will be at least 6 feet apart to help maintain social distancing.

Students will be assigned to the teacher working with them based on their instructional needs. Teachers will work one-on-one with students and if small groups are needed they will be done while maintaining social distancing.

Common Area Procedures

Restrooms



- Targeted Services - 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 (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.

With Targeted Services, room 001 will use the bathrooms across from the cafeteria and room 406 will use either the bathroom in the classroom or the intermediate bathrooms.



Water Breaks

- Water fountains will not be used. Water bottle filling stations will be available once installed.
- 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.
- Water bottles may be filled inside the classroom using the classroom sink. The teacher can turn on the sink and let the water run as students take turns filling up their water bottles. Students will not touch the sink/faucet at any time. If it is touched by students it will need to be cleaned immediately. Teachers will clean the faucet when finished.

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

- Prior to dismissal time each student will be given a snack from the cafeteria.
- For Targeted Services we will have two buses for dismissal.
- Dismissal procedures will begin earlier to stagger movement and spacing of students.
- Begin calling for busses when the bus pulls in
- Call for each class & bus individually
- Manifest can ordered by stop and grade level
- For Targeted Services we will contact each classroom to let them know that the bus has arrived.
- Teachers will have students follow social distancing and safety protocols as they travel down the hallway to the front entrance.
- Students will exit through the Kindergarten end of the building to go to the bus.
- Students that are car riders will be escorted to the car rider line.



Visitors/Student Pick-up

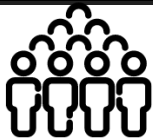
- To ensure the health and safety of students and staff, entry points to buildings will be restricted and access to schools will be limited to students and staff as much as possible.

- Parents will enter the building through the front door on the right hand side.
 - Parents will wait in the vestibule.
 - Parents will sign out their student.
 - 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.
- 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.
- We will use Class Dojo, Infinite Campus and our Facebook page to communicate with families.
- Teachers participating in Targeted Services will communicate information concerning arrival and dismissal with families.
- 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

[9/29/20 Leadership Meeting Agenda](#)

[10/6/20 Leadership Meeting Agenda](#)

[9/15/20 Faculty Meeting Agenda](#)

[10/6/20 Faculty Meeting Agenda](#)

[Targeted Services/Hybrid Information for SBDM](#)

[10/8/20 SBDM Agenda](#)

[PLC Agenda Targeted Services Input \(sample\)](#)

Family Surveys from FCPS

Staff Surveys from FCPS