



...built on core families values to empower, encourage and achieve dreams...together.

We're excited to welcome students and staff back to in-person learning and remote learning! This document outlines the preventative practices and enhanced mitigation measures being implemented on campus to reduce the possible spread of COVID-19. Strict adherence to these guidelines is required.



General Health Procedures and Protocols

Masks: All students and staff are required to wear a mask (no bandanas) at all times while on campus, in the building or on the bus, with the exception of those who have a medical exemption (upon consideration on an individual basis). 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. The mask must be worn covering the nose and the mouth.

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 campus.

Social Distancing: Stickers are posted in common areas to mark a safe distance for transitioning. It is important for all students and staff to practice social distancing while on campus and in the building. The distance we are recommending for campus is 6 feet.

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 and sanitize or wash hands.



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. **It is advised that families check the temperature of the student at home before leaving for school.**
- Families should monitor their child for fever, chills, shortness of breath or difficulty breathing, sore throat, muscle pain, loss of smell or taste, diarrhea, nausea or vomiting. If any of these symptoms are observed the student should not come to school.
 - ✓ Parents should follow the CDC guidelines and consult with a doctor for further direction.
 - ✓ Parents should consider a COVID19 test.
- If a student is identified as having a temperature on the bus or at school, the parent will be contacted to pick up the student immediately. The student will be escorted to the sick room to wait for the parent.

- ✓ Parents should follow the CDC guidelines and consult with a doctor if flu like symptoms or cold symptoms are present.
 - ✓ Parents should keep the student home until he/she is free of fever for 24 hours.
 - Students testing positive for COVID19 should register with the FCPS COVID reporting system.
 - ✓ Families should follow the guidance from the FC Health Department.
 - ✓ When the student is released from isolation by the FC Health Department the student may return to school.
 - Students who have a medical exemption for wearing a mask will continue to receive instruction through remote learning. (individual situations will be considered)
 - ✓ Teachers will work with the student to continue with remote instruction.
-



What to do before school and what to bring to school

- Students should bring
 - a mask, (the mask must be worn covering the nose and mouth)
 - the school issued chromebook or personal device/laptop, make sure to charge the device the night before.
 - ID and lanyard will be provided on the first day. Students will be responsible for wearing the ID on the lanyard around the neck while on campus.
 - a water bottle. The water fountains will not be available but the water filtering stations will be available. Water will be provided for students who do not have a water bottle.
 - Students not riding the bus should plan their transportation for the end of the day. All students will need to be picked up no later than 4:00 after school.
-



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 available at designated locations upon entry and exit of the building.
 - 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 Procedures

- Buses will arrive at approximately 8:00 A.M.
 - ✓ Buses will drop off students on campus at the main entrance. 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. If a student is identified as having a temperature, the student will be pulled to the side for a temperature recheck with a handheld device.
 - Students will line up 6 feet apart (spacing will be marked) while they wait to enter the building. Staff will be designated to take temperatures and then direct students to their locations in the building.
 - ✓ If the student has a temperature, the student will be escorted to the sick room and a parent will be contacted to pick up the students.
 - Car riders or student drivers should arrive at 8:00 A.M.
 - All students are required to wear a mask and social distance while on campus.
 - Students are required to report to their designated classroom immediately after entering the building.
 - Breakfast will be served in the classrooms. Students will eat in the designated classroom and will be required to remain in their designated seating area for purposes of contact tracing.
-



Bell Schedule

- While students and staff are on campus, all [Safety Expectations and Best Practices for Kentucky Schools](#) will be followed, including social distancing, temperature checks, and mask requirements.
- All students are to report to the designated classroom immediately after entering the building.
- Breakfast will be served in the classrooms. Students will eat in the designated classroom and will be required to remain in their designated seating area for purposes of contact tracing.
- Teachers will be changing classrooms and students will only be transitioning to the barn. Exceptions will include bathroom breaks or individualized instruction.
- Wednesdays will be student directed learning for all students from 8:30-3:35.

8:20-8:30	Breakfast in assigned classroom
8:30-9:25	1 st Period
9:25-10:30	2 nd Period
10:35-11:40	3 rd Period
11:45-12:05	Lunch in assigned classroom
12:10-1:15	4 th Period
1:20-2:25	5 th Period
2:30-3:35	6 th period
3:35-3:45	Employability review



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.



Meal Service

- Students will be provided with hand sanitizer before and after meal service.
- Surfaces will be disinfected regularly.
- Child nutrition staff follow standard operating procedures regarding food safety and COVID-19 safety procedures (including masks, social distancing, Plexiglas barriers, and additional disinfecting of surface and high contact areas).
- *Breakfast will be served in the classrooms:* Students will eat in the designated classroom and will be required to remain in their designated seating area for purposes of contact tracing.
- Lunches will be single serve meals, with disposable containers and plastic ware: students will have assigned seating in the classrooms.

Expectations for students during lunch:

- Students will social distance in the classrooms.
- Students will sit in assigned seats. Seats are not to be moved.
- Students will keep their mask on until seated, and wear the mask when transitioning to the trash, restroom (with permission) or exit.
- Students will discard trash in the designated locations. Trash cans will be located in several places in the classrooms.
- Students will have access to hand sanitizer.
- Students will stay seated until they are dismissed by staff member.

Teachers and students: Wipe and clean all tables after eating.



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.



Sick Room

- The sick room will be located in the barn office or covered outside area if available to ease ventilation issues. We may utilize other areas such as the indoor arena, office space or conference area as needed.
- The nurse's office is located in the barn office and 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 until the parent is contacted to come pick-up their children as soon as possible.
- To pick up a sick child the parent will need to remain in their car and call the school number (859-333-5827) to let them know you have arrived. Student will then be escorted to the car by staff.
- The parent will remain in their car.



Hallway Traffic

- Common areas have been marked with floor stickers to designate social distancing requirements.
- The common area will be two-way traffic and students are to maintain social distancing.
- Stairways will be two-way traffic staying to the right.
- Hall passes will not be used.



Classrooms

- Student seats will be spaced as far apart as possible.
- All students will have access to individual supplies to eliminate sharing of materials.
- Students will all face the same way.
- Students will have assigned seats.
- Students will keep their belongings with them or place them in their designated storage container.
- Students will be provided a paper towel for cleaning upon entry to the classroom. The teacher will spray the desk and the student will wipe down.
- Students will be provided a paper towel for cleaning at the end of class. The teacher will spray the desk and the student will wipe down.

Instructional Procedures

- Teachers will use The Summit platform (www.summitlearning.org) as their primary instructional platform and home base for remote learning and in-person learning.
 - Teachers will post the agenda, due dates, and outcomes in the platform as well as in classrooms for in-person. Time management is a component built into the Summit platform as well.
 - Assignments will be posted in the platform.
 - All assignments should be turned in electronically in Summit. We will not collect paper/pencil assignments due to safety precautions.
- In-person classes will follow the 20/20/20 model (as much as possible)
 - 20 minutes of direct instruction and guided practice
 - 20 minutes of collaborative practice/independent practice
 - 20 minutes to regroup to answer questions, extend learning, assess learning, etc.
- Remote learning:
 - Students will view recorded lessons/resources and complete instructional activities on Summit or Google classroom following the class calendar. In addition to Summit, teachers will record and post the direct instruction and resources used for each class as applicable.
 - Students on remote learning will not have regular zoom in person meetings but if students have questions they may contact the teacher. We will continue ½ day Wednesdays and office hours will be available at that time. To make an appointment, you will need to email the teacher directly or contact the school.
 - We recommend that remote learning students continue to follow the class schedule they have been using all year, even though instruction will not be live. Students need to stay in the daily routine and the structure will encourage them to give their classes adequate time and attention.
- In-person and remote will include:
 - Attendance will be taken based on district/state guidelines.
 - High-yield instructional strategies
 - The option to view recorded lessons, labs, PowerPoints and other instructional resources posted.
 - Formative/summative assessments
 - Weekly employability reports

Employability

- Employability grades should reinforce student dispositions and work habits that contribute to learning at high levels but not penalize students for their mental and physical health, employment, technology access, or home life disruptions.
- Teachers will review an employability grade by the end of each week with students.
 - ✓ There will not be a specific opportunity for students to re-assess an employability grade.
 - ✓ Teachers will provide verbal feedback to students who are not demonstrating mastery on the employability standard.
 - ✓ Teachers will intentionally embed opportunities for students to demonstrate the advanced mastery level of employability each class period using reflection, goal setting, revision, peer collaboration, etc.

eOS Attendance, Work Completion, Following Classroom Rules and Daily Goal Setting

	Not Yet (60-69)	Developing Skills (70-79)	Approaching Mastery (80-89)	Mastery of Standard (90-99)	Advanced Mastery (100)
Hybrid instruction specific descriptions	<p>Student completes minimal class tasks assigned during the week</p> <p>Student engagement is minimal.</p>	<p>Student completes limited class tasks assigned during the week.</p> <p>Student engagement in class activities is limited (seldom asking/ answering questions or responding to checks for understanding, although they often need prompting to do so.</p>	<p>Student completes some class tasks assigned during the week</p> <p>Student engages in some class activities (asking/ answering questions, responding to checks for understanding, etc), although they may need prompting to do so.</p>	<p>Student completes all class tasks assigned during the week.</p> <p>Student is prepared for class and actively engages in live instruction activities (asking/ answering questions, responding to checks for understanding, etc)</p>	<p>Student completes all class tasks assigned during the week and engages in reflections/goal setting.</p> <p>In addition to the student actively engaging in class activities, the student is well-prepared for class and participates in reflection, goal setting, revision, and peer collaboration activities that support high quality learning.</p>

Instructional planning

- Teachers will meet in school wide data team at least once per week to plan using the PDSA protocol as reviewing data (this is the same protocol as we will do in faculty meeting however, you will do this each week) and ensure that units include:
 - Pre-assessment of prerequisite skills and learning
 - Opportunities for embedding instruction to fill learning gaps during the unit
 - Review of goal setting and plans for SDL as well as use of common rubrics
 - Opportunities for students to use feedback to improve their learning prior to the summative assessment
 - Opportunities to reassess per the grading policy

State Assessments

Standardized Testing—State Required and National Assessments (ACT, KPREP, PSAT, ACCESS for EL, etc.)

- State-required standardized tests will be administered upon approval by KDE and the FCPS Department of Assessment Literacy.
- All testing procedures for both students and staff will follow the guidelines set forth by KDE and the FCPS Department of Assessment Literacy. These include, but are not limited to, the following:
 - Temperature checks for students and staff upon arrival for testing.
 - A medical questionnaire/screening for COVID 19 symptoms.
 - Mandatory masks for all students and staff.
 - The use of well-ventilated large spaces for testing.
 - Maintaining a distance of 6 feet between test takers.
 - Proper cleaning and sanitizing of equipment used for testing.
 - A complete copy of these guidelines can be found at www.fcps.net/assessment
- National tests (i.e. ACT, PSAT), traditionally conducted on Saturdays, will be held at the discretion of the testing coordinator and based upon guidance received from KDE and the FCPS Department of Assessment Literacy.

Discipline Procedures/Consequences:

- The expectation is for all students and staff to wear a mask, social distance, and follow the temperature check procedures. Students who refuse are endangering the safety of others and cannot remain on campus. Students who refuse to wear a mask, social distance, and/or refuse to have temperature taken will result in consequences.
 - Teacher will
 - inform the student of the violation.
 - Submit a referral
 - contact administration
 - contact parent
 - Administrator will follow due process
 - Remove student from the area.
 - Conference with the student (recite the expectations and reason for expectations)
 - Call the parent
 - Temporary safe assignment or isolation until arrangements for student to be picked up by the parent.
 - Assign student to remote learning until further notice
- The expectation is for students to follow directions from the teacher regarding cell phone use. The teacher will decide when it is appropriate to use a cell phone and the teacher will state the expectation verbally, followed with a visual signal by posting a red/green sign (red = no cell phone use, green = cell phone is allowed). There will be no other warnings after the sign is posted.
- Chargers for all cell phones have been provided. Phones must be disinfected prior to placement and then disinfected at removal by the student. Failure to follow directions by the teacher regarding cell phone use will result in consequences.
 - Teacher will post a red/green sign and state verbally the expectation. If the student is in violation, the teacher will....
 - Inform the student of the violation
 - Call the parent

- Write a referral
- Administrator will
 - Conference with the student
 - Call the parent

See the FCPS code of conduct for disciplinary consequences and expectations.



Class Transitions

- Students will not be transitioning classes.
- Students will follow the traffic pattern as identified in common areas.
- Storage containers will be available for students so they should take all belongings with them.
- Masks must be worn covering the nose and mouth during transitions.
- Students who do not follow the safety expectations for transitioning between designated areas will be warned, the parent will be contacted and on a second offense the student will be assigned to remain on NTI:2DL until further notice.

Teacher Supervision: All classrooms will be supervised by staff and breaks will be on escort for purposes of contact tracing as well as social distancing.

Safety Drills

- Evacuation drills will be enforced according to requirements set by the Kentucky Department of Education and Safe Schools Department. Classroom teachers will discuss evacuation plans and drills for their specific classroom and area of the building.
- Classroom doors will be locked at all times.
- Visitors will be required to contact the office (859-333-5827) for appointments. All visits will be by appointment only. Visitors will enter through the main entrance. Visitors are required to wear a mask and provide an ID to the office.

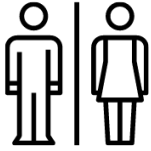
Fayette County Police

Our Mission: The mission of the Fayette County School Police is to provide a safe environment and atmosphere conducive for learning, thereby increasing student achievement. The philosophy of community policing is evident in its operational strategies; working collaboratively with administrators, personnel, students, families and community agencies using problem-solving techniques to proactively address conditions and concerns in schools and the community.

5 Pillars of FCPS Police Dept.:

1. **Mentoring:** helping students realize their potential and build their futures.
2. **Mediate:** assisting students with the resources necessary to resolve and examine conflicts with a new perspective.
3. **Educate:** teaching student's good decision-making skills to help them lead safe and healthy lives.
4. **Safety and Security:** Providing a safe environment and atmosphere conducive for learning.
5. **Criminal Enforcement:** Upholding the laws of the Kentucky Revised Statutes.

The SRO's and KHP are available for mentoring, mediating and educating students while providing a safe environment and atmosphere conducive for learning. SRO's and KHP can be in classroom's discussing important issues, building positive relationships all while being an additional resource. Our SRO's and KHP are dedicated to teaching our youth to be the best version of themselves at all times.



Restrooms

- Facilities will be cleaned every hour after use.
 - Individual bathroom breaks will be allowed as needed by escort.
 - Students may use the restroom upon approval and with an escort.
 - Signs will be placed on the restroom doors as a reminder - Students should social distance, wash hands, and wear a mask.
 - Hall passes will not be used.
-



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.
-



Specialized Pull-Out Services (special education, intervention, gifted and talented, English language and other support)

- Students will continue to have related services.
 - Related service providers will wear a mask and social distance while providing the service.
-

Registering new students—procedures will remain the same as during NTI-2DL:

- Families must complete the Online Registration (OLR) form.
- Families will be contacted by the registrar and arrangements made to return documents to Dunbar. Families may either email the documents to the registrar or make an appointment to drop the documents off at the school.
- Visitors will not be allowed to come to the counseling office.
- If a family shows up in person to register a student, the attendance clerk will call the registrar.

- The registrar will go to the attendance vestibule and go over the procedures for enrolling a student.
-



Large Group Gatherings

- Assemblies and field trips and other group gatherings will not be permitted at this time.
 - All meetings will continue to be virtually through ZOOM (ARC meetings, 504 meetings, parent conferences, faculty meetings, SBDM meetings)
-



Visitors

- 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.
 - Special programs or activities that invite visitors into the building will not be permitted.
-



Dismissal Procedures

- Dismissal procedures will begin as early as 3:45 P.M. to stagger movement and spacing of students.
 - Students will be dismissed by classroom.
 - Car riders and student drivers will be dismissed first to leave campus immediately.
 - Students will be dismissed by bus as the bus arrives on campus.
 - All students will need to leave the building immediately upon dismissal and off campus by 4:00 P.M. every day.
 - Students are required to wear a mask, and social distance when exiting the building.
 - Students not following the expectations will receive a referral, the parent will be contacted, and the student will be assigned remote learning until further notice.
-



Communication and Notification Procedures

- Families should make sure all contact information in Infinite Campus is correct.
- 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.