

Leestown Middle School Targeted Services Plan

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 at the building by 8:30a.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. Staff members will use the front entrance of the school.

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 the school's preferred list.

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. [Supervision Duty Schedule](#)

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 Leestown.

If students on the bus have not had a temperature check conducted, they will proceed to the bus entrance and will go through the temperature 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 isolation room (room & in nurse's station).

Students will be reminded to keep their masks on as they enter the building. Students will use the side bus entrance adjacent to Opportunity Way.

Walker/Car Arrival

- Car riders will be dropped off in the front of the building and will use the front doors to enter the school.
- Students will exit cars at and line up 6 feet apart (spacing will be marked) while waiting to pass through the temperature screening area.
- If a car rider arrives at school with a fever or demonstrates COVID-19 like symptoms, he or she will be escorted to the isolation room (room & in nurse's station).
- Families will not be allowed to walk students to the door.



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
- Staff will continue using the self-guidance and protocols from the FCPS Health screening form
- We will monitor the protocols and Guidance of the District Health and Safety Team around parent expectations for screening their children and attestation submission.
- All students and staff will have their temperature checked upon arrival. Students or staff with temperatures over 100.4 will be required to return home.



Sick Room

- Nurse station will remain open for routine student needs, such as dispensing medication.

Procedures For Sick Students:

- Teacher will call the school nurse or front office to report that a student is feeling ill.
- School Nurse (or office staff..includes admin) will head to escort student to COVID area (following healthy at work guidelines)
- Upon evaluating the student who may answer in the affirmative to health screening questions and or have temperature checked, parents will be called to come to school to pick up the student. Parents will be given information on where their child can be tested.
- Students who have a fever or display symptoms of COVID-19 will be supervised by an adult in a designated area, separate from the school health clinic or front office. Families will be contacted to come pick-up their children as soon as possible.



Hallway Protocols

- School hallways have been marked with floor stickers to designate social distancing requirements.
- School schedules will be adjusted to reduce hallway traffic.
- Hallways will be designated one way to lessen the number of people traveling the same pathway.

School schedules will be adjusted with additional passing time to stagger dismissals and to reduce hallway traffic. 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):

- Limited to 30 students per grade level (max)
 - List prioritized by:
 - MSD Students with physical facilitation needs
 - Students who are EL and Resource students with a level < 3.0
 - VI, O & M Students, or EL Newcomers
 - Students who are dual labeled EL/SPED, or higher needs EL
 - Students who are failing to thrive (multiple Fs that are significantly lower than peers)
 - Other considerations: transportation ability, engagement patterns
 - Lists compiled by teams (this Friday)

Support team and admin to help with contacting families during the week of 10/12

Teachers:

Currently Recruiting Teachers for this. Below is an email and survey sent by our ad hoc committee to recruit teachers.

- Beginning the week of October 19th, Leestown Middle School will offer Targeted Assistance for students in the areas of math and ELA. Students are being selected based on prioritization criteria shared with grade level representatives this week in an adhoc committee meeting. We hope to service approximately 90 students from 2-4 on Wednesday afternoons, now that the district is offering transportation during those times. Each class can have no more than 15 people (combination of students and adults) in it due to COVID regulations. We

are in need of a few teachers to offer the services to these students. Please fill out the form and indicate whether you are interested in this opportunity or not, and if interested, what area you are willing to offer assistance in during this time. All faculty is being asked to fill out this form.

[Targeted Assistance Teacher Interest Survey](#)



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:

- ELA/ Math focused groups
 - Content and SPED/EL Teacher (middle hallway)
 - Other content/elective classes if necessary
 - Limited to 30 students per grade level (max)
 - List prioritized by:
 - MSD Students with physical facilitation needs
 - Students who are EL and Resource students with a level < 3.0
 - VI, O & M Students, or EL Newcomers
 - Students who are dual labeled EL/SPED, or higher needs EL
 - Students who are failing to thrive (multiple Fs that are significantly lower than peers)
 - Other considerations: transportation ability, engagement patterns
 - Lists compiled by teams (Friday October 9th)
- Support team and admin to help with contacting families during the week of 10/12



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

Students selected will report to Leestown's campus for targeted services from 2-4 pm on Wednesdays starting October 21st. FCPS Transportation will be provided starting on October 28th



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

- Content and SPED/EL Teacher (middle hallway) Rooms 184, 166, 190, and 157
- Other content/elective classes if necessary (according to the teacher volunteers).
- Staying in classrooms in this area of the building will isolate students on one side of the building, and would be close to the entrance, and close to one set of restrooms.



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](#)

Input:

-Met with Ad Hoc Committee on Tuesday 10.6.20 (Teacher Members of Committee: Emily Lawson, Leah McCombs, Kristen Haley, Lisa Waller, Zack Cornett, Alex barns,) [Ad Hoc Minutes](#)

-Met with Staff on Wednesday 10.7.20 to introduce

-Met with school team leads on 10.9.20

-SBDM consultation on 10.12.20 [10.12.20 Minutes](#)



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

Basic Guidelines for Groups:

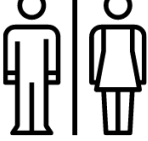
- Schools will adhere to the [Guidance on Safety Expectations and Best Practices for Kentucky Schools \(K-12\)](#) document, including social distancing, temperature checks, and mask requirements.
- Schools will not exceed a total capacity of 15 percent of their usual student building capacity.
- Schools will have no more than 15 individuals in a classroom at any given time, including adults.
- Time bound of no more than 2 hours
- Limited number of students in entryways and hallways at any given period of time

Instructional Models:

- Groups will focus on ELA/MATH Help for identified groups
- We hope to be able to pair Content and SPED or EL Teachers
- Students will stay in one classroom to limit transition
- Instruction programs Imagine Learning, IXL, Reflex Math, and Reading Plus can be used to help build skills

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,

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 begin earlier to stagger movement and spacing of students.
- Begin calling for busses when the bus pulls in
- Call for grade level & bus individually
- Manifest can ordered by stop and grade level

- Use silent dismissal with a google sheet that will be projected into the classroom



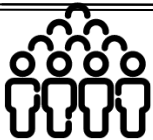
Visitors/Student Pick-up

- 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
 - Parents will wait in the vestibule
 - 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.



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.
- <http://bit.ly/LeestownNews>
- 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

- Met with Ad Hoc Committee on Tuesday 10.6.20 (Teacher Members of Committee: Emily Lawson, Leah McCombs, Kristen Haley, Lisa Waller, Zack Cornett, Alex barns,)
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