



THE ACADEMY FOR LEADERSHIP AT MILLCREEK

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 will be implemented.

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.
- If parents do not complete the app before students arrive and the student arrives on the bus, we will:
 - Take the child's temperature
 - Call parents to assure they are asymptomatic

- Validate that the student has not been in contact with anyone Covid-19 positive

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 **7:02 AM** 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 TALME's preferred list.

Supervision Duty

AM Responsibility	Team Member		PM Responsibility	Team Member
Car Greeters	L. Checa		Car Riders	B. Ward
Each car greeter has a thermometer to take temps	L. McCullough			R. Smith
	O. Harris			E. Maguet
				R. Fugate
Back Walkers	M. McCormick		Classroom Teachers will assist	
Library	C. Hall-V		Car Numbers	K. Stewart
K/1 Hall Duty	K. Farmer		Back Walkers	Classroom Teachers

	N. Myers		Front Walkers	Classroom Teachers
	C. Lewis		Daycare Vans	Raskin
	J. Hawkins			Yanhong Zheng
Lion's Den	TBD			Gross
Front Door Hall	L. Schwake, J. Davis			
Intermediate Hall near Stairs	R. Smith		Daily Announcements	Haggard/Cane
			Buses	Martin 308
1st/5th grade hall area	Gonsiewski		*Madill on radio	C. Jones
	Devers			C. Murphy 23
				HSC 115
2-4th Grade Hall	2 nd /3 rd Grade Class Assistants			Smiley ____
				Farmer ____
5th grade Hall	Mofield-Boswell			
	Luciano		Car Riders in Gym	Handy
				Souers
				S. Ferry
Morning Duty Jobs are scheduled to rotate every 2 months.			Any Classified Employees that are not directly walking students need to be monitoring halls.	

Bus Greeters	Door 1: Madill, Daskalakes, Doom Door 2: Tichenor, Zaryshniuk, Souers		
All staff should be at the locations by 7:02			

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. [Link](#) to Duties & Responsibilities

Student Bus Arrival

- Buses
 - Staff assigned to take temps at the doors
 - Queue students per bus:
 - Art Room Door (Grades K, 1, 5)
 - 2nd Grade Door (Grades, 2, 3, 4)

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 ...

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.

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 (art room) via the outside steps.

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

Walker/Car Arrival

- Car Riders
 - Anticipate increased car riders in AM
 - Staff greets student at car door & takes temp prior to parent leaving
 - Car Rider Lines - Front & Back Entrance will continue
- Walkers
 - Temp taken before they enter building

❑ To decrease traffic have walkers enter through front door and preschool hall

- 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. *Or if at a school with temperature cameras:* Students should line up 6 feet apart (spacing will be marked) while waiting to pass through the temperature screening area.
- *Insert directions for families about drop offs (ie. which door for car riders, which door for walkers, what time buildings will open, be sure to mention whether families are allowed to walk children to the door.*



Metal Detectors (High School Only)

N/A



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.
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Sick Room

- The nurse's station 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 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.

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



Focus areas:

- **ELL Newcomer Groups (10 total)**
- **SPED with global intellectual delay (25 total)**
- **Tier 3 Intervention (32 total)**
- **Intermediate (grades 4/5) students needing phonics skills (30 total)**

Staff

- **ELL Teachers**
 - **SPED Teachers**
 - **Grades 4 and 5 Teachers**
 - **Interventionist**
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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:

- We have a large group of ELL newcomers who have suffered tremendously during virtual learning
- SPED is part of the at-large group under federal guidelines for students with global intellectual delay
- With Tier 3 students receiving minimal instruction during Spring NTI, it is imperative we provide them with tiered instruction
- We have a group of intermediate students that are struggling to read (grades 4/5). We will utilize this time to help them become fluent readers.



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

We are wanting to provide services from 2:00-3:30 each day the program is provided.



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 within the teachers classrooms.
- Rooms will be cleaned before and after each group.
- Students will maintain social distance even during instructional groups
- Mask will be worn at all times.



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](#)

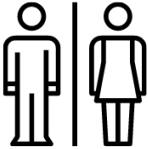


How will targeted services be provided: Service delivery model (instructional grouping etc.)

- 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

Common Area Procedures

Restrooms



- *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.



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

- Car Riders
 - Anticipate increase car riders in the PM
 - All car riders dismissed from their classrooms
 - Primary Car Riders - We will use marked ropes to assure primary students maintain social distancing. Will be taken to the gym to assure social distancing
 - Intermediate Car Riders – Will be taken to the gym to assure social distancing
- Walkers
 - Dismiss before or after all bus riders to avoid crossing paths
 - Daycare Van Riders will report to the Art Room

- 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

- During targeted assistance, parents will remain in their vehicles for pickup.
- They will call the office for admission.

- Temps will be taken from their vehicles before entrance.
 - Entrance is a last resort. Students will be brought to their vehicles.

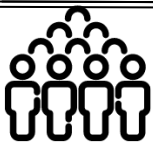
To ensure the health and safety of students and staff, entry points to buildings will be restricted and access to schools will be limited to students and staff as much as possible

- 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.
- Teachers will communicate through ClassDojo, email, and google classroom to assure communication is consistent.
- 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

- [10-6-2020 Staff Meeting](#)
- [Leadership Team Meeting](#)