



FAYETTE COUNTY PUBLIC SCHOOLS

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

Social Distancing:

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. All students will be screened upon entry to the building by designated school staff member as a secondary precautionary measure. Walkers and car finders will also be screened before entry into the main entrance of the building. Students with a temperature over 100.4 will not be permitted to enter the building.

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.
- If families cannot comply with their child being fever free **and** exhibiting symptoms of COVID-19 within the past 48 hours, will not be permitted to participate in Targeted Assistance groups.

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

- Upon entry into the building, staff will sign in using the QR code on the staff/visitor check in table. All staff members completed the 'FCPS Health Screen 2020 Fall' form, which indicated '*each day before reporting for work please take your temperature. If you do not have a thermometer at home, there will be one at your work site. Temperature should be below 100.4 degrees (99.4 degrees on a work site thermometer, as they are calibrated a bit differently).*'
- Staff will take temperatures at the check-in station, before entering the main part of the building, with the scan thermometer provided on site.
- Staff members will arrive at the building by 1:45 pm. and will be at his/her designated post by that time.
- 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 Mrs. Hutchinson, Mr. Butler or Mr. Catlett to contact a back-up staff member for Target Services.

Supervision Duty

Staff will perform specific arrival duties to facilitate the implementation of the Targeted Services arrival plan.

- 2-4 adults assigned to unload cars and take temperatures of students in cars as car riders.
- 2 adults will be assigned to directly supervise and unload buses allowing 6 feet between students as they enter the building.
- 2 adults will be assigned, one at each side door, to screen temperatures and direct students to their assigned classrooms.
- 2 adults will be assigned to the front door to direct students to their designated assigned classrooms.
- Service providers will be stationed at their classroom doors to greet students and monitor social distancing.
- 4 total adults, 2 in the primary and 2 in the intermediate hall will be responsible for monitoring social distancing among students.

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 Promise Academy at William Wells Brown.

The doors will open for students at 1:50 pm in preparation for 2:00pm start time.

A designated staff member will take the student's temperature upon entry of the building as a second precautionary measure. A member on the bus line will make a record on a daily slip the status of checks for each arriving bus.

Two staff members will be available to greet the students and take temperatures upon entry into the building. Using the 6ft floor placard to remain socially distant, students will walk down the main hallway to the front entryway. They will be directed to their Targeted Service room by the designated staff members, stationed in the main hallway.

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, PLC room.

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

Walker/Car Arrival

- Car riders will be screened before exiting their vehicles. Students with a temperature exceeding 100.4 will be directed to remain in their vehicle and return home.
- Walkers will enter at the 2 side entrances, at the end of each primary and intermediate wing. There will be a staff member at each entrance to check temperatures and direct students to their group room.
- Students will be directed to watch the informational video prior to the start of Targeted Instruction, with detailed directions.
- Temperatures will be screened **before** students enter the building. If during the screening a student exhibits a fever above 100.4, the student will not be permitted to enter the building.
- The doors will open for students at 1:50 pm in preparation for 2:00pm start time.
- Families are not permitted in the building at this time. Social distancing will be required if waiting outside with your students. There will be space markers to designate 6 feet apart.



Metal Detectors (High School Only)

- *Not applicable at The Promise Academy at William Wells Brown.*
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Health Screenings

- All students and staff are required to complete a daily health screening questionnaire.
 - All students will have their temperature checked upon arrival. Staff can check their temperatures at the check-in station in the front hallway vestibule (see staff arrival)..
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Sick Room

- The **Health First Clinic** will remain open for routine student needs.
- Students who have a fever or display symptoms of COVID-19 will be supervised by an adult to the PLC room, “S.O.C. Room--Symptoms Of Covid”, separate from the school health clinic or front office. Families will be contacted to come pick-up their children within 15 minutes, or less.
- Students placed in the S.O.C. Room will be socially distanced 6 feet apart, as marked on the floor.
- Upon arrival, families of sick students will buzz into the office, using the bell on the front entry doorway. The front desk registrar will take the name of the student and page the monitoring adult to walk the student out to their family member while being socially distant.
- If a student exhibits symptoms of COVID-19, the assigned staff member will call the Health Clinic to notify them of the student’s symptoms. Students will be sent to the Healthy Clinic, if symptoms of COVID-19 are present after consultation with the Health Clinic staff. The Healthy Clinic staff will determine next steps (sent to the isolation room, etc.).



Hallway Protocols

- School hallways have been marked with floor stickers to designate social distancing requirements of 6 feet apart, moving in 1 direction.
- Targeted Group schedules will be adjusted to reduce hallway traffic.
- School Targeted Assistance schedules will be adjusted to reduce hallway traffic.

Teachers will move from classroom to classroom rather than students switching classes for targeted groups. Students and staff will maintain a social distance of 6 feet in hallways during arrival, transitions, and dismissal. Floors have been 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.). Backpacks will be placed under the student workspaces. Cubbies will not be utilized.

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. Students will have assigned 'numbers' to line up in the same order each time.

Targeted Services Delivery Plan



Who will be identified to participate in targeted services:

How many students are participating?

A maximum of 68 students will participate in Targeted Services. This is 15% of the total building capacity of 450 students.

Students are identified, PreK-5th Grades who qualify under the following criteria: bottom 10%ile in reading and/or math according to Winter 2019 MAP data; students scoring between the 35%-50%ile on Winter 2019 MAP in reading and/or math; Special Education students qualifying under district Special Education guidance and students demonstrating the highest need needing Social Emotional Learning/Mental Health Services based on Tier III data from the school level SEL/MH team.

Academic Support:

- 19 Students scoring below 10%ile on Winter MAP in Reading and/or Math
- 32 Students scoring between 35-50%ile on Winter MAP in Reading and/or Math
- **Staff:** Fox, Stewart, Melear, Ellsworth, Wright, Lamb, Gilbert, Amador, Hamilton, Doyle, Lynch, Faerber, Mulert, Chenault, Santos, V. Yates, Bulger

Social Emotional Learning:

- 5 Students with high Tier III needs in Social Emotional Learning
- **Staff:** Hill, S. Brown, G. Brown, Nettles, Westerfield

Special Education:

- 14 Students that met district guidance
- **Staff:** Hadley, Obi, Bowen, Edmond, M. Smith, Hendrix



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:

- Academic Support for students identified have a greater need for hands on, tactile learning to allow them to be successful in the school setting, and students needing a greater 'push' to become proficient in classroom, district and state assessments.
- SPED students that qualify under the district criteria (MMD, DD—cognitive/adaptive scores) or resource minutes.
- Social Emotional Support for students identified as having “mental health needs” with a history of Social Emotional tiered support provided by the school.
- A Google Sheet is used to document student needs in each area. **Priority** was initially given to students qualifying in more than one area. Team leaders in each category (Sped, SEL, Academic Intervention and administration) identified needs in each area and categorized students in highest priority, 2nd and 3rd priority needs. **Students with the highest priority exhibited the greatest need in multiple areas.**



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

District guidance

- 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. to 4:00 p.m.

WWB Schedule:

- Targeted services will be provided Monday, Tuesday, Thursday and Friday, from 2:00-4:00 pm.



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

Students will be in classrooms with less than 15 individuals. Students will be seated at least 6 feet apart, wearing masks at all times.

Academic Support:

- **1st Grade:** Faerber, Doyle
- **2nd Grade:** Hamilton
- **3rd Grade:** Amador
- **4th Grade:** Bulger, Gilbert
- **5th Grade:** Lamb, Wright
- **Intervention:** Melear, Stewart, Fox,

Sped:

- Hadley, Bowen, Hendrix, Obi

Social Emotional:

- Nettles, S. Brown, G. Brown, Hill



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

Input was collected from various:

Grade level teachers, Social Emotional Learning Team, Academic Intervention Team, Administration Team, Special Education Team, Custodial Department, Healthy First Clinic, Cafeteria Manager.

[Hybrid Planning Committee Think Sheet](#)

[Faculty and Staff Informational Meetings Agenda](#) and [Opportunities for Feedback Committee, Team and/or Grade Level Agenda and Input Staff Survey](#)
[Family/Community Communications](#)

[Targeted Services for Special Education Students](#)
[Targeted Services for EL Students](#)



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

District Guidance:

- 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

Academic Support:

- Small group instruction groups focused on comprehension, phonics, fluency, phonemic awareness.
- Small group instruction on mental math strategies, AVMR strategies

SPED:

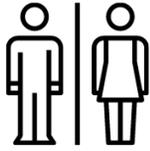
- Small group reading direct instruction—multisensory strategies.
- Small group Writing instruction—Visual/picture, auditory, or short sentence or phrase writing prompts, prompting and cueing, guided instruction on COPS.
- Small group math instruction-guided, hands-on math instruction

Social Emotional

- The Promise Academy at William Wells Brown, through a partnership with Locust Trace AgriScience Center, will provide service groups with small groups during Targeted Assistance to therapy groups, small reading groups, etc. Permission must be signed by parents/guardians for approval.
- Small group direct instruction on social emotional wellness.
- Individualized groups based on needs

Common Area Procedures

Restrooms



- 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.

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 eliminate the number of students drinking directly from the water fountains

Afternoon 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.
- Bus riders will be dismissed starting at 3:55 pm.
- Begin calling for busses when the bus pulls in.
- 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, within 15 minutes of the phone call.
- 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.
- Call for grade level & bus individually. Assigned staff members will walk bus riders to the front to their assigned buses.
- Bus manifests will be ordered by stop and grade level.
- Walkers will walk out the front and back entrances. Staff members assigned to Front Walkers, will walk students to the front marquee and mark off students, on manifests as they are dismissing. Staff members assigned to Back Walkers, will walk students to the top of the hill, in the rear of the building by the Community Center entrance, to the top of the hill. Students will be marked off the manifests as they are dismissing.



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.

- Parents will wait in the vestibule
- 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, every 30 minutes.
- 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. School custodial staff schedules will be altered to ensure accurate cleaning before, during and after Targeted Assistance instruction. The Custodial Staff will do a 'deep clean' using the fog machine on Wednesdays.



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.
- Families will be notified on the school Dojo account, Google Classrooms and One Call system through Infinite Campus.

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 (Examples)

[Hybrid Planning Committee Think Sheet](#)

[Faculty and Staff Informational Meetings Agenda](#) and [Opportunities for Feedback Committee, Team and/or Grade Level Agenda and Input](#)

[Staff Survey](#)

[Family/Community Communications](#)