



## PAUL LAURENCE DUNBAR

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 or gaiters) at all times while on campus, in the building or on the bus, with the exception of those who have a medical exemption (with the exception of those who have a medical exemption or ARC-determined exemption). All families need to be aware that there could be students in their children's classroom or on the bus who have a mask exemption. Medical exemptions must be submitted to the school or department head in writing on the official letterhead of the physician, pediatrician or psychologist's office, and signed by a medical professional. 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 school grounds.

**Social Distancing:** Stickers are posted on the walkways and hallways 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

- Prior to sending their children back to campus for the first time, families will be asked to submit a signed "Fayette County Public Schools Family Assurance of Student Health Agreement," (Appendix D) attesting that they will monitor their child's health each day and not send them to school if they have a temperature of 100.4° or greater or are experiencing any symptoms of COVID-19.
- They will also agree not to send their child to school for at least 10 days if they have been in close physical contact (6 feet or closer for at least 15 minutes) with a person who is known to have COVID-19 or if they have travelled out of the country or to one of the states on the governor's travel advisory list found at <https://govstatus.egov.com/ky-travel-advisory>. Students who have a member of their household test positive

for COVID-19 should not return to school until they have been released from quarantine by the health department.

- The agreement also advises families that if their child is tested for COVID-19, they cannot return to school until the test results come back negative.
- Before sending their children to school each day, families are expected to attest that their child does not have a fever (defined as a temperature of 100.4°F or greater) and has not exhibited symptoms of COVID-19 within the past 48 hours.
  - A [“Daily Home Screening for Students” \(Appendix E\)](#) will be sent home with each family.
  - 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.
  - Parent should follow the CDC guidelines and consult with a doctor for further direction.
  - Parent 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.
  - Parent should follow the CDC guidelines and consult with a doctor if flu like symptoms or cold symptoms are present.
  - Parent 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.



### 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 nurse's office is located in the front office and will remain open for routine student needs, such as dispensing medication.
- The sick room will be classroom 712 and 716.
- 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 enter the vestibule and inform the attendance staff and the student will be escorted to the parent.
- The parent will wait in the vestibule area or outside for their student.



### 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, 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.
- All students K-12 and staff are required to wear a mask at all times while on the bus, with the exception of those who have a medical or ARC-directed exemption. Detailed mask and PPE guidance and protocols are provided in [Appendix B](#).
- Masks will be provided for students or staff members who do not have one.
- Students who have a medical or ARC-directed 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 Procedures

- Buses will arrive at approximately 7:55 A.M.
- Buses will drop off students on campus at 4 separate locations. Staff members will direct the busses to the appropriate location when the bus enters campus. Four locations are being used in order to separate students and keep them at a safe distance when entering the building. Students being dropped off by buses with monitors will have already had their temperatures taken. Student with a fever will exit first and be taken to the isolation area to await a family member to take them home.

- 1<sup>st</sup> stop - bus loading zone, gym foyer entrance.
  - Students will line up 6 feet apart (spacing will be marked) while they wait to enter the building.
- 2<sup>nd</sup> stop - band/music/orchestra entrance
  - Students will line up 6 feet apart (spacing will be marked) while they wait to enter the building.
- 3<sup>rd</sup> stop - art entrance
  - Students will line up 6 feet apart (spacing will be marked) while they wait to enter the building.
- 4<sup>th</sup> stop - front entrance is for car riders, walkers, student drivers, zero hour students (MSTC) and those bring dropped off by buses without monitors.
  - MSTC students taking a zero-hour class should arrive at 7:00 A.M. Classes begin at 7:25 A.M.
  - Car riders, walkers, student drivers should arrive at 8:00 A.M.
  - Students will line up 6 feet apart (spacing will be marked) while they wait to have their temperature taken and pass through the thermal imaging camera.
  - Student drivers (11<sup>th</sup> and 12<sup>th</sup> grade only) will park in the lower/back lot closest to Man O' War Boulevard. Students will be required to wear a face covering upon exiting the car. Depending on the number of 11<sup>th</sup> and 12<sup>th</sup> drivers we will consider allowing 10<sup>th</sup> grade drivers during this time only.
- All students are required to wear a mask and social distance while on campus.
- Thermal Imaging Cameras will be set up in the gym foyer and front foyer.
  - If a student is identified as having a temperature the student will be pulled to the side for a temperature check with a handheld device.
  - 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.
- Students are required to report to 1<sup>st</sup> block immediately after entering the building unless they are planning to eat breakfast.
- Breakfast will be served in the cafeteria. Students will eat in the cafeteria and will be required to sign in at the table where they are seated for contact tracing purposes.



### Metal Detectors and Bag Checks:

- Floor stickers will lead students to the metal detectors from each entry point in the morning.
- Students will be expected to wear their school issued ID and lanyard around the neck before going through the metal detector. (ID's will be issued on the first day)
- Students will need to place all belongings in their backpack (phone, Chromebook, books, all belongings should be place in the backpack)
  - Students should not bring to school anything identified as a dangerous instrument or weapon in the FCPS code of conduct
- Student will approach the metal detector and place the backpack on the table. The safety ambassador will check the backpack and motion the student through the metal detector.
- Student will take their backpack and proceed directly to first block. (students are not permitted to gather in the halls)



## 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 first block immediately after entering the building or after eating breakfast (optional) in the cafeteria.
- Breakfast will be served in the cafeteria. Students will eat in the cafeteria and will there will be assigned seating for contact tracing purposes.

**Zero hour** 7:25 – 8:20

**1st block** 8:25-9:55

**2nd block** 10:00 – 11:30

**3rd block** 11:35-1:40

**Lunch schedule – students will have assigned seating in the cafeteria. Students will be given a number that corresponds with the seat in the cafeteria and the student will be expected to sit in that seat.**

11:35 – 12:00 – Social Studies/Art

12:00-12:25 – Math/Health

12:25-12:50 – English

12:50-1:15 – Engineering, Tech Ed, World Language, Business, ELL, FCS

1:15 – 1:40 – Music, science, PE

**4th block** 1:45 – 3:15

Dismissal will begin at 3:00 – students will be dismissed by sections of the building and students are expected to go directly to the bus or car.

**Technical school students** will depart in the AM at 8:25 and return in the afternoon at 11:30AM. PM technical school departure will be at 12:10. Buses will be cleaned between the AM/PM drop off/pick up.

**EBCE/COOP students** will transition to/from school at 11:30 (after second block).



## Class Transitions

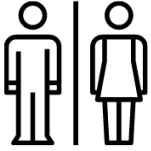
- Students will have 5 minutes between classes.
- Students will follow the traffic pattern as identified in hallway traffic section above.
- Students will be expected to go directly to the next class without stopping to socialize and gather in the halls.
- Lockers will not be available for students so 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 classes 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: Teachers on first block plan (8:00-8:25) will help sweep students to first block. Teachers on 4<sup>th</sup> block planning (3:00-3:20) will help sweep student to the bus area upon announced dismissal from the PA.**



## Hallway Traffic

- Hallways have been marked with floor stickers to designate social distancing requirements.
  - The main hallways will be two-way traffic and students are to remain on the right side closest to the lockers.
  - In the four triangle areas where content specific classes are located the hall traffic will be one-way staying to the right.
  - The ramp will be off limits and only used for students in wheelchairs and emergencies.
  - Stairways will be two-way traffic staying to the right.
  - Hall passes will not be used.
- 



## Restrooms

- Facilities will be cleaned every 30 minutes.
  - Individual bathroom breaks will be allowed as needed.
  - Students may use the restroom between classes.
  - 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.
- 



## 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. Cubbies and lockers will not be used.
  - Teachers will spray all desks at the end of class. As students enter for the next class period they will receive a paper towel to wipe down the area.
  - Specific procedures will be outlined for each content area regarding labs, physical education, foods and business classes, art, music, drama, theater, and other classes that require movement and sharing materials.
-

## Instructional Procedures

- Teachers will use Canvas as their primary instructional platform and home base for remote learning and in-person learning.
  - Teachers will post the agenda, due dates, and outcomes for the week on the Canvas home page.
  - Assignments will be posted on the modules section of Canvas.
  - All assignments should be turned in electronically in Canvas. We will not collect paper/pencil assignments due safety precautions.
- In-person classes will follow the 30/30/30 model (as much as possible)
  - 30 minutes of direct instruction and guided practice
  - 30 minutes of collaborative practice/independent practice
  - 30 minutes to regroup to answer questions, extend learning, assess learning, etc.
- Remote learning:
  - Students will view recorded lessons/resources and complete instructional activities on Canvas following the class calendar. Teachers will record and post the direct instruction and resources used for each class.
  - Students on remote learning may have regular zoom in person meetings but if students have questions they may contact the teacher. Each core content area will have a teacher available to take questions and provide direction (but not tutoring) on an open zoom from 8:30 – 3:15 each school day. If teachers host live zooms they will also post a recording of the lesson on Canvas.
  - 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.
  - Standards based learning target and success criteria
  - High-yield instructional strategies
  - The option to view recorded lessons, labs, PowerPoints and other instructional resources posted.
  - Formative/summative assessments
  - Weekly employability grade (25% of total grade)

Dual credit, MSTC and AP will continue to follow the curriculum for their programs and dual credit will follow the college curriculum.

## PLD 2021 In-Person/Virtual School-Wide Employability Rubric

- Courses will include a 25% weighted category for Employability using the CTE EOP standard EA4.
- Employability grades should reinforce student dispositions and work habits that contribute to learning at high levels.
- Teachers will record an employability grade daily or weekly.
  - There will not be a specific opportunity for students to re-assess an employability grade because it is representative of their work habits over a period of time.
  - Teachers will provide feedback to students who are not demonstrating mastery on the Employability standard.

	<b>Not Yet</b>	<b>Developing Skills</b>	<b>Approaching Mastery</b>	<b>Mastery of Standard</b>	<b>Advanced Mastery</b>
<b>EA4 Exhibit</b>	<i>There is little or no investment of</i>	<i>The student needs frequent prompting</i>	<i>The student indicates through</i>	<i>The student understands</i>	<i>The student assumes</i>

<b>dependability in the workplace (prepared, engaged, on-task)</b>	<i>student's energy into the learning tasks and activities.</i>	<i>to remain on-task and engaged in learning activities.</i>	<i>inconsistent focus and engagement that they are interested in completion of the task rather than learning at high levels.</i>	<i>their role as a learner and consistently expends effort to learn.</i>	<i>responsibility for high quality learning by initiating improvements, making revisions, adding detail, and/or helping peers</i>
<b>In-person student criteria</b>	<ul style="list-style-type: none"> <li>Does not bring materials. (and/or)</li> <li>Rarely/never participates in class activities; does not follow redirection. (and/or)</li> <li>Rarely/never attempts work as assigned, even with prompting.</li> </ul>	<ul style="list-style-type: none"> <li>Brings some materials. (and/or)</li> <li>Sometimes participates in class activities; sometimes follows redirection. (and/or)</li> <li>Sometimes attempts work as assigned, even with prompting.</li> </ul>	<ul style="list-style-type: none"> <li>Brings most materials. (and/or)</li> <li>Usually participates in class activities; follows redirection. (and/or)</li> <li>Attempts most work as assigned.</li> </ul>	<ul style="list-style-type: none"> <li>Brings materials. (and)</li> <li>Participates in class; actions benefit instruction. (and)</li> <li>Consistently completes work as assigned.</li> </ul>	<ul style="list-style-type: none"> <li>Brings materials. (and)</li> <li>Actively participates in class; actions drive instruction forward. (and)</li> <li>Thoroughly completes all work as assigned and reflects on their learning needs.</li> </ul>
<b>Virtual student criteria</b>	<ul style="list-style-type: none"> <li>Rarely/never attempts work as assigned, even with prompting. (synchr only and/or)</li> <li>Rarely/never participates in class activities; does not follow redirection.</li> </ul>	<ul style="list-style-type: none"> <li>Sometimes attempts work as assigned, even with prompting. (synchr only and/or)</li> <li>Sometimes participates in class activities; sometimes follows redirection.</li> </ul>	<ul style="list-style-type: none"> <li>Attempts most work as assigned. (synchr only and/or)</li> <li>Usually participates in class activities; follows redirection.</li> </ul>	<ul style="list-style-type: none"> <li>Consistently completes work as assigned. (synchr only and)</li> <li>Participates in class; actions benefit instruction.</li> </ul>	<ul style="list-style-type: none"> <li>Thoroughly completes all work as assigned and reflects on their learning needs. (synchr only and)</li> <li>Actively participates in class; actions drive instruction forward.</li> </ul>

CCR and SEL information will be posted weekly in Canvas

- Students are expected to explore post-secondary options, get help in their classes as needed, complete work assigned during the week, etc.
- CCR announcements and reminders will be provided for students and families. A monthly newsletter will be emailed to parents/students and posted on the CCC webpage.





## 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 cafeteria:* students will eat in the cafeteria and will be required to sign in at the table where they are seated for contact tracing purposes.
- Lunches will be single serve meals, with disposable containers and plastic ware: students will have assigned seating in the cafeteria. Students will be given a number that corresponds with the seat in the cafeteria and the student will be expected to sit in that seat.
- Self-service food stations and condiment stations will be removed.
- We will eliminate share tables and discourage students from sharing food.

### Expectations for students during breakfast:

- Only students who are actively eating breakfast are permitted in the cafeteria.
- Students are not permitted to eat in the classroom or the hallways.
- Students will social distance in the lines.
- Students will scan their ID as they enter the cafeteria and remain in that order as they receive their food.
- Students will keep their mask on until seated, and wear the mask when transitioning to the trash, restroom or exit.
- After receiving their food, students will sit in the assigned seat.
- Students will remain in their designated seat while they eat. Seats are not to be moved.
- When students finish eating, they will collect and discard their trash in the designated locations and leave the cafeteria to go to their 1st block class. Trash cans will be located in several places in the cafeteria.
- Students will have access to hand sanitizer.

Lunch will be served between 11:35 A.M. – 1:40 P.M. (schedule subject to change)

11:35 – 12:00 – Social Studies/Art

12:00-12:25 – Math/Health

12:25-12:50 – English

12:50-1:15 – Engineering, Tech Ed, World Language, Business, ELL, FCS

1:15 – 1:40 – Music, science, PE

### Expectations for students during lunch:

- Students will be dismissed by class to the cafeteria during the assigned time.
- Students are not permitted to eat lunch in the classroom.
- Students will social distance in the lines.
- 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 or exit.
- Students will discard of trash in the designated locations. Trash cans will be located in several places in the cafeteria.
- Students will have access to hand sanitizer.
- Students will stay seated until they are dismissed by class. Students will not line up at the door.

**Custodial expectations for lunch:** Wipe and clean all tables between lunches. Stand in sections of the cafeteria with barrels to collect trash and clean tables as students are dismissed. All custodians must wear a mask and social distance.



### Dismissal Procedures

- Dismissal procedures will begin as early as 3:00 P.M. to stagger movement and spacing of students.
- Students will be dismissed via the school public address system.
- Car riders, walkers, 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.

---

### College and Career Center

- College Admission Counselor Meetings will continue virtually on Wednesdays.
- All visits are posted on the CCC webpage and students will need to sign up.
- No group college or business/industry campus's visits through school.
- FAFSA meetings/Workshops will be virtual.
- College and Career Coach appointments will continue virtually and in person with practicing social distancing. Appointments can be made through SeeMyCounselor for virtual or in person.
- College and Career Coach will wipe down areas in the CCC after each in person appointment.
- No more than two students allowed in the CCC at one time.

---

### 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.



### 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.



## Library

- Entry: There are separate doors for entry/exit of the library.
- Social distancing: Stickers are placed to encourage social distancing. Furniture and desks are spaced at least 6 feet apart, and table seating has students facing all in one direction. Extra chairs and shared supplies are not in use for the time being.
- Limited number of students: The Library will not be open for walk-in passes. A limited number of students pre-approved for library or technology help will be allowed.
- Book check out: Books will be browsed online rather than in the Library. The online catalog will be reviewed and students will be able to make electronic requests. Books will then be delivered to classrooms. The PLD Library now has an expanded collection of eBooks, so we will review how to access eBooks. Returned books will be quarantined and held for 7 days before going back into circulation.
- Class scheduled time: The librarian will either Zoom or visit individual classrooms to deliver Library instruction, book talks, or Media Literacy lessons.
- When is the library accessible and how? Teachers on plan will be allowed in the Library to make use of resources. A limited number of students pre-approved for library or technology help will be allowed. The Library will not be open for gathering before or after school. Book Club will meet on Zoom.

---

## Counseling Office

### Procedures and Protocols for the Counseling office:

- Students are not allowed in the counseling office before school, between classes, or after school. For forms, such as driver's license permit forms, students/families need to continue to email requests to their counselor, email Erica Music (Mason), or complete the [Google Form for Driver's License](#).
- Students are only allowed in the counseling office by appointment only. Students can make appointments using See My Counselor. The directions and link for using See My Counselor are available on the [PLD Student Support page](#).
- Students will NOT be sent notes to leave classes, but instead will use the email or text message from SMC to show their teacher to leave class.
- In the case of an emergency, teachers MUST call the counseling office at 56011 and give the student's name to whoever answers. The teachers will receive directions on when to send the student to the counseling office. In most cases, students will be allowed to come to the office immediately, but we must insure that we can have students in the office socially distanced.
- Students and staff will enter the counseling office through the front double doors and exit through the back hallway door.
- Counselors will wipe down/clean the office area between students or staff visiting their individual office.
- Counselors will use gloves to clean the area.
- Counselors will leave their individual office doors open when possible.
- If social distancing and confidentiality in an individual office is not possible, the counselor will move the meeting to another larger, private space in order to socially distance and maintain confidentiality.
- The counseling office will not have student helpers for this school year.

### 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.



### Extra-curricular and Co-Curricular Activities

Extra-curricular and co-curricular activities will be held in accordance with guidelines from the Kentucky High School Athletic Association, Kentucky Music Education Association, and other governing bodies or state health guidance.

### FCPS Return to Play Guidelines (in conjunction with the KHSAA and KMEA)

#### Parent Responsibilities:

- Ensure that their child(ren) are healthy and monitor, as well as check their child(ren's) temperature daily to protect all athletes/participants/students and staff.
- Provide a full bottle of water for each school-sponsored activity.
- Carpooling with other teammates is discouraged.
- Adhere to social distance requirements based on state and local health official guidelines. Entering the school sponsored activity (practice, game, meeting, etc.) area or assisting the coach/director with equipment prior to or at the conclusion of all school-sponsored event is strictly prohibited.
- Clean and sanitize child(ren's) clothing by regular washing at the conclusion of every school-sponsored activity.
- Sanitize all equipment/instruments (e.g. cleats, ball, etc.) prior to and at the conclusion of every school-sponsored activity.
- Immediately inform the coach/director if their child becomes ill for any reason.
- Ensure that their child is equipped with sanitizing agents/products for use on their person at all times.

#### Player/ Participant Responsibilities:

- Temperature readings should be taken and recorded daily.
- Thorough handwashing shall take place prior to and at the conclusion of every school-sponsored activity.
- Bring personal water bottles to every school-sponsored activity.
- Bring hand sanitizer to every school-sponsored activity for personal use.
- Wear facemask prior to and immediately at the conclusion of all school-sponsored activities.
- Do not touch or share anyone else's personal equipment, water, snack or equipment/garment bag.
- Practice social distancing by placing equipment and equipment/garment bags at least 6 feet apart.
- Wash and sanitize all equipment prior to and at the conclusion of all school-sponsored activity.
- Refrain from group celebrations, including high-fives, hugs, handshakes, or any physical contact that breaks social distancing practice



### Large Group Gatherings

- Assemblies, pep rallies, field trips and other group gatherings will not be permitted at this time.
- Clubs will meet virtually after school hours
- 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.

---

### 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 wear the ID on the lanyard around the neck while on campus. This is a safety precaution so we know who is supposed to be in the building. Failure to wear the ID on the lanyard around the neck is considered failure to follow directions and will result in consequences.
  - Teacher will
    - Remind student to wear the ID
    - Call front office and an administrator will remove from the student from the area.
  - Administrator will
    - Conference with the student
    - Call the parent

- Assign safe for the remainder of the block, if student continues to refuse to wear the ID the student will be assigned remote learning until further notice.
- An attempt will be made to get the student to wear the ID and return to class.
- 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.  
Failure to follow directions by the teacher regarding cell phone use will result in consequences.
  - Teacher will post 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
    - Assign remote learning for the following week.

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

---

### 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.
  - Alarms will be set on all exterior doors.
  - Visitors will be required to buzz in and state the purpose of their visit. Visitors will enter through the vestibule and remain in the vestibule. Visitors are required to wear a mask and provide an ID to the attendance office.
  - Law Enforcement will check the outside doors regularly and walk the perimeter of the campus throughout the school day.
- 

### 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 Statues.

From the moment FCPS School Resource Officers arrive on campus in the morning they are greeting students and staff at each entrance. Throughout the day, the SRO's are constantly mentoring, mediating and educating students while providing a safe environment and atmosphere conducive for learning. SRO's are in classroom's discussing important

issues, building positive relationships all while being additional resource. Our SRO's are dedicated to teaching our youth to be the best version of themselves at all times.

---



### 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](mailto:covid19@fayette.kyschools.us) or visit [www.fcps.net/covid19](http://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.