

Veterans Park Elementary School Targeted Services Reopening Plan



VETERANS PARK ELEMENTARY SCHOOL

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 (K-5) 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.
- Any incident involving the intentional use of coughing or expectorating to project air into someone's personal space will be treated as an act of disregarding safety for self and others. Per the Veterans Park Elementary Behavior Policy, the consequence of blaitan disregarding safety for self and others is not limited to SAFE and/or suspension.

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 buses 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.
- All students will use the front entrance so staff can utilize thermal temperature scanners for touchless screenings. Students will need to walk through the front hallway facing forwards. Staff will also have handheld thermometers to utilize however the thermal scanner will be the main mode of temperature checking.
- ALL students will use the front entrance so staff can utilize thermal temperature scanners for touchless screenings. Students will need to walk through the front hallway facing forwards. The thermal scanner will be the main mode of temperature checking, but staff will also have handheld thermometers to utilize.
- Car riders will be screened in their car prior to exiting the vehicle. Walkers will also be screened upon entry to 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.

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.
- Parents/guardians have the responsibility to inform the school when their child is ill and has been exposed to or has a confirmed case of COVID-19.

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, the family will be called to pick up the child. If there is not a bus monitor, then students will have their temperature taken by the 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 7:05 a.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 back-office door check-in station.
- If a staff member is not able to report to work, he or she should follow the standard operating procedures as defined in the staff handbook. Additionally, he/she should contact one of the substitutes identified on the Veterans Park 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.
- [VPE Morning Duty Supervision Plan](#)
- Veterans Park Elementary has a thermal scanner that all students will walk through each morning. Families regardless of utilizing the car or bus loop will drop their students and have them walk to the front main entrance.

Bus Riders (2:00 Drop – 4:00 Pick-Up)

- 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 Veterans Park Elementary.
- If students on the bus have not had a temperature check conducted, they will proceed to the front entrance and will go through the thermal screener at the entrance to VPE.

- 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 (conference room).
- Students will be reminded to keep their masks on as they enter the building.

Walkers

- For families of walkers, we ask that parents allow students to walk to the door without assistance if possible, to help in reducing the number of people on campus.
- Walkers will enter through the main entrance and screened by the thermal scanner. Students should line up 6 feet apart (spacing will be marked) while waiting to pass through the temperature screening area.
- Students with a fever of 100.4 or greater will be isolated and parents notified for a prompt pick-up.

Car Rider

- Upon pulling into the bus loop or car lot students will put on a mask and roll down the window and wait for a temperature check by a VPE staff member prior to exiting the car. We ask that car riders sit on the side closest to the curb.
- Car riders will enter through the main entrance and also be screened by the thermal scanner. Students should line up 6 feet apart (spacing will be marked) while waiting to pass through the temperature screening area.
- Be sure to adhere to all school guidelines to help with a smooth arrival process. Please be patient, as our drop-off procedures will take much longer than they have in the past due to having to take temperatures.
- Please have your child open his/her car door and exit independently. We will not be able to assist with helping your child exit the vehicle.



Health Screenings

- All students and staff are required to complete a daily health screening questionnaire.
- All students will have their temperature checked upon arrival using the thermal scanner in the front hallway.
- All staff will take their temperature prior to coming to work or upon arrival.



Sick Room

- The nurse's office will remain open for routine student needs, such as dispensing medication.
- Teachers have been provided basic first aid kits in their classrooms. Minor injuries can be treated in the classroom. Students should not be sent to the nurse unless they have a fever or are truly ill.
- Students who have a fever or display symptoms of COVID-19 (fever greater than 100.4, vomiting, diarrhea, coughing, sore throat) will be supervised by an adult in the VPE conference room, separate from the school health clinic or front office. Families will be contacted by the front office staff to come pick-up their children as soon as possible.
- Students who have a fever or display symptoms of COVID-19 will be supervised by an adult in the sick room.
- When the parent arrives at school, they are asked to stay outside the building and buzz the door. A VPE staff member will verify identification (please have drivers license ready). Sick students will be escorted by a staff member to the parent. Parents are not allowed inside the building.



Hallway Protocols

- School hallways have been marked with floor stickers to designate social distancing requirements.
- School schedules will be adjusted to reduce hallway traffic.
- Classroom bathroom breaks will be staggered and scheduled at specific bathroom locations to promote social distancing in the hallways and bathrooms.
- As much as possible, special area classes will take place in the students' homeroom, to lessen student traffic in the hallway.
- Teachers will move from classroom to classroom when possible rather than students switching classes.
- Students and staff will maintain a social distance of 6 feet in hallways during arrival, transitions, and dismissal.
- Students and staff traffic flow will follow directions of floor arrows.

Instruction

Classroom

Classrooms

- 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.
- Classes will be disinfected by the teacher between transitions (special area/lunch) and upon arrival of the students.
- No students will be in charge of cleaning - only adults to ensure safety.
- Common materials, manipulatives, and class sets and supplies will be limited.
- Classrooms will be provided with extra products to assist with cleaning: sanitizer, district-provided spray, wipes, paper towels, etc.
- Door Knobs, desk areas, chairs, and all other contact areas will be disinfected multiple times throughout the day.

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 or hung on the back of chairs to limit the movement to cubbies.

Students

- Each student will have an assigned seat that will not be shared by another student in their homeroom.
- Hand sanitizer will be provided or students may bring personal sanitizer.
- Students are required to wear a mask. (K-5)
- Students will be asked to take home extra jackets or shirts from the classrooms daily.
- Students will be asked to wash hands with soap and water multiple times throughout the day.
- Practice social distancing and follow safety guidelines set forth by the school and district.

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):

Veterans Park Elementary will be utilizing data such as but not limited to: MAP, FAST, common assessment, participation attendance, Access scores, IEP goal progress, and guidance/mental health to determine specific students who would benefit from in-person targeted services. The focus will be on students who receive services in the following areas: special education, English language learners, students who are receiving reading/math tier 3 intervention, students receiving counseling support.

VPE has identified 19 students to come into VPE during targeted services on a regular basis. VPE has also identified 14 English Language Learning who will be coming into the building for assessment purposes.



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:

Veterans Park Elementary administrative team met with the following groups: ELL/Special Education (MSD & LBD)/ Intervention/Guidance & District Mental Health to discuss the parameters of supporting our most in-need students. We discussed that if students were making progress and responding well to NTI-2DL they would not be considered for the targeted support as too many changes can be difficult for students. The team outlined the district protocol for targeting special education students and English language learners. The team reviewed the following data to determine if students were making progress within their area of identified support from the following areas: MAP, FAST, common assessment, participation attendance, Access scores, IEP goal progress and guidance/mental health to determine specific students who would benefit from in-person targeted service.



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. until 4:00 p.m.
- Secondary level schools may provide services, with bus transportation on Wednesdays from 2:00 p.m. until 4:00 p.m. and will have the option to provide services on Monday, Tuesday, Thursday and Friday but would not be able to provide bus transportation.
- All schools may provide additional Targeted Services (no more than 2 hours) that are not FCPS Transportation dependent
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Students requiring transportation will be receiving services M/T/T/F during the hours of 2:00-4:00 pm. Other students determined to be eligible for targeted services who are not needing busing will be allowed targeted services between the hours of 7:00-9:00 am and 12:00-4:00 pm. Students identified with IEPs will be receiving targeted support either Monday/Tuesday or Thursday/Friday but not both. Depending upon targeted need/support it will be determined the frequency of support.



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

With construction currently happening at VPE targeted instructional groups will be held in the library and classrooms. No room will have more than 15 people total (students/staff). Staff and students will be required to wear masks at all times with the exception of specific students who have medical exemptions. Additional PPE will be made available to staff who are working with students to ensure safety. All classrooms will be set up to have 6 ft of spacing between desks and peers. No eating or drinking should be implemented during targeted services.



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

The administration team first discussed plans with the following staff: **ELL/Special Education (MSD & LBD)/ Intervention/Guidance & District Mental Health with whom we initially identified students who may need support. We then had a staff meeting for all VPE staff (classified/certified) to discuss the details of targeted support (time/days/rooms being utilized/safety protocol/busing/arrival/etc). After having the full staff meeting and conversations we were able to solidify our targeted student lists. Families were then contacted to discuss plans for the targeted support for their individual students. Families were able to give input to the plan. In order to share plans with stakeholders targeted support plans were part of the principal report during the October PTA meeting and taken to the October SBDM meeting for approval.**

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

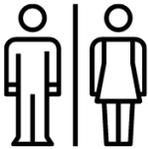


How will targeted services be provided: Service delivery model (instructional grouping etc.)

- 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
- Most services will be individualized with 1:1 instruction. There may be some small groupings not to exceed 3 students.

Common Area Procedures

Restrooms



Restrooms

- Classes will stagger times for restroom breaks using their designated restroom to allow for decreased traffic and social distancing.
- Classes will use assigned restrooms.
- Sinks, stalls and urinals will be limited to allow for social distancing. A maximum of four students will be allowed in one restroom at a time.
- Individual bathroom breaks will be allowed as needed, *with proper supervision*.
- Floor markings will be used allowing students to keep distance.
- Students will use hand sanitizer when entering and wash with soap and water when exiting.
- Custodians will provide additional restroom cleanings during a rotation schedule throughout the day every 30 minutes.
- Staff members will monitor restroom breaks to ensure social distancing and proper handwashing. Proper handwashing posters will be placed in restrooms for guidance.



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.
- All students will receive one FCPS plastic water bottle upon the return to school. If a student loses his water bottle, he will need to bring a replacement from home.

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 from their classroom to the front hallway and back office door.
- Bus riders will exit out the front main doors and back into the bus loop.
- Staff will be assigned to each bus to help drivers and monitors with loading.
- 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.

Van Riders

- We will dismiss to the gym and cafeteria and exit by van out the side gym door and back cafeteria door.
- Staff will be assigned to each van to help drivers and monitors with loading.
- Staff will be present to ensure distancing is maintained.

Walkers

- Dismissed 2nd, after bus riders.
- Right walkers will dismiss out of the playground door
- Left walkers will dismiss out the front door and cross at the bus loop crosswalk.
- Students in 4th and 5th grade will be dismissed first. Students will remain socially distanced then primary students will dismiss next.

Car Riders

- Car riders will be dismissed from the classroom and report to the appropriate area for right/left turn.
- Left turn riders will dismiss out the front door.
- Right turn riders will dismiss out the back-office door.
- Staff will be present to ensure social distancing is maintained.
- Students will open their own car doors.



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 or outside under the front awning.
- Students will wait until they are called before coming to the office for parent pick up.
- Special programs/activities/volunteering which invited visitors into the building will not be permitted at this time.



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.
- 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

[PTA Principal Report - October Meeting](#)

[SBDM Agenda October](#)

[School Improvement October Agenda](#)

[PLC - October 8th Agenda](#)

[Parent Letter October 8th](#)

[October Principal Newsletter](#)

[Parent Survey Results - NTI-2DL - September 2020](#)

[NTI 2DL Master Schedule Fall 2020](#)

[NTI 2DL Special Rotation Schedule Fall 2020](#)

[September 15 Staff Meeting](#)

[August/September Principal Newsletter](#)

[Back to School Parent Letter](#)

[NTI Staff Survey June 2020](#)

[NTI Parent Survey June 2020](#)

Materials Referenced to Develop Hybrid Return Plan

School Operations

- [KDE Reopening Guidance Main Page](#)
- [KDE- Guidelines on Safety Expectations and Best Practices for Kentucky Schools \(K-12\) \(August 31, 2020\)](#)
- [KDE Workplace Health & Safety \(July 6, 2020\)](#)
- [COVID-19 Mode of IGuidance and Safety Expectations and Best Practices for Kentucky Schools \(K-12\)Instruction Metrics for K-12 Education \(September 14, 2020\)](#)
- [KDE Facilities and Logistics \(June 29, 2020\)](#)
- [KDE Pupil Transportation \(September 4, 2020\)](#)
- [KDE Room Capacity Calculator](#)
- [KDE Food Service Operations July 27, 2020\)](#)
- [KDE Intermittent Schools Closures \(June 15, 2020\)](#)
- [CDC Guidelines for Schools](#)
- [CDC: Cleaning, Disinfection and Hand Hygiene in Schools: A Toolkit for School Administrators \(Updated August 8, 2020\)](#)

Teaching & Learning

- [KDE Digital Learning Guidelines](#)
- [KDE Alternative Learning Design Strategies June 8, 2020](#)
- [Academic Re-entry, Stage One: Drafting an Adjusted Curriculum June 1, 2020](#)
- [Chrome Extension](#)
- [CASEL Reopening Guidelines](#)
- [How Hyperdoc Can Transform Your Teaching](#)
- [KDE COVID-19 Online Professional Learning and Instructional Resources](#)
- [KDE Academic Re-entry, Stage Two: Meeting Leaders' Academic Needs \(July 13\)](#)
- [TNTP Learning Acceleration Guide](#)
- [TNTP COVID-19 School Response Toolkit](#)
- [COVID-19 Considerations for Reopening Schools - Exceptional Learnings and Preschool Students \(July 20, 2020\)](#)
- [COVID-19 Considerations for Reopening Schools - Daily Participation and Non-Traditional Instruction \(July 20, 2020\)](#)
- [COVID-19 Considerations for Reopening Schools Truancy and Compulsory \(September 8, 2020\)](#)
- [COVID-19 Considerations for Reopening Schools - Frequently Asked Questions about English Learner Programs at Reopening \(August 31, 2020\)](#)
- [COVID-19 Considerations for Reopening Schools - Library Media Center \(August 10, 2020\)](#)
- [COVID-19 Considerations for Reopening Schools - Participation Tracking in Infinite Campus \(August 17, 2020\)](#)

Personnel

- [COVID-19 Considerations for Reopening Schools - Flexibility for Assigning Staff in the COVID-19 Instructional Settings \(July 24, 2020\)](#)
- [COVID-19 Considerations for Reopening Schools - Guidance for School District Personnel Leave Options, 2020-2021 School Year \(July 21, 2020\)](#)