

Updated on 7/23/2020

Rochester City School District COVID-19 Reopening Plan Building Specific

Building Name: **RISE Community School #106**

Address: 279 West Ridge Road 14615

Principal: Christine Caluorie-Poles

Contact Information: Please contact Christine Caluorie-Poles, Principal or Kelly Lampman, Assistant Principal

School Phone: 585- 254-4472

General Information:

- Pre K- 4th Grade will have a hybrid model.
 - Classes will be split into two groups
 - Group A will report for in-person instruction on Monday and Tuesday, with distance learning on Wednesday, Thursday, and Friday.
 - Group B will report for in-person instruction on Thursday and Friday, with distance learning on Monday, Tuesday, and Wednesday.
 - Wednesday will be a planning/ PLC day, while the building is deep cleaned.
- 5th and 6th Grade students will follow a distance learning plan.
 - Monday, Tuesday, Thursday, and Friday will be distance learning.
 - Wednesday will be a planning/ PLC day.
- All ASD classrooms (K-6) will have in-person instruction.
 - ASD students will report for in-person instruction on Monday, Tuesday, Thursday, and Friday.
 - Wednesday will be a planning/ PLC day, while the building is deep cleaned.

The safety and health of all of our staff and students is our number one priority!

Hybrid Model PreK-4

Following is the hybrid model for students in PreK-4, students with disabilities in specialized programs in PreK-12, and self-contained programs PreK-6. This model will meet the needs of our youngest students and some of our students who demonstrate significant academic and social emotional needs. The model is designed to address the guidelines as outlined by NYS Education Department, Monroe County and NYS Health Departments, and CDC. Within the hybrid model, students will be grouped in a heterogeneous manner to ensure inclusiveness, equity, and access for all. Groups will be balanced across all demographics and sub group categories as outlined by ESSA. Whenever possible, the groups will be determined based on households within a given school.

The hybrid model will be implemented in phases beginning with students in Prek-4, k-6 special classes and k-12 specialized programs. Students not in school for the hybrid model will receive instruction through the distance learning model.

Distance Learning

The days where students are scheduled for remote learning, instruction will be an extension of the classroom. Students would be engaged in a variety of learning experiences which may include pre-recorded video of a teacher providing direct instruction, a video of other teachers teaching a skill, a link to an article for a student to read and respond to, a math or science problem set to be worked on and submitted for feedback, etc. The learning platforms will be Seesaw at K-2 and Google Classroom Grades 3-12. A combination of synchronous large group instruction, synchronous small group instruction, and asynchronous learning will be provided to students.

Building Hours:

- Staff can enter the building between 6:30 am, and exit the building no later than 3:45 pm in order for the building to be thoroughly cleaned.

Social Distancing

- We will maximize social distancing whenever possible. Students and staff will remain 6 feet apart as much as possible.
 - Floors and sidewalks will be marked for social distancing
- Classroom Seating:
 - Students' desks must be 6 feet apart (side by side).
 - All students should be facing forward.
 - Students are only allowed to work at their designated space all day.
 - Students will not share any materials.
 - Rugs will be rolled up and stored.
 - Small group tables (horseshoe/ kidney) will be removed and stored.
 - Student spaces will be cleaned daily.
 - Student materials will be switched out after Group A finishes, and before Group B attends.
 - Students will have an individual bag for their materials.
- Hallways: social distancing will be in effect in hallways. There will be designated staircases for "up only" and "down only."
 - Students and staff must wear face masks at all times in the hall.
 - Up only staircases- Exit 7 and Middle Staircase.
 - Down only staircases- Exit 2 and Center Staircase Exit 9.
 - Staff and students will move single file in hallways and stay to the right-hand side
- Elevator Use:
 - Elevators should be used only when absolutely necessary.
 - Whenever possible, only one person is allowed on an elevator at a time.
- Nutrition:
 - Breakfast:
 - Students will eat in the classroom.
 - Breakfast will be delivered each morning by cafeteria staff.

- Hands will be washed/ sanitized before and after breakfast.
- Lunch:
 - Students will eat lunch in the cafeteria.
 - Masks will be worn whenever students are not seated at their assigned seats in the cafeteria.
 - Tables/ desks and floors will be labeled to maintain consistency in seating and social distancing.
 - Students will adhere to social distancing rules (6 feet apart) when waiting in line, entering, and exiting the cafeteria.
 - Students will have assigned seats in the cafeteria. Seats will be labeled for students.
 - Food will be delivered to students by an adult.
 - Students will remain seated while eating and garbage will be collected by an adult.
 - All cafeteria tables, benches, counters, ect will be sprayed and cleaned between each lunch period.
 - Hands will be washed/ sanitized before and after lunch.
- Specials:
 - Art, Music, and Library will come to the classroom to provide instruction.
 - Physical education will be held in the gymnasium.
 - Specials teachers (Art, Music, Library) will be provided with a cart to move between classes.
 - Library teacher will bring a selection of books to the classroom for students to choose from.
 - All materials used will be cleaned between each student use.
 - Students must remain 6 feet apart in classroom.
 - Twelve feet of space is required in all directions in areas where aerobic activities (gyms), projecting the voice (singing), or playing a wind instrument take place.
 - All equipment must be cleaned between classes.
- Teaching Materials:
 - Staff should consider creating a bin or cart with teaching materials (teachers guides, plan books, etc) that can be easily mobile.
 - Access to classrooms may be limited on Wednesdays in order for deep cleaning to occur.

Social Distancing Classroom Plans:

- Classroom Seating:
 - Students' desks must be 6 feet apart (side by side).
 - All students should be facing forward.
 - Students are only allowed to work at their designated space all day.
 - Students will not share any materials.
 - Rugs will be rolled up and stored.
 - Small group tables (horseshoe/ kidney) will be removed and stored.
 - Student spaces will be cleaned daily.

- Student materials will be switched out after Group A finishes, and before Group B attends.
- Students will have an individual bag for their materials.

Cohorts:

- Pre K- 4th Grade will have a hybrid model.
 - Classes will be split into two groups
 - Group A will report for in-person instruction on Monday and Tuesday, with distance learning on Wednesday, Thursday, and Friday.
 - Group B will report for in-person instruction on Thursday and Friday, with distance learning on Monday, Tuesday, and Wednesday.
 - Wednesday will be a planning/ PLC day, while the building is deep cleaned.
- 5th and 6th Grade students will follow a distance learning plan.
 - Monday, Tuesday, Thursday, and Friday will be distance learning.
 - Wednesday will be a planning/ PLC day.
- All ASD classrooms (K-6) will have in-person instruction.
 - ASD students will report for in-person instruction on Monday, Tuesday, Thursday, and Friday.
 - Students will have in-person instruction on a modified day schedule.
 - The hours for in-person instruction for Monday, Tuesday, Thursday, and Friday are 7:30-11:30.
 - Wednesday will be a planning/ PLC day, while the building is deep cleaned.
- Cohort information can be viewed with link below:
<https://drive.google.com/file/d/1YXJPitgv7RAF5x5y3AUhIHYvhIpsDb7v/view?usp=sharing>

Special Area Teachers:

- Specials:
 - Art, Music, and Library will come to the classroom to provide instruction.
 - Physical education will be held in the gymnasium.
 - Specials teachers (Art, Music, Library) will be provided with a cart to move between classes.
 - Library teacher will bring a selection of books to the classroom for students to choose from.
 - All materials used will be cleaned between each student use.
 - Students must remain 6 feet apart in classroom.
 - Twelve feet of space is required in all directions in areas where aerobic activities (gyms), projecting the voice (singing), or playing a wind instrument take place.
 - All equipment must be cleaned between classes.

Shared Spaces:

- The cafeteria can be used as a shared space if needed.
 - Student desks will be available and placed 6 feet apart.
 - Masks will be worn whenever students are not seated at their assigned seats in the cafeteria.

- Tables/ desks and floors will be labeled to maintain consistency in seating and social distancing.
- Students will adhere to social distancing rules (6 feet apart) when waiting in line, entering, and exiting the cafeteria.
- Students will have assigned seats in the cafeteria. Seats will be labeled for students.
- Students will remain seated while eating and garbage will be collected by an adult.
- All cafeteria tables, benches, counters, ect will be sprayed and cleaned between each lunch period.
- Hands will be washed/ sanitized before and after lunch.
- The Playground will be a shared space for recess:
 - Playgrounds do not require disinfection between cohorts.
 - Proper hand washing guidelines should be followed before and after playground use.
- Bathroom:
 - Students will use the bathroom one at a time. Grade level teams will work together to create a bathroom schedule in order to reduce the number of students using the restroom at the same time.
 - Bathrooms will be cleaned periodically throughout the day.
 - A “check-off” cleaning schedule will be posted outside of all bathrooms.
 - Students/ staff will be expected to wash hands following specific guidelines.
 - Signage will be displayed by sink.
 - In each hallway, one of the two sinks will be closed for use in order to maintain social distancing guidelines.
 - Health Hygiene- correct handwashing will be taught to students and reinforced throughout the day.
- Plumbing Facilities- students will have access to drinking water. Bottle fillers on drinking fountains will be operational and available, while spouts will be fully covered and unavailable for use.

Designated Pick-up and Drop-off Location for Deliveries:

- All deliveries will be picked up or dropped off at Exit 6.
- Deliveries will follow the same protocol of leaving items in the custodial area after contact with custodian.

Face Covers:

- *Face coverings-* ALL staff and students MUST wear a face covering when moving around the classroom and the building or within 6 feet of others.
- *Face Cover Location(s):* Extra face coverings will be stored in the Main Office if a staff or student requires one.
- *Face Cover Breaks:*
 - When in the classroom, if student is at their assigned seat (which is placed 6 feet apart), the student can remove their mask to take a “mask break.”
 - If student moves from assigned seat, they must put their mask back on.
 - Mask breaks should be short.

Screening & Visitor Log:

Student Screening:

- Health Checks:
 - ALL students will be temperature checked before entering the building.
 - **K-4th** Grade: There will be assigned staff members at Exit 3 (for bus riders) and Exit 7 (for walkers) taking temperatures each morning starting at 7:30 am.
 - **Pre K3** will enter through Exit 7 at starting at 7:45 am. Only students will be allowed to enter the building after having their temperature checked.
 - **Pre K4** will enter through Exit 8 starting at 7:45 am. Only students will be allowed to enter the building after having their temperature checked.

- Arrival:
 - Bus Riders:
 - Students will be let off the bus one bus at a time at Exit 3.
 - Students will adhere to social distancing (6 feet apart) prior to entering the building. Walkways will be labeled for social distancing.
 - Each student will have their temperature checked before entering the building.
 - Once in, students will walk down the hall and use the “Up only” Middle Staircase.
 - Walkers:
 - Students who are dropped off will enter through Exit 7.
 - While waiting to enter, social distancing will be followed.
 - Each student will get their temperature checked before entering the building.
 - Late Arrivals:
 - Students are considered late starting at 7:45 am.
 - Students will have their temperature checked before being allowed into the main building.
 - Students arriving after 7:45 am will enter through Exit 7, be signed in and provided a late pass until 8:00 am.
 - Students who are later than 8:00 am to school will enter through the main office.
 - ONLY students will be allowed into the building.

Identify Screening Team:

- The Screening team will consist of the following members:
 - Main Office:
 - Terrance Blair (SSo)
 - All staff will begin entering the building at 6:30 am.-7:15 am.
 - Exit 3:
 - Christine Caluorie- Poles (Principal)
 - Kelly Lampman (Assistant Principal)
 - Jolanta Davis (CFY Community Site Coordinator)
 - Chris Smith (Teacher)

- Exit 7:
 - Fatima Banister (Social Worker)
 - Mark Brown (Building Substitute)

Staff Screening:

- ALL staff will be temperature checked before entering the building.
 - Each staff member must swipe their own badge before entering the building. Every badge needs to be swiped for monitoring (that means no holding the door for each other!) If you need a new badge, please notify Plant Security, 336-4160.
 - By each staff member swiping their badge, the district is able to monitor which staff is in which building (in order to report any potential spreading).
 - All staff enter the building through the main office beginning at 6:30 am and no later than 7:15 am.
- All staff must exit the building by 3:45 pm in order for the building to be deep cleaned daily.
- Staff will complete an online screening questionnaire daily (electronically) before reporting to work.
 - Screening questionnaire determines whether the individuals has:
 - Knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has or had symptoms of COVID-19
 - Tested positive through a diagnostic test for COVID-19 in the past 14 days.
 - Has experienced any symptoms of COVID-19, including a temperature of greater than 100 degrees in the past 14 days.
 - Has traveled internationally or from a state with widespread community transmission of COVID-19 per the NYS Travel Advisory in the past 14 days.
 - If a staff member checks “yes,” he/she must report the absence according to the RISE Staff Handbook.

Identify Staff Screening Team:

- Christine Caluorie-Poles (Principal)
- Terrance Blair (SSo).

Visitor Screening & Log:

- Main Office- Only students and staff will be allowed past the main office. No other visitors/ volunteers will be allowed in the building. Plastic safety dividers will be installed on the front desk of the main office.
 - Masks must be worn by visitors when entering the office

Positive Screening:

- Management of ill persons- Anyone showing signs or symptoms of COVID-19 will be isolated until they can be sent home. The isolation room will be located in the conference room next to the nurse's office and supervised by the nursing staff.
 - Any staff member or student with a fever of 100 degrees or greater will be isolated until they can be sent home.
 - The most common symptoms of COVID-19 include:
 - Fever or chills (100 degrees Fahrenheit or greater)
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headaches
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
 - It is strongly recommended that all staff are educated to observe students or other staff for signs of any type of illness such as:
 - Flushed cheeks
 - Rapid or difficulty breathing
 - Fatigue or irritability
 - Frequent use of the bathroom
 - Any students/ staff exhibiting any of these symptoms should be seen by the school nurse.
 - Returning to school:
 - If person has NOT been diagnosed with COVID-19, they can return to school:
 - Once there is no fever (without the use of fever reducing medicine) and have felt well for 24 hours.
 - If they have been diagnosed with another condition and has a healthcare provider written note stating that they are clear to return.
 - If a person has been diagnosed with COVID-19, they should not return to school and stay home until:
 - It has been at least 10 days since the first symptoms.
 - It has been at least 3 days since a fever (without the use of fever reducing medicine)
 - It has been at least 3 days since symptoms improved (including coughing and shortness of breath).

Safety Drills:

- Fire and lock down drills- Must still be conducted- should plan for social distancing measures. More information in Staff Handbook.

- Evacuation Drills: Staff and students will follow the evacuation plan in the RISE Handbook and posted in the classroom. When outside of the building, classes will follow social distancing lines on the field. Each classroom will have an assigned space.
- Lockdown Drills: Staff will follow lockdown drill guidelines. Students and staff must wear masks and move to the designated corner of the room. All students should face forward while waiting to avoid face to face contact.

Daily Supply Inspection:

- Cleaning and Disinfecting- all areas of the school will be cleaned daily. Spray bottles will be available for staff members to utilize.
- Supplies must be inspected daily. Supplies to be inspected include: face covers, tissues, hand hygiene materials (i.e., soap, paper towels, hand sanitizer) and cleaning supplies (i.e., disinfectant, paper towels, general purpose cleaner). Supply quantities could limit the ability of a building to stay open. It is important that low supply amounts are reported immediately.
- Luis Rivera, head custodian, will create a plan for daily inspection of supplies.
- Student Belongings:
 - Students' personal belongings will be kept in student cubby. Students are allowed to put away or retrieve their belongings one at a time.
 - Students' instructional belongings will be stored in individual bags that will be stored in cubby when students are not in-person.

Communication:

- Information will be communicated, in multiple languages, with families in August 2020.
- Weekly/ Monthly updates will be shared with families through Facebook (@Community School No. 106), Twitter (@rcsdschi06), Class Dojo, robocalls, and newsletters.
- Virtual PTO Meetings to discuss Reopening Procedures and Policies.

Dismissal:

- For students who ride the bus:
 - Students will get their belongings one at a time.
 - Classes will follow social distancing guidelines while walking down the hallways.
 - Classes will be dismissed by grade level.
 - Classes will use the "Down only" staircase (across from cafeteria) while walking to the bus loop.
 - Students board busses, following transportation guidelines set by bus drivers.
- For students who get picked up: walker students will report to the walker room in the outside portable. Both portables will be used for social distancing purposes.
 - While in the room, all staff and students will adhere to social distancing guidelines (stools set 6 feet apart).

- Parents will come to the bottom of the ramp and tell staff member who they are picking up.
- Designated staff member will call for student for dismissal.
- OR parent will call from their car and student will be escorted to them.
- Early pick up:
 - All parents will enter through the Main Office or parents can call from the car and the student will be escorted out to them by the SSO.
 - Office staff will call for the student.
 - Parent/student will exit through the main office doors.
 - Parent sign's off when receiving the student.

School Schedules:

- In person instruction and Distance Learning instruction: Pre K- 4th grade students will attend in person following a group A and a group B schedule.
 - Group A students in grades pre K- 4th: will attend in person instruction on Monday and Tuesday with distance learning occurring on Wednesday, Thursday, and Friday.
 - Group B students in grades pre K-4th: will attend in person instruction on Thursday and Friday with distance learning occurring on Monday, Tuesday, and Wednesday.
 - ASD classrooms in grades K-6th grade will attend in person instruction.
 - The hours for in-person instruction for Monday, Tuesday, Thursday, and Friday are 7:30-11:30.

Virtual Distance Learning Model PreK-6th Grade

All staff will report to the building to provide instruction virtually to students.

All safety procedures and expectations outlined above will be followed for all staff.

Teaching Staff will:

- provide an asynchronous and synchronous model for instructing students.
- adhere to a daily schedule.
- use the Digital Learning Platform to organize instructional materials, lessons and resources. Parents and students are familiar with this platform.
- participate in weekly PLC's to plan lessons, monitor student progress, provide feedback to students' work, and receive professional development.
- design lessons that are NGS aligned and reflect the instructional priorities of the school and RCSD. Lessons will be differentiated and individualized as appropriate.
- monitor student participation in activities, grade assignments and assessments, and provide timely feedback on work submitted by students. Communicate with families about student progress.
- utilize an agreed-upon communication plan determined by the school daily to interact with groups of students and families, account for attendance, and respond to messages from students and families in a timely fashion.

- create a DLPs to provide IEP services to students in alternative manners.
- provide appropriate accommodations and support to English Language Learners.
- collaborate with the Social Workers to identify Social/Emotional resources and lessons for students.
- work with the MTSS team to discuss a plan of action for a student that is not engaging in learning.
- identify and use appropriate digital platforms, programs, etc. that will support instruction and student learning.

Social-Emotional Learning

- Our school acknowledges the correlation between academic learning and social-emotional and mental health needs of students. We recognize that if students are not feeling safe and secure - physically, socially, and emotionally - they cannot optimize their learning. Therefore, we remain committed to attending to the social-emotional and mental health needs of our students under all learning circumstances.
- Classroom teachers will maintain a positive, supportive, and respectful learning environment in all settings. Time will be allocated for teachers to facilitate class meetings and community circles. Administrators and all members of the Social-Emotional Team (Administrators, counselors, social workers, school psychologists, school nurse, and behavior specialists) will continue to support individual students, teachers, and families during periods of distance learning.

Attendance and Chronic Absenteeism

- Students must attend instruction daily, even when that instruction is being provided in a remote learning environment. Each teacher will take daily attendance for each class at the secondary level, and every day at the elementary level by the child's teacher. Teachers and students are expected to engage in substantive daily interaction (teacher to students and students to teacher).
- Our Building Attendance Team will support teachers and families relative to student engagement with remote learning protocols and expectations, including regular attendance and work completion.

Child Nutrition

- Pre-made breakfast and lunches will continue to be available to all our students at all our High School Distribution Sites from 9 am to 1 pm Monday through Friday for any student that is not on site for instruction.