



John Walton Spencer School No. 16 Reopening Plan 2020-2021

In compliance with Governor Cuomo's and the New York State Education Department's July 13, 2020 document *Recovering, Rebuilding, and Renewing: The Spirit of New York's Schools Reopening Guidance*, John Walton Spencer School No. 16 has developed a plan that adheres to the Governor's and the NYS Education Department's guidelines. This document details how John Walton Spencer School 16 plans to reopen the school building safely.

General Information

Building Name:	John Walton Spencer School No. 16
Address:	321 Post Avenue, Rochester, New York 14619
Principal:	Lisa L. Garrow
School Telephone:	585.235.1272
Fax:	585.935.7473

Communication/Family and Community Engagement

Communication will be consistently provided to all stakeholders.

- Updates and information will be provided consistently:
 - Information will be communicated, in multiple languages, with families in August 2020.
 - Information will be provided to staff during grade level and staff meetings.
 - Information will be provided through virtual orientations, posted on our school's website, Facebook account and Twitter account and mailed home to our families.
 - Weekly/Monthly updates will be shared with families through our website, Facebook and Twitter accounts, technology platforms (ClassDojo, Remind App, etc.), robocalls, and newsletters.
 - Monthly Virtual PTO and CET Meetings will be held to discuss reopening procedures and policies.

Health and Safety

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

- **Staff Health Pre-Screening:** Prior to reporting to work, staff will complete online screening questionnaire daily (electronically).
 - **Screening questionnaire determines whether the individual has:**
 - Knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a COVID-19 diagnostic test or who has or had symptoms of COVID-19.
 - Tested positive through a COVID-19 diagnostic test in the past 14 days.
 - Has experienced any symptoms of COVID-19, including a temperature of greater than 100 degrees Fahrenheit 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.
- Staff must contact their reporting administrator if any of the above items are true.**
- **Health Checks:**
 - **ALL Staff may begin to enter the building at 8:00 a.m.**
 - Staff must enter through Exit 6 (Colgate Street Parking Lot) and have their temperature checked before going into the building.
 - **Upon Student Arrival:** There will be assigned staff members at all six exits of the building taking students' temperatures each morning.
 - **PreK3 Students: Enter through Exit 4 beginning at 9:00 a.m.**
 - Only students will be allowed to enter the building after having their temperature checked.
 - **PreK4 Students: Enter through Exit 4 at beginning at 9:00 a.m.**
 - Only students will be allowed to enter the building after having their temperature checked.
 - **K and Grade 1 Students: Enter through Exit 3 beginning at 9:00 a.m.**
 - Round 1: K students
 - Round 2: Grade 1 students
 - **Grades 2 and 3 Students: Enter through Exit 5 beginning at 9:00 a.m.**
 - Round 2: Grade 2 students
 - Round 3: Grade 3 students
 - **Grade 4 Students: Enter through Exit 2 after Rounds 1 and 2.**
 - Round 3
 - **Special Education Classroom Students: Enter through Exit 6 at 9:00 a.m.**

➤ **John Walton Spencer School No. 16 Screening Team:**

☐ Our screening team will be responsible for ensuring that all visitors, students and staff have completed the screening forms (staff and visitors) and had their temperature taken prior to entering the building.

☐ The team consists of:

- ✓ Administrative Team
- ✓ SRO/SSO
- ✓ Parent Liaison
- ✓ Social Worker
- ✓ Special Subject Teachers
- ✓ Instructional Coaches

• **Social Distancing:**

- We will maximize 6-foot 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.

• **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 room 122 near Exit 3.
- 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 the above 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).
- **Visitor Screening:**
 - ☐ Each visitor will need to complete the screening form in the main entry foyer prior to entering the main office.
 - ☐ The screening form will need to be given to the main office secretarial staff when entering into the office and each visitor will need to sign the visitor screening log.
 - ☐ Each visitor will have their temperature taken in the main entry foyer, prior to coming into the main office.
- **Health Hygiene:**
 - Correct handwashing will be taught to students and reinforced throughout the day.
 - 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.
 - Students/staff will be expected to wash hands following specific guidelines on hand washing signs that are displayed by sink.
 - In each hallway bathroom, only one sink will be open and all other sinks will be sealed and closed for use, in order to maintain social distancing guidelines.
- **Additional Face Coverings:**
 - ☐ Extra face coverings will be stored in the main office.
 - ☐ Each classroom will have 1 to 2 extra face available.
- **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 coverings can be taken off when staff and students are NOT within 6 feet of each other (further than 6 feet away from each other).

- **Cleaning and Disinfecting:**
 - ☐ All areas of the school will be cleaned daily. Spray bottles will be available for staff members to utilize.

Facilities

Physical Footprint/Utilization of Space—All areas of the John Walton Spencer School No. 16 building will adhere to the following guidance:

- **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.
 - ☐ Students and staff must wear face masks at all times in the hall.
 - ☐ There will be designated staircases for up only and down only.
 - Up only staircases: Staircase 1 and Staircase 2
 - Down only staircases: Staircase 3
 - All staircases will be labeled appropriately
 - ☐ 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.
 - Elevators should be used by adult staff only.
 - Only three people are allowed on an elevator at a time.
- **Student Belongings:**
 - ☐ Students' personal belongings will be kept in student cubbies. 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.
- **Fire and Lock Down Drills:**
 - ☐ Must still be conducted.
 - ☐ Social distancing measures will be adhered to.
 - ☐ Fire Drill procedures and safety precautions will be given to and reviewed with all staff prior to school opening.

- **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.
 - ☐ Only one drinking fountain in each hallway will be available for use.
- **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.
 - ☐ Masks must be worn by all staff members entering the office.
- **Building Hours:** (modified to allow for thorough building cleaning)
 - ☐ Staff Arrival: Enter the building at 8:00 a.m. via Exit 6 (Colgate Street Parking Lot)
 - Staff temperature will be taken daily prior to entering the building.
 - ☐ Staff Dismissal: Exit the building no later than 4:30 p.m.
- **Staff will report to the school building Monday through Friday.**
 - Staff Arrival: May enter building at 8:00 a.m.
 - Staff Dismissal: Must leave the building by 4:30 p.m.
 - See specific reporting times in the Faculty Handbook.

Child Nutrition

Providing healthy, safe meals to all students during the school hours is a priority of John Walton Spencer School No. 16.

Breakfast:

- Students will transition directly to their classrooms.
- All teachers will greet their students at their classroom door. It is very important that teachers be on time to meet students.
- Hands will be washed/sanitized before and after breakfast.
- Breakfast will be delivered to your classroom.
- Students will eat breakfast in their classrooms with the teacher.
- Breakfast items will be cold.

Lunch:

- Hands will be washed/sanitized before and after lunch.
- Lunch will be delivered to your classroom.
- Lunch items will be hot.
- Students will eat lunch in the classroom.

For All Students NOT Onsite at John Walton Spencer School No. 16 for Instruction:

- Pre-made breakfast and lunches will continue to be available to all our students at all RCSD High School Distribution Sites 9:00 a.m. to 1:00 pm.

Transportation

Ensuring students are safe and healthy on the school bus is a priority of John Walton Spencer School No. 16.

- The school bus is an extension of the classroom. Transportation will have guidelines for seating, behavior, etc. on the bus.
- Social distancing, cleaning, and face coverings will be required.
- **Arrival:**
 - Students will get off the buses and walk to their designated entrance:
 - ☐ Pre-K: Enter building through Exit 4
 - ☐ K and Grade 1: Enter building through Exit 3
 - ☐ Grade 2 and Grade 3: Enter building through Exit 5
 - ☐ Grade 4: Enter building through Exit 2
 - ☐ **Bus Riders:**
 - First Student buses arrive in the front bus loop on Post Avenue.
 - Students will be let off buses, one bus at a time by grade levels.
 - Students offload by rounds:
 - Round 1: K (Exit3)
 - Round 2: Grade 1 (Exit 3) and Grade 2 (Exit 5)
 - Round 3: Grade 3 (Exit 5) and Grade 4 (Exit 2)
 - 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 transition directly to their classrooms.
 - **Walkers:**
 - Students will enter through Exit 5.
 - While waiting to enter, social distancing will be followed.
 - Each student will have their temperature checked before entering the building.
 - ONLY students will be allowed into the building.
 - Once in, students will transition directly to their classrooms.
 - **Monroe Transportation Buses and Parent Drop-off:**
 - Students will offload in the back of the school at Exit 6 (Colgate Street Parking Lot).
 - Students will exit bus one at a time.
 - Each student will have their temperature checked before entering the building.
 - TAs and paraprofessionals will meet students at the buses and go directly to their classrooms.

- ☐ Late Arrivals:
 - Students are considered late starting at 9:15 a.m.
 - Students arriving after 9:15 a.m. will be signed in at the Main Office and provided a late pass.
 - Students who are later than 9:15 a.m. to school will enter through Exit 1 and the Main Office.
 - Students will have their temperature checked in the main entry foyer before being allowed into the main building.
- **Dismissal:**
 - ☐ Teachers should coordinate a system/procedure for dismissing your students (1st /2nd/3rd rounds) and submit to administration by Aug 31st.
 - ☐ **For students who walk (Round 1):**
 - All students who walk home will be dismissed to the cafeteria during the 1st round of announcements.
 - Students will use the “Down only” staircase (Exit 4) while exiting the building.
 - ☐ **For students who ride the bus (Round 2):**
 - Students will get their belongings one at a time.
 - Support staff will be assigned posts in hallways and outside to assist with supervision and transitions.
 - Classes will follow social distancing guidelines while walking down the hallways.
 - Students will use the “Down only” staircase (Exit 4) while exiting the building.
 - Grades Levels will be dismissed via PA announcement according to grade level.
 - Grades K-4 will be dismissed via PA announcement according to bus line up.
 - Students board buses, following transportation guidelines.
 - ☐ **For students who get picked up (Round 3):**
 - PreK parents will pick up their children using Exit 4 A-Wing.
 - While in the room, all staff and students will adhere to social distancing guidelines (desks set 6 feet apart).
 - ☐ **For students who get picked up early:**
 - All parents will enter through the Main Office or parents can call from the car and then the student will be escorted out to them.
 - Office staff will call classroom for the student
 - Parent/student will exit through the main office doors.

Social/Emotional Well-Being

Social/emotional well-being must be our schools' and districts' top priority in supporting school transitions.

- Morning Meeting:
 - Students' social/emotional needs are at its greatest. Each day, teachers will spend time connecting and relationship-building as a group.
- The Administrative Team, Social Worker (Ms. Burke) and our Center for Youth staff (Mr. Fuller) will be available to support students as needed.
- The Administrative Team, Social worker, Parent Liaison and Community Site Coordinator will support families.
- The MTSS team will be available for referrals of students.
- We will continue to use a Restorative Approach, mindfulness strategies and Calm Classroom strategies.

Instructional Models and School Schedules

It is important to adhere to your individual schedules previously sent out and to our building base arrival, dismissal, breakfast, lunch and special subject schedules/procedures.

- **PreK through Grade 4 and all students in special education self-contained classrooms will use a hybrid model.**
 - Classes will be split into two groups: A and B.
 - **Group A** will report for in-person instruction on Monday and Tuesday, with distance learning on Wednesday, Thursday, and Friday.
 - All siblings will be placed in group A.
 - **Group B** will report for in-person instruction on Thursday and Friday, with distance learning on Monday, Tuesday, and Wednesday.
 - On Wednesday: During this time the building will be thoroughly cleaned. Staff will have job embedded professional development, conduct building meetings and plan for instruction.
- **5th and 6th Grade students will follow a virtual learning plan.**
 - Teachers will provide virtual learning with students on Monday, Tuesday, Thursday, and Friday.
 - On Wednesday, students will do distance learning on their own.
- **Wednesdays:**
 - During this time the building will be thoroughly cleaned.
 - Staff will have job embedded professional development, conduct building meetings and plan for instruction.

- **Hybrid Model/Virtual Learning-Distance Learning Plans:**
 - **PreK through Grade 4 students will attend in person following a Group A and a Group B schedule.**
 - **Group A students** in grades PreK-Grade 4 and students in special education self-contained classes will attend in-person instruction on Monday and Tuesday with distance learning occurring on Wednesday, Thursday, and Friday.
 - Siblings will be placed in group A and will receive in-person instruction on Monday and Tuesday. They will receive distance learning instruction on Wednesday, Thursday and Friday.
 - **Group B students** in grades PreK-Grade 4 and students in special education self-contained classes will attend in-person instruction on Thursday and Friday with distance learning occurring on Monday, Tuesday, and Wednesday.
 - No students will report to school on Wednesdays.
 - Student Arrival: see arrival/dismissal procedures
 - Breakfast and lunch will be served to all students in the classroom.
 - Students will get their breakfast and lunch one at a time and follow the 6 feet social distancing guidelines.
 - Students will eat at their assigned seat. Students will get up one at a time to throw away garbage.
 - **Grade 5 and Grade 6 Students:**
 - Teachers will provide virtual learning instruction to students on Monday, Tuesday, Thursday, and Friday.
 - On Wednesday, students will do distance learning on their own.

Attendance and Chronic Absenteeism

Student attendance and participation is an important component to their educational success:

- **Teachers will be required to take attendance:**
 - In person attendance: see Faculty Handbook for guidance.
 - Social distancing attendance/participation.
- **Chronic Absenteeism:**

The Attendance Team will continue to meet weekly in order to monitor students' engagement levels, create and provide incentives, and to determine what students/families need targeted support. The team's tiered support identification process will continue.

Technology and Connectivity

The availability of technology devices, connectivity and instructionally appropriate technology assisted programs are all an important factor of a successful hybrid, distance and virtual learning model.

- Staff will conduct surveys with families to gather information of specific technology available for student use.
- The district has provided Chromebooks for all students in grades 5-12.
- Staff will provide distance learning opportunities that consist of technology-based activities as well as non-technology-based activities.
- iPads/Chromebooks in the classroom: items must be cleaned between use of each student. No sharing of electronics is allowed until they have been properly cleaned.
- Technology assisted programs will be used to provide new learning, enhance learning and to create rigorous learning opportunities for all students.

Teaching and Learning

At John Walton Spencer School No. 16, we will provide clear opportunities for equitable instruction for ALL students.

- We will maintain continuity of learning using instructional models:
In-person, Remote, and Hybrid.
- We will provide standards-based instruction.
- Substantive daily interaction will occur with teacher-to-student and student-to-teacher.
- We will provide clear communication of plans with families.
- We will engage students in the High Scope Pre-K Curriculum, the new K-5 ELA program, the new 6 grade ELA Curriculum, NYS Science and Social Studies Curriculum/standards and the newly revised pacing and curriculum guidance documents in Mathematics.

- **Specials:**
 - Art, Library, Music and Physical Education will come to the classroom to provide instruction.
 - All materials used will be cleaned between each student use.

- **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.

Special Education

At John Walton Spencer School No. 16, we will provide clear opportunities for equitable instruction for ALL students.

- Consultant Teacher and Resource Room students will receive services in-person on days in school and remotely when students are home.
- Documentation will be kept on students' IEP goals.
- Communication with families is necessary.
- More information will come on CSE meetings.
- Related services will follow social distancing guidelines.

Bilingual Education and World Languages

At John Walton Spencer School No. 16, we will provide clear opportunities for equitable instruction for ALL students.

- Communication to families must be in their preferred language.
- ELL students will receive services in person on the days in school, and remotely when home.
- Spaces for services will follow social distancing guidelines.

Additional Staff Protocols

- All staff must complete the daily online COVID assessment (that arrives in e-mail between 3:30 and 4:30 am). All staff must take their temperature daily, before coming to school.
- Staff will take their temperature once again before entering the building.
- Each staff member must swipe their own badge before entering the building.
- Every badge needs to be swiped for monitoring.
- 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).
- Please DO NOT hold the door for each other.
- If you need a new badge, please notify Plant Security, 336-4160.
- Student teachers and volunteers will NOT be able to enter the building until further notice.
- Staff cannot bring personal belongings into the school building.
- It is recommended that face coverings (masks) be worn at all times. If not worn at all times, a mask must be worn when you are less than 6 feet apart.
- When using shared spaces (copiers, microwaves etc.) you must wash your hands prior to using the equipment and using the equipment.