

Rochester City School District COVID-19 Reopening Plan
Building Specific 7/24/2020
Dr. Charles T. Lunsford School No. 19

School Information

Dr. Charles T. Lunsford School No. 19

Address: 465 Seward Street

Principal: Moniek Silas-Lee

Contact Information: 585-328-7454

Grades: PreK-8

Number of Students: 400

School Hours: 9-3:30pm

Building Hours: 8am-4:30pm

General Information

General Information:

Pre K- 4th Grade and SC Grade 6 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.

Grades 5- 8 students will follow a distance learning plan.

- Monday, Tuesday, Thursday, and Friday will be distance learning.
- Wednesday will be a distance learning/planning/ PLC day.

Hybrid Model PreK-4

Following is the hybrid model for students in PreK-6, students with disabilities in specialized programs in PreK-12, and self-contained programs PreK-4. 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.

Distance Learning 7-8

Students in grades 7-8 will follow their typical class schedule in a remote learning environment. Doing so will ensure consistency and continuity of instruction, eliminate conflicts, and build natural breaks (lunch) into the day for students. This also retains planning time for teachers. Class periods will be adjusted to allow for a “screen time break” and transition time between classes. A combination of synchronous large group instruction, synchronous small group instruction, and asynchronous learning will be provided to students each week.

Hybrid Model 7-8 (When determined)

Week 1 / Week 2: Students come to school four days a week to receive face to face learning. Students will be split into Group A or Group B to provide 50% occupancy and groupings will include grade level, courses, and cohorts. Direct instruction will be delivered to students in small groups within their classroom while maintaining health and safety measures outlined by CDC guidelines. Note: Parent Preference to Distance Learning: students will work 100% remotely and will not come to the building for instruction. Parents need to contact the school as soon as possible to indicate distance learning is preferred.

Social Distancing

- Six feet of space from person to person is required in all directions.
- Students and staff will wear a mask and practice social distancing at least 6 ft. apart whenever possible.
- A mask is expected to be worn where students and staff are unable to properly social distance at least 6 ft. apart or without a protective barrier.

Social Distancing Classroom Plans:

- Seating arrangements will be made to ensure students are 6ft apart and facing in the same direction to reduce potential transmission of disease by droplets produced by talking, coughing or sneezing.
- Group work: When necessary students will wear a protective face covering with protective shield between them.
- Limit student movement to other rooms, have staff rotate to students for special areas as much as possible.
- 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. Encourage single flow movement whenever possible, for example identifying a stair tower for going up (exit 8) and a stair tower for going down (exit 7).
- Student personal supplies such as pencils, markers, scissors etc. will be labeled and contained in a ziplock bag.
- Student supplies will be stored in their cubby for individual use.
- In the event that materials are shared they will be cleaned in between uses.

Grade Level	Room Location	Students per Day 7.23.2020
Kindergarten	117/118	4 per section
1st Grade	218/219	7 per section
2nd Grade	216/217	4.5 per section
3rd Grade	225/226	6 per section
4th Grade	227/228	7.5 per section

Special Area Teachers:

Identify where special area instruction will take place. Identify if there are shared items and how shared items will be disinfected between each use.

- Specials (PE) - Students will be positioned 12ft apart in the cafeteria. Space will be partitioned and marked with tape prior to physical activity
- Specials(other)- teacher will use a cart and enter the classrooms - see schedule
- Library - Will be held in its natural setting; however the librarian will preselect books available for checkout that students can choose from.
- Music - 12 feet apart in the classroom
- Lunch - Will be held in the classroom

Cohorts

Pre K- 4th Grade and SC Grade 6 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.

Grades 5- 8 students will follow a distance learning plan.

- Monday, Tuesday, Thursday, and Friday will be distance learning.
- Wednesday will be a distance learning/planning/ PLC day.

Mask Distribution & Availability

Face covers must be worn whenever an individual is within six feet of another person and in all communal areas. Encourage face cover wear at all times. Students and staff who find themselves in need of a mask may obtain a mask in one of the following ways.

- Students who arrive without a face mask will be provided with one during the temperature check.
- Additional masks are available in the main office.

- The nurse will provide each classroom teacher with a supply of back up masks in the event that one breaks.

Transitions & High Traffic Areas

- The elevator will only be used for staff with the max capacity of 50%.
- Hallways will be marked to create clear pathways for students. Students will wear masks, walk 6 ft. apart and use the right side of the hallway.
- There are two main stairwells. Stairs will be labeled for use “up only” (exit 8) and “down only (exit 7).”

Shared Spaces

The playground will be available to one class at a time. Students will wear a face mask when unable to be socially distant. In the following areas, surfaces will be disinfected between uses and face masks and/or social distancing will be maintained.

- Cafeteria for PE Classes
- Library
- Community Room - daily health checks for staff
- Lunch - will be eaten in the classrooms

Face Cover Breaks

Face masks are encouraged at all times when social distancing is not possible. Students and staff may remove their mask and leave it in chin position when more than 6ft apart. Face cover breaks should avoid high traffic areas such as hallways.

Suggested locations:

Staff: Teachers’ lounge, desk or when properly social distancing 6ft or more.

Students: assigned seat and outside in designated area

Water Fountains & Access to Water

Water fountains will be closed and covered (open and uncovered for handless bottle filling only). Students will have access to water stations where they can fill up a drinking container.

Screening & Tracking Building Access

Staff

Location: Community Rm

The entire staff will participate in the screening process daily including questionnaire and temperature check. Teachers should gain access to the building using their badge for tracking purposes. If a staff member is unable to do so then they must sign in using the visitor’s log.

Staff Screening Team: Principal, SSO, Community Site Coordinator hours for operation 8-4:30 daily

Students

Locations: K at exit 6, Grades 1 and 2 at exit 8, and Grades 3 and 4 at exit 7

Students will be screened each morning by the screening team upon arrival before entering the building. Students will line up with their class in a designated area. Once students are screened the teacher will walk students directly to the classroom.

Arrival:

- One bus dismissal at a time
- students report to designated areas
- health checks occur
- students escorted to classrooms

Dismissal:

- Will begin at 3pm
- Kindergarten will dismiss at 3pm and teachers will escort students to the bus using exit 6
- 1st Grade will dismiss at 3:10pm and teacher will escort students to the bus using exit 8
- 2nd Grade will dismiss at 3:20pm and teachers will escort students to the bus using exit 8
- 3rd Grade will dismiss at 3:20pm and teacher will escort students to the bus using exit 7
- 4th Grade will dismiss at 3:30pm and teacher will escort students to the bus using exit 7

Student Screening Team: SSOs, admin and specials teachers and classroom teachers. Student will be released from the busses one bus at a time

Positive Screening

Isolation Room Location: 322

In the case of a positive screening room 322 will be utilized for students and/or staff members with a temperature, signs of illness, and/or a positive response to the screening questionnaire. Students will be supervised prior to being picked up or otherwise sent home. Students' parent/guardians will be provided with information on testing resources and advised to contact their healthcare provider. If possible, staff members will leave the building immediately. Staff will be advised to contact their healthcare provider and the Benefits Department.

Visitors

Visitors will be screened by the SSO and participate in temperature checks. Once approved, visitors will sign in to the building. Visitors will not be permitted into school without screening.

Visitor Screening Location: Main entrance Foyer

Early Dismissal:

- Parents will call prior to or send a note
- Office will verify the pickup time
- Student will be sent to the main office for the early dismissal
- Parent/guardian will meet student in the foyer
- Staff will verify ID, secure signature and release student

Safety Drills

Safety drills must be performed. All on-site students and staff must participate in drills. Drills will be conducted as follows:

Evacuation Drills:

Evacuation drill protocols will be followed per our school safety plan with the following adjustments:

- Face masks and covering will be used until social distancing can be maintained
- Students and staff will follow the newly designated routes for evacuation
 - Kindergarten - use rear classroom door then out to the back field
 - 1st Grade -use emergency exit located in the cluster area(back stairs) then out to the back field
 - 2nd Grade - travel to exit 7 and then cross the street and remain on Seward Street
 - 3rd Grade - use emergency exit located in the cluster area(back stairs) then out to the back field
 - 4th Grade - travel to exit 7 and then cross the street and remain on Seward Street

Lockdown Drills:

Current lockdown drill procedure will be followed per our school safety plan with the use of face masks/coverings during the drill.

Designated Pick-up and Drop-off Location for Deliveries**Loading Docks:**

- meals
- cleaning supplies
- large office orders
- etc.

Main Office:

- personal student supplies
- mail
- staff personal supplies

Daily Supply Inspection

Supplies will be inspected daily. Supplies 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).

Location of Forms: Main Office (both paper and google doc)

Persons Responsible: Senior Secretary and Head Custodial Engineer

Hygiene Stations: Four (4) stations will be available for student use. Staff will be provided with Hygiene kits for their classrooms.

Virtual Learning Plan Grades K-8th - Distance Learning Plan

At Dr. Charles T. Lunsford School No. 19 it is our mission to create a high quality, culturally relevant and supportive learning environment where we are inspired to become Lunsford Strong. The School 19 community will demonstrate our core values of kindness, leadership, and dedication. At School 19, students, families, school staff, and community members will work collaboratively to meet this goal. We will develop the knowledge, skills, and practices needed to have a positive impact on the world. [Distance Learning Plan DCTL#19](#)

Teaching Staff will:

- Provide an asynchronous and synchronous model for instructing students.
- Adhere to a daily schedule - see attached
- 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.

During this time of school closure, we will ensure continuous, high-quality instructional opportunities for our students which will include:

- Daily communications with students and families. Staff will divide the families based on Family Crew for middle school and small groups for PreK- 6 grades.

Staff will utilize the following modes of communication

Applications/Modes (School-wide):

- Seesaw Application
- Robo calls, school social media
- Zoom Conferencing
- Phone Calls

Applications/Modes (Individual)

- Text
- Social media (personal)
- Letters
- Emails
-

Documentation

- Staff will document all interactions with families on our distance learning google spreadsheet weekly. Attendance team will follow-up with families that staff have been unable to contact

What constitutes a daily contact?

- Phone call

- Text message
- Communication through social media app or educational app
- Email
- Zoom conferencing

- Staff will provide a weekly update each Monday to the building leader around the following:
 - Content/activities assigned
 - Number of students participating
 - Ways utilized to promote continuity in learning for students with low participation
 - Monitor which students are engaging in instruction vs not engaging

- Staff will utilize the following alternative platforms/formats for distance learning
 - [RCSDLearns](#)
 - Google classrooms(grade level specific)
 - Zoom conferencing
 - Phone conferences

- Staff will utilize the following learning Apps:
 - Lexia
 - Zearn
 - IXL
 - Other online learning sites such as NewsELA, castle learning, seesaw activities etc.

- Staff will engage in PD that is specific to our building goals as approved by SBPT

- Staff will continue to participate in building and instructional team meetings such as:
 - Grade Level Meetings
 - SBPT
 - Attendance Team
 - CET(Community Engagement Team)
 - SIG Goals teams – Restorative practices, instructional Model and Community Engagement
 - ILT(instructional Leadership Meeting)
 - Building Committee
 - etc.

- Teachers will provide feedback to students in a timely manner with a focus of mastery not grades

- All grade levels will meet in teams at least once weekly will hold weekly “office hours” for at least one hour via Zoom

- Staff will provide at least two hours of alternative learning each day for students

- Related services and SPED teachers will provide support/modifications/accommodations through:
 - Co-planning with content areas
 - Zoom conference

- Phone calls
 - Logs provided by RCSD Specialized Services
- Support staff(not assigned to a classroom) and CBO (Community Based Organizations) Partners will align with a grade level and provide support such as:
 - Continue to run student support/leadership groups
 - Support instruction
 - Support families
 - Assist with maintaining contact with students and families

Communication and Engagement

- Given the complexities around the reopening of schools during the COVID-19 pandemic, our school will provide regular and frequent communication to students, families, staff, and the wider community through our website, robocalls, emails, text messages, and social media.
- We will communicate with our multilingual families in their preferred language and mode.

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.