

## Abraham Lincoln School No. 22

### Reopening Plan 2020-2021

*"Recover, rebuild, and renew"*

Name: Abraham Lincoln School 22

Address: 595 Upper Falls Blvd; Rochester, NY 14605

Principal: Clinton Bell

Grade Levels PreK-6

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As per Governor Cuomo and the New York State Education Department document on *Recovering, Rebuilding, and Renewing: the Spirit of New York's Schools Reopening Guidance from July 13, 2020*. This document details how Abraham Lincoln School No. 22 plans to reopen the school building safely.

#### General Information

##### Hybrid Model PreK-4

###### 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, along with Virtual Homeroom Community Building for at least an hour, while the building is deep cleaned.
- All students in Special Classes (K-6) will have in-person instruction.
  - 50% of students in special classes will report for in-person instruction on Monday, Tuesday and other 50% on Thursday, and Friday.
  - Wednesday will be a planning/ PLC day, as well as Virtual Homeroom Community Building for at least an hour, while the building is deep cleaned.

*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.*

- 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, as well as Virtual Homeroom

Community Building for at least an hour.

**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.

- The safety and health of all of our staff and students is our number one priority!
- Staff will report to the school building Monday- Friday.

**-Communication/ Family & Community Engagement**

- Information will be communicated, in English and Spanish, with families in August 2020.
- Weekly/ Monthly updates will be shared with families through Facebook (Abraham Lincoln 22), Twitter (@rcsdsch22), School Website, robocalls, and newsletters.
- Virtual Parent Meetings to discuss Reopening Procedures and policies.

**Health and Safety**

- **Health Checks:**
  - All employees will be required to use their badge to gain access to the building. This will be done at each building even if multiple buildings are visited in the same day. If necessary, the Monroe County Department of Health will use this information to support contact-tracing efforts. Employees cannot badge in for other employees.
  - ALL staff and students will be temperature checked before entering the building.
    - ALL staff must enter through Exit 6 and 7 and will have their temperature checked before entering the building.
    - Staff may begin to enter the building at 7:00 am.
  - K-4th Grade: There will be assigned staff members at Exits 6 and 7 (for bus riders and walkers) taking temperatures each morning.
  - Pre K:
    - Pre-K3 and Pre-K4 will enter through Exit 2 at 8:45 am. Only students will be allowed to enter the building after having their temperature checked.
- 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.
- **Social Distancing-** We will maximize social distancing whenever possible. Students and staff will remain 6 feet apart as much as possible.
  - Floors, sidewalks, and stairwells will be marked for social distancing
  - Travel areas will also be marked with traffic patterns.
- **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 gymnasium.
  - Any staff member 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
    - Diarrheas
  - 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 a 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).
- **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.
- Signage will be displayed by sink indicating specific hand washing instructions.
- Water fountains will be only used to refill water bottles.

**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 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.
- **Face Cover Location(s):**
- Face covers will be stored in the main office. They will also be available at entrances where individuals are allowed to enter.
- **Face Cover Breaks:**
- Mask will be worn at all times outside of the classroom. In the classroom, mask may be removed if students are 6ft apart.

### ***Sharing objects***

- Touching of shared objects and surfaces will be discouraged.
- When in contact with shared objects or frequently touched areas; employees will be encouraged to wash hands before and after contact.
- Some commonly touched shared objects include:
  - Door handles and push plates
  - Handrails
  - Kitchen and bathroom faucets
  - Light switches
  - Handles on equipment

- Buttons on vending machines and elevators
- Shared telephones
- Shared desktops
- Shared computer keyboards and mice

## Facilities

- *Physical Footprint/ Utilization of Space*- All areas of the building will adhere to 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. Each student will have their own desk that will store their materials. Classrooms will keep all student desks (24) so that each student can have their own space.
    - Rugs will be rolled up and stored.
    - Student spaces will be cleaned daily.
    - Tables in classrooms will not be used for small group work.
  - 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
    - Down only staircases- Exit 6
    - 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.
    - Only one person is allowed on an elevator at a time.
  - 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 during designated times.
- *Fire and lock down drills*- Must still be conducted- should plan for social distancing measures. More information in Staff Handbook. More information about safely practicing these drills will come.
- *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.
- ***Cleaning and Disinfecting***- All areas of the school will be cleaned daily. Spray

bottles will be available for staff members to utilize.

- 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.
- Building Hours:
  - Staff can enter the building starting at 7:00 am and exit the building no later than 3:45 pm in order for the building to be thoroughly cleaned.

### Child 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 classroom.
  - Lunch will be delivered each morning by cafeteria staff.
  - Hands will be washed/ sanitized before and after lunch.
- 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.
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### Transportation

- The school bus is an extension of the classroom. Transportation will have guidelines for seating, etc. on the bus.
- Social distancing, cleaning, and face coverings will be required.
- Arrival:
  - Bus Riders:
    - Students will be let off the bus one bus at a time.
    - 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” staircase Exit 7.
  - 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.
  - ONLY students will be allowed into the building.
- Late Arrivals:

- Students are considered late starting at 9:15 am.
- Students arriving after 9:15 am will be signed in and provided a late pass until 9:30 am.
- Students who are later than 9:30 am to school will enter through the main office.
- Students will have their temperature checked before being allowed into the main building.
- 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 Exit 6 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 cafeteria.
    - While in the room, all staff and students will adhere to social distancing guidelines (6 feet apart).
    - Parents will come to exit 2 and use the buzzer to speak to a staff member.
    - Designated staff member will escort student to exit 2 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.
  - Parents should notify the main office no later than 2:30pm of early dismissal or pick up changes.
  - Office staff will call for the student.
  - Parent/student will exit through the main office doors.

### Social Emotional Well-Being

- “Social emotional well-being must be schools’ and districts’ top priority in supporting school transitions, not at the expense of academics, but in order to create the mental, social, and emotional space for academic learning to occur.”
- *Restorative Practice* Trainings will continue throughout the 20-21 academic school year for students and staff in order to support relationship building.
- *Playworks and Mindfulness* Trainings will occur twice a month for staff members in order to support student engagement.
- Engagement Team, Health and Wellness Team, and school social workers will be available to support students and staff.

- Team includes: Social Workers, Administration, Support Staff, Related Service staff
- The school Social worker, Parent Liaison and Community Partner will support families.
- The MTSS team will be available for referrals of students.
- We will continue to use a Restorative Approach (see Staff Handbook for Restorative Questions).

#### Attendance and Chronic Absenteeism

- Teachers will be required to take attendance.
  - In person attendance- see Staff Handbook
  - Social distancing attendance will be measured through logins and completion of virtual daily sessions. As well as student completion of assignments packets/task.
- Chronic Absenteeism- the Attendance Team will continue to meet weekly in order to monitor students engagement levels. The team will identify students that need support and work with staff in connecting for engagement.

#### Technology and Connectivity

- 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. There is a distribution plan for K-4<sup>th</sup>.
- 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.
- Teachers will be expected to use technology to provide new learning, enhancing learning and creating rigorous learning.

#### Teaching and Learning

- Teaching and Learning Goals:
  - We will provide clear opportunities for equitable instruction for ALL students.
  - We will maintain continuity of learning using instructional models (in person, remote, 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.
- **Specials:**
  - Art and Music will come to the classroom to provide instruction.
  - All materials used will be cleaned between each student use.
  - Physical education will be held in the classrooms.
  - 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.

**Special Education**

- All ASD students will attend in person instruction Monday, Tuesday, Thursday, Friday. No class on Wednesday.
- Special in Special Classes K-6<sup>th</sup> will attend in person instruction, 50% will attend on Monday, Tuesday and have distance learning on Wednesday, Thursday, and Friday. While the other 50% will attend Thursday and Friday.
- Consultant Teacher and Resource Room students will receive services in person on days in school, and remotely when 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**

- ELL students will receive services in person on the days in school, and remotely when home.
- Spaces for services will follow social distancing guidelines.

**Staffing**

- All staff must fill out COVID-19 questionnaire before entering the building (will be sent electronically).
- 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
- All staff may enter the building through exit 7 as early as 7:00 am.
- Each staff member must be temperature checked before entering the main building.
- All staff must exit the building by 3:45 pm in order for the building to be deep cleaned daily.

## 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 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

- **Breakfast and lunch will be provided during in-person learning**
- 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.

