

Francis Parker School No. 23
Reopening Plan 2020-2021

School: Francis Parker School 23

Address: 170 Barrington Street Rochester, NY 14607

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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 Francis Parker School No. 23 plans to reopen the school building safely.

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.
- There will be no distance learning on Wednesday as it will be a staff planning/PLC day, while the building is deep cleaned.

5th and 6th Grade students will follow a distance learning plan.

- Monday, Tuesday, Wednesday, Thursday, and Friday will be distance learning.
- Wednesday will be a planning/PLC day for staff, while the building is deep cleaned.

3rd/4th Grade 12:1:1 Self-Contained have a hybrid model.

- Class 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 for staff, while the building is deep cleaned.

Communication/ Family & Community Engagement

- Information will be communicated, in multiple languages with families in August 2020.
- Weekly/Monthly updates will be shared with families through two school Facebook sites (<https://www.facebook.com/RCSDFP23/> and <https://www.facebook.com/groups/francisparker/>), Twitter (@RCSDFP23), Class Dojo, SeeSaw, Bloomz, robocalls, and newsletters.
- Virtual PTA Meetings to discuss reopening procedures and policies.

Health Checks:

ALL staff and students will be temperature checked before entering the building.

Staff:

- ALL staff must enter through the Main Office doors and have their temperature checked before going into the main building.
- Staff may begin to enter the building at 6:45 am.

K-4th Grade Students:

- There will be assigned staff members taking temperatures each morning at Exit 5 (for 3rd and 4th Grade and walkers/drop-offs), Exit 2 (for Kindergarten and 1st Grade, and the Main Entrance (for 2nd Grade and the 12:1:1 class).

Pre-K Students:

- Pre-K students will enter through the Main Entrance at 8:15 am.
- There will be assigned staff members taking temperatures each morning.
- Only students will be allowed to enter the building after having their temperature checked.

Staff Online Screening Questionnaire:

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 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 the room next to the Nurse's Office.
- 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 a person has NOT been diagnosed with COVID-19, he/she 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, he/she 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.
- Students/ staff will be expected to wash hands following specific guidelines.
- Signage will be displayed by sink.

Face Coverings

ALL staff and students MUST wear a facemask when moving around the classroom and the building or within 6 feet of others.

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 building will adhere to guidance.

Classroom Seating:

- Student desks or tables 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 unless used as a desk for teachers.
- 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 bin 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 facemasks at all times in the hall.
- Up only staircase- Exit 5
- Down only staircase- Exit 2
- 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 two people are allowed on an elevator at a time.

Student Belongings:

- Students' personal belongings will be kept on the back of their chairs in the classroom.
- Students' instructional belongings will be stored in individual bins that will be stored on a shelf by teachers when students are not in-person.

Fire and Lock Down Drills

- Must still be conducted with social distancing measures.
- More information is available in the Staff Handbook.
- More information about safely practicing these drills will be forthcoming.

Plumbing Facilities

- Students will have access to drinking water.
- Bottle fillers on drinking fountains will be operational and available
- Spouts will be fully covered and unavailable 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/counter of the Main Office.
- Facemasks must be worn by visitors when entering the office.

Building Hours

- Staff can enter the building at 6:45 a.m. and must exit the building no later than 3:45 p.m. 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.
 - Masks will be worn whenever students are not seated at their desks or tables.
 - Desks, tables and floors will be labeled to maintain consistency in seating and social distancing.
 - Students will remain seated while eating and garbage will be collected by an adult.
 - All desks/tables will be sprayed and cleaned when lunch is finished.
 - 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.

Transportation

The school bus is an extension of the classroom.
Transportation will have guidelines for seating, etc. on the bus.
Social distancing, cleaning, and facemasks 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.
- Kindergarten and First Grade Students will enter through Exit 2.
- Second Grade and 12:1:1 Self-Contained students will enter through the Main Entrance.
- Third and Fourth Grade students will enter through Exit 5.
- Each student will have their temperature checked before entering the building.
- Once in, students will walk down the hall to their classrooms and use the “Up only” staircase at Exit 5.

Walkers/Car Riders:

- Students will enter through Exit 5.
- Students will adhere to social distancing (6 feet apart) prior to entering the building.
- Each student will get their temperature checked before entering the building.
- Once in, students will walk down the hall to their classrooms and use the “Up only” staircase at Exit 5.
- ONLY students will be allowed into the building.

Late Arrivals:

- Students are considered late starting at 7:45 am.
- Students arriving after 7:45 am will be signed in and provided a late pass until 8:00 a.m. at Exit 5.
- Students who are later than 8:00 a.m. to school will enter through the Main Office.

- Students will have their temperature checked before being allowed into the main building.

Dismissal

Bus Riders:

- Students will be dismissed by bus number and escorted to their bus by a staff member through the Main Entrance.
- Students will use the “Down only” staircase while walking to the Main Entrance.
- Students will follow social distancing guidelines while walking down the hallways.
- Students board busses, following transportation guidelines set by bus drivers.

Walkers:

- Students will be escorted to the parent pick up area by a staff member.

Early Pick Up:

- All parents will call the school when they arrive at the building, or ring the doorbell at the Main Entrance to announce that they are present.
- Office staff will call for the student.
- A designated staff member will escort the student to them.
- The escort will bring the Sign-Out Sheet to the parent for signature.

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.”

Connect time

- Students’ social/emotional needs are at its greatest.
- Each day, teachers will spend time connecting and relationship building as a group.
- *Second Step, Morning Meeting, and Restorative Circles* will be used as part of our school’s Social Emotional Learning (SEL) framework.
- The Social-Emotional Team will be available to support.
- The School Social Worker, Parent Liaison, and Administration will support families.
- All SEL support structures already in place will be used to support as needed.
- We will continue to use a Restorative Approach.

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 (including 12:1:1 Self-Contained) 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 (including 12:1:1 Self-Contained) will attend in-person instruction on Thursday and Friday with distance learning occurring on Monday, Tuesday, and Wednesday.

5th and 6th Grade:

- Students will participate in distance learning Monday, Tuesday, Wednesday, Thursday, and Friday.

Distance Learning Platform:

- Teachers in grades Pre-K- 4th will continue to upload weekly distance learning opportunities for students by Monday mornings.
- Teachers in grades 5th and 6th will update daily (Monday, Tuesday, Wednesday, Thursday, and Friday).

No students will report in-person on Wednesdays.

All staff will report to the school building Monday - Friday.

7:30 a.m. - 8:00 a.m. daily will consist of arrival, breakfast, and connect time (see arrival procedures in the Transportation section of this document).

Attendance and Chronic Absenteeism

Teachers will be required to take attendance.

- In-person attendance- see Staff Handbook
- Social distancing attendance/Participation

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 on specific technology available for student use.
- The district has provided Chromebooks for all students in grades 5-12 and will provide them to K-4 families in Fall 2020.
- Staff will provide distance learning opportunities that consist of technology-based activities as well as non-technology based activities.
- Teachers will be expected to use technology to provide, enhance, and create rigorous distance learning experiences.

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, Music and Physical Education will come to the classroom to provide instruction.
- All materials and equipment used will be cleaned between each student use.

- Library will come to the classroom with a selection of books for check out.
- Students must be 12 feet apart at all times during physical education.

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 12:1:1 students will attend in person instruction Monday/Tuesday or Thursday/Friday with distance learning on all other 3 days.
- 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.
- Ongoing communication with families will be made.
- More information will come in regards to CSE meetings.
- Related services will follow social distancing guidelines.

Bilingual Education and World Languages

- 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.

Staff

- All staff must fill out COVID-19 questionnaire before entering the building (this 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!)
- 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).
- If staff needs a new badge, please notify Plant Security at 585-336-4160.
- All staff may enter the building through the Main Office beginning at 6:45 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.