

John William School 5
Reopening Plan 2020-2021
“Reimagining Education”

School Name: John H Williams School 5
Grade levels: PreK - 8
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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 John Williams School 5 plans to reopen the school building safely.

General Information

Hybrid Model PreK-4

Cohorts:

- Pre K- 4th Grade
 - 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.
- **Special Education**
 - All ASD and Social Communication classrooms (K-8) will have in-person instruction.
 - ASD students will report for in-person instruction on Monday, Tuesday, Thursday, and Friday from 9:00AM – 1:00PM
 - Wednesday will be a planning/ PLC day, while the building is deep cleaned.
 - Self - Contained (PreK-8) will have in-person instruction.
 - 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.
- Grade 5 - 6 students will follow a distance learning plan.
 - Monday, Tuesday, Thursday, and Friday will be distance learning.
 - Wednesday will be a planning/ PLC day.

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.

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.

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.

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

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 Facebook (@John Williams School No. 5), Twitter (@rcsdsch5), Class Dojo, robocals, and newsletters.
- Virtual PTO Meetings to discuss Reopening Procedures and policies.

Health and Safety

- **Health Checks:**
 - ALL staff and students will be temperature checked before entering the building.
 - 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 7:30 am.
 - K-4th Grade: There will be assigned staff members at Exit 11 (for bus riders) and Exit 1 (for walkers) taking temperatures each morning.
 - Pre K:
 - Pre K4 will enter through Exit 1 at 9:00 am. Only students will be allowed to enter the building after having their temperature checked.
- 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.
- 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 lower gym when there is more than two students showing symptoms of illness, Or the isolation room next to the nurses office with no more than two students waiting to get picked up.
 - 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
 - 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 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. *Cleaning schedule will be established by the building Custodian Engineer and Assistant Principal?*
- 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.

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.
- **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:**
 - 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- Center Staircase Exit 1, Exit 2 Pre-K wing and Exit 12.
- Down only staircases- Exit 4, Exit 11 and Exit 12
- Staff and students will move single file in hallways and stay to the right-hand side

Elevator Use

- Whenever possible, only one person should ride an elevator at a time
- Riders in an elevator cannot exceed 50% of the elevator capacity. This will be posted on the outside of the elevator at each call button. (*Attachment 4 – Elevator Use*)
- Staff must wear a face covering whenever riding in an elevator.
- The use of stairs will be encouraged.

Student Belongings:

- Students' personal belongings will be kept with student
- 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.
- **Lockers will not be utilized for middle school.**
- *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.
- 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 between 7:30 am, and exit the building no later than 5:00 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.
 - 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, etc will be sprayed and cleaned between each lunch period.
- Hands will be washed/ sanitized before and after lunch.

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 1 and Exit 12 ($\frac{3}{4}$ stair way across from cafeteria)
 - Walkers:
 - Students who are dropped off will enter through Exit 11.
 - 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 9:30 am.
 - Students arriving after 9:30 am will 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.
 - 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 4, 11 and 12) 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 be escorted by designated walker support staff at Exit 1 and Exit 2. Both Exits/Hallway will be used for social distancing purposes.
 - While at the Exit, all staff and students will adhere to social distancing guidelines (standing 6 feet apart).
 - Parents will come to the door and tell staff member who they are picking up.
 - Designated staff member will call for student for dismissal.
 - Designated staff member will record that the student was picked up.
 - 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.
 - Office staff will call for the student.
 - Designated main office clerk will log in the sign-out sheet that the student was picked up early.
 - 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.”
- **Connect time:** students social/ emotional needs are at its greatest. Each day, teachers will spend time connecting, and relationship building as a group with Morning Meeting.
- Center for Youth Mr. Serio and social workers Mrs. Dorsey and Mrs. Campbell will be available to support.
- 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).

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-8th grade will attend in person instruction Monday, Tuesday, Thursday, and Friday.
- Students in grades 5th and 8th grade will participate in distance learning Monday, Tuesday, Thursday, and Friday.
- No students will report in person on Wednesday's.
- Staff will report to the school building Monday- Friday.
- **Schedule**
 - 9:00-9:30 daily will consist of arrival, breakfast, and morning meeting
 - **Arrival:** see arrival/dismissal procedures
 - **Breakfast:** breakfast will be served to all students in the classroom. Cafeteria staff will deliver student breakfast to all classrooms before students arrive to school. Cafeteria staff will deliver lunch to the classrooms. Students will eat at their assigned seat. Students will get up one at a time to throw away garbage.
- **Distance learning platform-** teachers in grades Pre K- 4th will continue to upload weekly distance learning opportunities for students by Monday mornings. (Insert link). Teachers in grades 5th through 8th will update daily (Monday, Tuesday, Thursday, and Friday).

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 of specific technology available for student use.**
- **The district has provided Chromebooks for all students in grades 3-12.**
- **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 will be expected to be used 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.
 - We will continue to: Treat Every Child Like Our Own Because We are a Family!
- 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 classroom or outside when weather permits and must adhere to social distancing.
- 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.
- Self-Contained students (K-6) will attend in person instruction Group A on Monday, Tuesday and Group B on Thursday, Friday.
- Consultant Teacher and Resource Room students (K-4) will receive services in person on days in school, and remotely when home (Distance Learning Plans).
- Consultant Teacher and Resource Room students (5-8) will receive services remotely (Distance Learning Plans).
- 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

- 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.

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.
- 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 may enter the building through the main entrance beginning at 7:30 am.
- Each staff member must be temperature checked before entering the main building.
- All staff must exit the building by 4:30 pm in order for the building to be deep cleaned daily.

General Office Areas

- Tasks requiring large amounts of people to be in one area will be reduced or performed virtually when possible.
- Staff will be encouraged not to linger or socialize in common areas.
- Floor plans will be reviewed. When necessary and possible, seats, workstations and furniture will be reconfigured to preserve recommended physical distancing in accordance with guidelines.
- When necessary and possible, workstations will be reconfigured so that employees do not face each other, or partitions will be placed if facing each other cannot be avoided.
- Employees will be encouraged to use virtual meeting tools, including phone and virtual teleconference, in lieu of in-person meetings, whenever possible.

Conference Rooms

- If a conference room is used by multiple people six feet of space is required in all directions or face coverings must be worn.
- In-person meetings are limited to State size restrictions on gatherings in place at the time of the meeting.
- Wear of a face covering is encouraged throughout the meeting.
- If meetings are to occur in person, they will be conducted in a quick manner.
- Lingering and socializing before and after meetings will be discouraged.

Breakrooms and Lunchrooms - Adults

- The use of breakrooms and lunchrooms will be discouraged.
 - When a breakroom or lunch room is used, it will have cleaners and disinfectants available to wipe down before and after items are used.

- Hand hygiene will be encouraged before and after use.
- Signage will be posted. (*Attachment 2 – Shared Appliances*)
- Some frequently touched items include:
 - Water coolers
 - Coffee makers
 - Shared small kitchen appliances
 - Refrigerator handles
 - Vending machines
- Communal meals and shared food will not be allowed. (e.g., bagels, donuts, candy and fruit bowls).
- When necessary, lunch breaks will be staggered to minimize occupancy in breakrooms and allow for social distancing.
- Congregating in breakrooms or lunchrooms will be discouraged.

Copier Rooms/Areas

- No congregating in copier rooms will be allowed.
- Copiers are difficult to clean due to the sensitivity of the hardware to liquids.
 - Users will be provided hand sanitizer and gloves.
 - Signs will be posted regarding proper hand hygiene before and after using the copiers to minimize disease transmission. (*Attachment 3 – Shared Computers & Copiers*)

Elevator Use

- Whenever possible, only one person should ride an elevator at a time
- Riders in an elevator cannot exceed 50% of the elevator capacity. This will be posted on the outside of the elevator at each call button. (*Attachment 4 – Elevator Use*)
- Staff must wear a face covering whenever riding in an elevator.
- The use of stairs will be encouraged.

Shared Objects and Surfaces

- 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

- Frequently touched surfaces and objects will be cleaned and disinfected several times a day to further reduce the risk of germs on surfaces and objects.

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.