

Rochester City School District COVID-19 Reopening Plan
Building Specific
World of Inquiry Reopening 2020-2021



Building Name: World of Inquiry School #58 (K-12)
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“Recover, Rebuild, and Renew”

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 World of Inquiry School No. 58 plans to reopen the school building safely.

General Information

- Pre K- 4th Grade will have a hybrid model. (Largest current class size 13) Opt outs not included
 - Classes will be split into two groups
 - Group A will report for in-person instruction on Monday and Tuesday, distance learning on 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 and cleaning day for staff
- 5th – 12th including 12:1:1 Classroom(s) G113 (Grade 9) will follow a virtual learning plan.
 - Monday, Tuesday, Thursday, and Friday will be distance learning.
 - Wednesday will be a planning/ PLC day.

- G124 (ASD) will have in-person instruction.
 - 12- 12:1:1 G-124 to WOIS: Students will report for in-person instruction on Monday, Tuesday, Thursday, and Friday from 7:30-11:30 am per district Specialized service plan.
 - Wednesday will be a planning/ PLC day, while the building is deep cleaned.

Distance Learning PreK – 6

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 7-12

Students in grades 7-12 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.

Below is what the “Hybrid Model” will look like if the District transitions to this model for grades 7-12.

Hybrid Model 7-12

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.

Hybrid Model for Specialized Instruction Programs 7-12

Students with Disabilities that receive their instruction in a specialized program will attend school for in person instruction on Monday, Tuesday, Thursday, and Friday.

Parent Preference to Distance Learning: students will work 100% remotely and will not come to the building for instruction.

Electives: Students with Disabilities at WOIS take general education electives. They will receive their self-contained core classes in person, while electives will be provided virtually (LRE).

Communication/ Family & Community Engagement

- A general School 58 opening email will be created to share the governor's information. Communicated with families on August 18th 2020.
- Weekly/ Monthly updates will be shared with families through Facebook (World of Inquiry @RCSDWOIS), Twitter (World of Inquiry @GriffinsWois), Robocalls, and School 58 Website –<https://www.rcsdk12.org/58> Hosts School Monthly Newsletter.
- Virtual PTO Meetings to discuss Reopening procedures and policies will be conducted on August 18th on Zoom.
K-4 – 5:30 -6:30
5-12 - 6:30 – 7:30
- Create a School mailbox particularly for inquiries regarding school opening.
- Home Visits for incoming 7th graders utilizing social distancing protocols, masks- Starting the Week of Aug. 10th - Volunteers from 7th grade crew.

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 office.
 - 12:1:1 (12th grade ASD-SC) will begin at 7:30 Enter Exit 1
 - Staff may begin to enter the building at 7:00 am.
 - K-4th Grade: There will be assigned staff members at Exit 1 (K-2) and Exit 19 (3-4) (for bus riders) Exit 16- (for walkers) taking temperatures each morning.
Staff #1 - TBD
Staff #2 – TBD
Staff #3 - TBD
 - 12:1:1 Enter Exit 1 at 7:15 (12th grade ASD-SC) Staff #1 – TBD

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
- Directional arrows for patterns of traffic
- Disks for office standing spaces

Six feet of space from person to person is required in all directions.

Desk placed facing the same direction to reduce potential transmission of disease by droplets produced by talking, coughing or sneezing.

Art, Library, Music – Will take place in classroom (A cart will be provided) pending district proposal

Gym- Will take place in gym. 12 feet of space in all directions. (Max. capacity 35 students)

Instrumental Music –G(110)

Recess – Teacher managed to allow more autonomy via sign up process

K-2 – K- Playground

3-4 – Scio Playground

12:1:1 (ASD-SC) *Contractual breaks ill based on district plan

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 nurse's office. The conference room next to the nurse will be overflowing.

- 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. A posted cleaning schedule will be hung on the back of the door. Cleaning schedule managed by Head Custodian
 - 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.
 - Bathrooms will be assigned to specific grade levels

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.

Cleaning and Disinfecting- All areas of the school will be cleaned daily. Spray bottles will be available for staff members to utilize. Signage on the back of the door in bathrooms and shared spaces will indicate with staff initial.

Facilities

- **Physical Footprint/ Utilization of Space-** All areas of the building will adhere to guidance.
 - Classroom Seating:
 - Student 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. (Nancy Resto will order baggies)
 - Rugs will be rolled up and stored with room numbers on them.
 - Small group tables (horseshoe/ kidney) will be removed if space will not be allowed and stored.
 - 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 (6ft apart)
 - Students and staff must wear face masks at all times in the hall.
 - Staff and students will move single file in hallways and stay to the right.
 - SSO's will be placed to support students
- 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 in the student cubby. 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 the cubby when students are not in-person.
- *Fire and lock down drills*- Must still be conducted- should plan for social distancing measures. More information in the 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. (Jackson – Placed Work Order)
 - Masks must be worn by visitors when entering the office
- Building Hours:
 - Staff can enter the building between 7:15 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:
 - K-1 (one - 2nd grade) 12:05 – 12:35
 - One 2nd – 4 grade 12:40 -1:10
 - 12:1:1 (12th grade ASD-SC)– 10:23

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.

*Three TES staff will break teachers

- Students will eat lunch in the classrooms. Staff will be assigned to release teachers.
- Cafeteria food service will need to provide lunch to class

- Students will use their assigned seats in the classroom.
- Students will remain seated while eating and garbage will be collected by an adult.
- All desks will be sprayed and cleaned before and after the 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 utilizing transportation guidelines.
 - 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.
 - Entry into Exit 1 K (to Kindergarten wing) – Grades k to class, 1-2 up the exit staircase to class. Entry into Exit 18 – Grades 3, 4 Students will walk up the exit staircase directly to class.
 - 12:1:1 (ASD-SC) will enter Exit 1
 - Once in, students will walk down directly to their classrooms from their perspective locations.
 - Walkers:
 - Students who are dropped off will enter through Exit 16.
 - 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.
 - 12:1:1 ASD-SC – 7:30 am
 - Students arriving after 9:15 am will be signed in and provided a late pass until am.
 - Students who are later than 9:15 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 via Public system. (K will exit with students with Staff support) K-4

- ASD-SC Class will be dismissed by 8th period teacher using social distancing guidelines – same exit as entry
 - Classes will use the same exit as entry to exit
 - Students board busses, following transportation guidelines set by bus drivers.
 - **For students who get picked up:**
 - While in the gym, all staff and students will adhere to social distancing guidelines (stools set 6 feet apart). (Squares will be predetermined)
 - Staff will be assigned to escort students.
 - Designated staff members will call for students to be dismissed.
 - Students that are not picked up will wait in the gym
- Early pick up:
 - All parents will enter through the main office.
 - 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.”
- Crew: Connect time: Student’s social/ emotional needs are at its greatest. Each day, teachers will spend time connecting, and relationship building as a group. Crew teachers will serve as the main connect for parent inquiries. It will serve as our primary SEL framework. We will also continue work on our Griffin Values and Zones of Regulation.
- *Counselor* team and social worker will be available to support.
 - Team includes:
- The school Social workers (Greta Davis K-8) and (Anne Winslow (9-12), Parent Liaison and Community Partner (Renee Joyner) will support families.
- The MTSS team will be available for referrals of students. (MTSS – Jessica Flanders – Aligns with community site coordinator work) Google referral system.
- We will continue to use a Restorative Approach (see Staff Handbook for Restorative Questions).

School Schedules

- In person instruction and Virtual 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 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 K-4th: will attend in person instruction on Thursday and Friday with distance learning occurring on Monday, Tuesday, and Wednesday.
 - 12:1:1 ASD-SC class will attend in person instruction Monday, Tuesday, Thursday, and Friday from 7:30 - 11:30 per district plan.

- Students in grades 5-12 grade will participate in remote instruction
- No students will report in person on Wednesday.
- Staff will report to the school building Monday- Friday. Depending on cleaning needs.
- Schedule
 - Daily will consist of arrival, breakfast, and morning meeting/crew
 - 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 at school. 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 K- 4th will upload weekly distance learning opportunities for students by Monday mornings based on district plan.

Attendance and Chronic Absenteeism

- Teachers will be required to take attendance.
 - In person attendance- See Staff Handbook
 - Social distancing attendance/ participation
- Chronic Absenteeism-
 - The Elementary Attendance Team including (Social worker, MTTS coordinator, and parent liaison) will continue to meet weekly in order to monitor student's engagement levels. The team will identify students that need support and work with staff in connecting for engagement.
 - Secondary Plan will include social worker, counselor, grade level admin. (Sec. admin team to review)

Technology and Connectivity

- Administration 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.
- Librarian will serve as the library media coordinator for the school and will be assigned the duty of managing all technology issues. She will coordinate with the parent liaison and crew teacher to navigate issues related to technology.
- 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 work to use technology to provide new learning, enhancing learning and creating rigorous learning (EL resources, new reading series virtually, and district platforms).

Teaching and Learning

- Teaching and Learning Goals:

- We will provide clear opportunities for equitable instruction for all students both direct and indirect instruction.
- We will maintain continuity of learning using instructional models (in person, remote, hybrid).
- EL coaching and resource supports will be provided via
- 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 teach EL Core Practices!
- Professional Development Wednesday will include sample Virtual Expedition Learning Opportunities based on our [EL Work Plan](#).
- Remote learning block scheduling will be introduced for grades 7-12 to ensure engagement and student learning objectives are met.
- **Specials:**
 - Art and Music K-4 will come to the classroom to provide instruction.
 - All materials used will be cleaned between each student.
 - Physical education will be held in the gym.
 - Students must be 12 feet apart at all times during physical education. (Max. 35 students) <https://www.rcsdk12.org/58>
- **Wednesday PL**
 - Teachers will engage in Co-Planning Session, Integrated EL planning, Case studies planning, Expedition Planning, Integration Of the New Curriculum Including Learning Labs and Data Review, Crew will also engage with teachers to support academic and social emotional needs.
- **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

- 12:1:1 (ASD-SC - G124) students will attend in person instruction Monday, Tuesday, Thursday, and Friday. No class on Wednesday. (Per District Plan)
- Consultant Teacher and Resource Room students will receive services in person on days in school, and remotely when home (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 ASD-SC - wiping 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 office beginning at 7:00 am.
- Each staff member must be temperature checked before entering the main building.
- All staff must exit the building by 4 pm in order for the building to be deep cleaned daily.