

## Mary McLeod Bethune School #45



### Reopening Plan 2020-2021

*“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 entails how Mary McLeod Bethune School 45 plans to reopen the school building safely.

#### School Information

##### Building Name

- Mary McLeod Bethune School #45

##### Address:

- 1445 Clifford Avenue Rochester New York 14621

##### Principal

- Sylvia Cooksey

##### Contact Information

- (585)-233-2612
- [Sylvia.Cooksey@rcsdk12.org](mailto:Sylvia.Cooksey@rcsdk12.org)

#### School Re-Opening Plan Overview

##### Hybrid Model PreK-6

###### 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 7:30AM-11:30AM
    - Wednesday will be a planning/ PLC day, while the building is deep cleaned.
    - 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.*

### **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 7-8**

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.

Below is what the “Hybrid Model” will look like when the District transitions to this model.

### **Hybrid Model 7-8**

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

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

## Communication/ Family & Community Engagement

Communication will be consistently provided to all stakeholders

Updates & Information will be provided consistently

- Information will be communicated, in multiple languages, with families in August 2020.
- Information will be provided through Virtual Orientations, Weekly/ Monthly updates will be shared with families through Facebook (@rcsdsch/45), Twitter (@rcsdsch45), Seesaw (Pre-K-2) and Google Classroom (3-8), robocalls, and newsletters.
- Monthly Virtual PTO Meetings to discuss Reopening Procedures and Policies.

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

● ***Health Checks:***

- ALL staff and students will be temperature checked before entering the building.
  - ALL staff must enter through the main doors (Exit 1) and have their temperature checked before going into the main building.
  - Staff may begin to enter the building at 6:30 am.
- K-4th Grade: There will be assigned staff members at buses (for bus riders) and Exit 6 (for walkers) taking temperatures each morning.
- Pre K:
  - Pre K3 and Pre K4 will have a 15 minute delayed start time at 7:45 to reduce the number of students entering the building at any one time. They will enter through Exit 8 at 7:45 am. Only students will be allowed to enter the building after having their temperature checked.

**Staff Screening Process**

- Staff will complete an online screening questionnaire daily (electronically) before reporting to work each day.
  - Staff will receive a daily email to self-screen prior to coming to work. If staff are unable to complete the digital screening prior to their arrival there will be kiosks available onsite to complete the assessment.
  - A positive screening will result in an on screen directive to not report to work or to leave immediately and to contact their healthcare provider, supervisor and the Benefits Department. An email will go directly to the employee's supervisor and to the Benefits Department.
  - Staff will be provided with training on how to use the screening assessment tool, what to do if they do screen positive and to stay home if they would screen positive if they use the onsite screening kiosk.
- Screening questionnaire determines whether the individual 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.

Staff will contact their reporting administrator if any of the above items are true.

### ***Social Distancing***

- We will maximize social distancing whenever possible.
- Students and staff will remain 6 feet apart at all times: hallways, classrooms, transportation, etc...
- 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 Rm. 130 directly across from Exit 2 and within direct proximity to the nurse's office. This location limits movement within the building.

- 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 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 has felt well for 24 hours.
    - If diagnosed with another condition and has a healthcare provider written note stating that s/he is clear to return.
  - If a person has been diagnosed with COVID-19, s/he 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).

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### **Visitor Screening & Log**

- Visitors will not be allowed in the building. If a visitor comes inside, they must have prior permission and direct school-related business and all previously mentioned protocols will be followed.
- The use of shared writing utensils and clipboards for sign in will be minimized. Shared items will be disinfected between each use.
- Reception/visitor seating area will be limited and set up to allow for social distancing requirements.
- Parent conferences & CSE meetings will be held via phone or available video conferencing (Zoom, FaceTime, Google Conference).
- **School #45 Screening Team**
  - Our screening team will be responsible for ensuring that all visitors, students and staff have completed the screening forms (staff and visitors) and had their temperature taken prior to entering the building.
  - The team consists of;
    - ✓ Administrative Team
    - ✓ SSO
    - ✓ Parent Liaison
    - ✓ Home School Assistant
    - ✓ Social Worker
    - ✓ Special Subject Teachers
    - ✓ Intervention Teachers

- **Health Hygiene-** Correct handwashing will be taught to students and reinforced throughout the day.
  - Bathroom:
    - All homerooms are equipped with bathrooms and sinks that will be used by students and staff. This reduces travel and the use of hallway restrooms.
    - Bathrooms will be cleaned periodically throughout the day with a more thorough cleaning at the end of each day and on Wednesdays.
    - Students/ staff will be expected to wash hands following specific guidelines. Use of hand sanitizer, available in each classroom will be enforced.
    - Signage will be displayed by sink.
    - Hallway drinking fountains will be covered and not available for use. Each student will be provided with a personal water bottle with their name that will be filled using the classroom sink.
- **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. Every student will be provided a School 45 face mask for daily use.
- **Cleaning and Disinfecting-** all areas of the school will be cleaned daily. Spray bottles will be available for staff members to utilize.

**Daily Supply Inspection:**

- Supplies will be inspected daily and low supply amounts will be reported immediately. Supplies to be 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).
- The school will adhere to CDC and NYSDOH guidance on cleaning and disinfecting.
- Cleaning logs will be maintained that include the date, time, and scope of cleaning and disinfection.
- Staff will report short supplies using the Custodian Request Form already in place.

**Daily Cleaning**

- Occupied areas of the building will be cleaned and disinfected every evening and periodically throughout the day as required by NYSDOH *Interim Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19* and *Interim Guidance for Cleaning and Disinfection of Primary and Secondary Schools for COVID-19*.
- High-touched areas will be frequently cleaned and disinfected. High-touch surfaces include tables, doorknobs, light switches, countertops, handles/handrails, desks, phones, toilets, faucets and sinks.
- Staff will clean shared and high-touch items before and after each use.
  - A cleaner and disinfectant will be provided.
  - When a cleaner or disinfectant is not appropriate, a hand sanitizing station and/or gloves will be provided.
- Students will not be allowed to use disinfectants and will not be immediately present when disinfectants are in use whenever possible.

### *Disinfection of Contaminated Areas*

- In the case of a student or staff member with a suspected or confirmed case of COVID-19, CDC guidelines will be followed regarding cleaning and disinfecting the building:  
<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
- School administrator and Senior Custodial Engineer with work to close off areas used by the person who is sick.
- Once the area(s) have been appropriately cleaned and disinfected it will be reopened for use.
- Doors and windows will be opened to allow for air circulation in the area.
- Clean and disinfect all areas used by the person who is sick, such as offices, classrooms, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, and copiers.
- Staff without close contact with the person who is sick can return to work immediately after disinfection. Workers determined to have close contact will be identified and notified through contact tracing done by the Monroe County Department of Health.

### Facilities

- *Physical Footprint/ Utilization of Space*- All areas of Mary McLeod Bethune School #45 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. Individual crates are being provided for each student's instructional 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- Exit 7/Stairwell 3 and Exit 4/Stairwell 1
  - Down only staircases- Exit 11/Stairwell 4 and Exit 9/Stairwell 5

### **Shared Objects and Surfaces**

- Touching of shared objects and surfaces will be discouraged.
- When in contact with shared objects or frequently touched areas; employees & students 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.

### **Breakrooms and Lunchrooms - Adults**

- The use of a staff lounge will not be permitted.
- Communal meals and shared food will not be allowed. (e.g., bagels, donuts, candy and fruit bowls).
- Congregating in staff lounge will be discouraged
- Staff will use the student cafeteria for breaks and lunches. Tables will be marked to ensure social distancing is in place.

### **Copier Room/Areas**

- No congregating in copier rooms will be allowed.
- Staff will be expected to use the copier rooms one at a time; waiting outside for their colleagues to complete their print jobs
- *Fire and lock down drills*- Must still be conducted- should plan for social distancing measures. All students/staff will wear masks and make every effort to maintain social distancing. More information in the Staff Handbook. More information about safely practicing these drills will come.
- *Plumbing Facilities*- students will have access to drinking water in their classrooms. Each student will be provided with a reusable water bottle with their name on it... Hallway water fountains will be 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.
  - The school discourages visitors but in the event it is deemed necessary a mask must be worn by visitors when entering the office. A surplus of face masks will be available at the SSO desk upon entering the building. A temperature check will be conducted by an SSO.
  
- Building Hours:
  - Staff can enter the building between 6:30 am, and exit the building no later than 3:45 pm in order for the building to be thoroughly cleaned.

## Child Nutrition

Providing healthy, safe meals to all students during the school hours is a priority of Mary McLeod Bethune School #45. .

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.

- Breakfast:
  - Upon entering the building, students will transition directly to their classrooms following their temperature check.
    - Teachers will greet their students at the door
    - Students will eat in the classroom.
    - Breakfast will be delivered each morning by cafeteria staff between 7am and 7:30am.
    - Students will wash and sanitize their hands before and after breakfast.
      - Teachers will be provided with a planning period and duty-free lunch during the course of the day.
  
- Lunch:
  - Students will eat lunch in their classroom.
  - Lunch will be delivered to the classroom by cafeteria staff.
  - Hands will be washed/sanitized before and after lunch.
  - Students will sit in their assigned seats, maintaining social distancing, while eating lunch.

- Students will remain seated while eating and garbage will be collected by an adult.

## Transportation

### Ensuring students are safe and healthy on the school bus is a priority of Mary McLeod Bethune School #45

- 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.
    - To maintain social distancing and reduce the possibility of hallway congestion, bus students will use the following exits when entering the building:  
  
Pre-K: Exit 8; Kindergarten: Exit 10; Gr. 1: Exit: 1; Gr. 2: Exit 11; Gr. 3 & 4 students will use Exit 3 and take Stairwell 1 up to the second floor and the right side of the hallway to their classroom. Staff members will be assigned to the bus loop to assist with arrival procedures.
  - Walkers:
    - Students who are dropped off will enter through Exit 6.
    - While waiting to enter, social distancing will be followed. Staff members will be assigned to the outside area to monitor and assist with arrival procedures.
    - Each student will get their temperature checked before entering the building.
  - ONLY students will be allowed into the building.
- Small Monroe Transportation and Parent Drop-off
  - Students will be off-loaded in the back of the school. ( Exit 1)
  - Students will exit the bus one at a time.
  - Each student will have their temperature checked before entering the building.
- TAs and paraprofessionals will meet students at their bus. They will assist them with their temperature check and getting to class.

- **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 am by the Home School Assistant.
- Students who are later than 8:00 am to school will enter through Exit 6 & will be checked following all screening protocols

- **Dismissal:**

- **For students who ride the bus:**

- Students will get their belongings one at a time from their assigned cubby.
- 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 (See arrival procedures for assigned exits by grade level) 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 cafeteria or Rm. 122 (if space is needed) guided by an assigned staff member.

- While in the room, all staff and students will adhere to social distancing guidelines of 6 feet apart.
- Parents will come to Exit 5 or 20 (based on student location) to tell an assigned staff member who they are picking up.
- Designated staff members will call for student for dismissal.
- OR parent will call from his/her car and student will be escorted to them.

- **Early pick up:**

- All parents will enter through the main entrance, Exit 6 and go directly to 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.
- Parent/student will exit through the main office doors and go directly to the main entrance, Exit 6 to depart the building.

## 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.”

- Morning Meeting, Lunch and/or Leadership time: students will be engaged in opportunities to build relationships with the teacher and one another using thoughtful quotes, current events, character ed. curriculum-Second Step as well as a focus on the 7 Habits. In addition, Center for Youth Child Family Therapists and Crisis Intervention Prevention staff will infuse opportunities throughout the academic day while also connecting with families outside of school.
- *The Leader in Me* will continue to promote a school wide focus o
- The Social-Emotional Team partnered with the Center for Youth team will be available to provide ongoing support.
  - Team includes: Ms. Melissa Mannella, Ms. Roberta McGill, Lisa Eberhart, Mr. Cameron Scharf, Ms. Jane Njoku, Mr. Luis Zarate, Ms. Ronda Wade, Ms. Chakosha Rice, Mr. Keaton Jenkins, Ms. Sherice Lawhorn, Ms. Theresa Schneider, Ms. Hawa Ibrahim, Ms. LaToya McGrady,
- The school Social worker, Parent Liaison, Home School Assistant and Community School Director and Center for Youth Site Director will support families.
- The MTSS team will be available for referrals of students.

## Instructional Models and School Schedules

**It is important to adhere to your individual schedules previously sent out and to our building base arrival, dismissal, breakfast, lunch and special subject schedules/procedures**

- 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 7:30 am - 11:30 am.
  - Students in grades 5th to 8th grade will participate in distance learning Monday, Tuesday, Thursday, and Friday.
  - No students will report in person on Wednesdays.

- Wednesday will be used to provide job embedded professional development to staff, conduct building meetings and to plan for instruction. During this time the building will be thoroughly cleaned.
- All staff will report to the school building Monday- Friday.

- Schedule attached

([https://docs.google.com/spreadsheets/d/1WVCBfFveW2Bi3TREpm1KQnOtCqGnO1a5Rkx1Ws9z\\_34/edit#gid=1868881136](https://docs.google.com/spreadsheets/d/1WVCBfFveW2Bi3TREpm1KQnOtCqGnO1a5Rkx1Ws9z_34/edit#gid=1868881136)) Virtual learning schedule (See below)

- 7:30-8:30 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 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 Pre K- 4th will continue to upload weekly distance learning opportunities for students by Monday mornings. (Each teacher will set up and use Google Classroom). Teachers in grades 5th-8th will update daily (Monday, Tuesday, Thursday, and Friday).

- Virtual Distance Learning Model PreK-8th Grade

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.

Teaching Staff will:

- provide an asynchronous and synchronous model for instructing students.
- adhere to a daily schedule.
- use the Digital Learning Platform to organize instructional materials, lessons and resources. Parents and students are familiar with this platform.
- participate in weekly PLC's to plan lessons, monitor student progress, provide feedback to students' work, and receive professional development.
- design lessons that are NGS aligned and reflect the instructional priorities of the school and RCSD. Lessons will be differentiated and individualized as appropriate.
- monitor student participation in activities, grade assignments and assessments, and provide timely feedback on work submitted by students. Communicate with families about student progress.
- utilize an agreed-upon communication plan determined by the school daily to interact with groups of students and families, account for attendance, and respond to messages from students and families in a timely fashion.
- create DLPs to provide IEP services to students in alternative manners.

- provide appropriate accommodations and support to English Language Learners.
- collaborate with the Social Workers to identify Social/Emotional resources and lessons for students.
- work with the MTSS team to discuss a plan of action for a student that is not engaging in learning.
- identify and use appropriate digital platforms, programs, etc. that will support instruction and student learning.

### **Libraries**

- Library Media Specialist will have an emphasis on online resources to support & enhance in school & virtual learning

## **Attendance and Chronic Absenteeism**

### **Student attendance and participation is an important component to their educational success**

- Teachers will be required to take attendance.
  - In person attendance- see Staff Handbook
  - Virtual learning attendance will follow district guidelines
- 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**

### **The availability of technology devices, connectivity and instructionally appropriate technology assisted programs are all an important factors of a successful hybrid, distance and virtual learning model**

- Each teacher will connect with their students' families to determine/support technology needs.
- The district has provided chromebooks for all students in grades 4-12 and Mifis/internet K-12, with the goal of having a device in the hands of all students.
- 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 Further development/enhancements will occur: (<https://sites.google.com/view/45distancelearning/home>).

## Teaching and Learning

**At Mary McLeod Bethune School #45 will provide clear opportunities for equitable instruction for ALL students.**

- 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 set, monitor and support personal and academic leadership goals for all students.
- Specials:
  - Art, Music and Library 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 gymnasium.
  - Students must be 12 feet apart at all times during physical education.
  - 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

**At Mary McLeod Bethune School #45, we will provide clear opportunities for equitable instruction for ALL students.**

- All ASD students will attend in person instruction Monday, Tuesday, Thursday, Friday. No class on Wednesday.
- Consultant Teacher, Resource Room and Speech students will receive services in person on days in school, and remotely when home that aligns with IEP goals and mandated services.
- 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.

## Additional Protocols

- All staff must fill out COVID-19 questionnaire before entering the building
- 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 Exit 1 beginning at 6:30 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.

