

Rochester City School District COVID-19 Reopening Plan HART Street Campus

Building Name: Hart Street

Address: 30 Hart Street Rochester, NY 14605

Campus Directors: Christopher Smith LyncX Academy/Home Hospital
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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.

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.

Communication/Family & Community Engagement

- Information will be provided in English and Spanish.
- Program websites will be used to post highlights, meeting, and services provided to the school community.
- Letters will be mailed home to explain Reopening procedures and policies.

Health and Safety

- **Health Checks:**
 - Staff will enter through Main entrance #2. ALL staff must swipe their badge to enter the building
 - Temperature will be checked upon entering the building.
 - Staff may begin to enter the building at 6:30 am.
 - Staff will complete an online screening questionnaire daily (electronically) before reporting to work. (District Provided)
 - 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.
- **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 across the hall from the nurses office in room 421.
 - 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' behavior related to health and report abnormal signs to the nurse.
 - Any students/ staff exhibiting any COVID 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 receive a pass from the teacher to use the bathroom.
 - SSOs will monitor and assure that one student in the bathroom at a 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.
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- **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.

Facilities

Social Distancing Classroom Plans-We will maximize social distancing whenever possible. Students and staff will remain 6 feet apart as much as possible.

Classroom Seating:

- Student desks will be 6 feet apart (side by side).
- All students should be facing forward.
- Students will only be allowed to work at their designated desk.
- Students will not share any materials.
- Student desks will be cleaned after each class period.

Stairwell/Hallways:

- Social distancing will be in effect in hallways and North stairwell.
- Students and staff must wear face masks at all times in the hall and stairwell.
- Staff and students will move single file in hallways and stairwell and stay to the right-hand side
- Classroom floors and hallways will be marked for social distancing
- Student Belongings/Cellphone Collection:

- Students will carry their Chromebook bags with their individual and personal items.
- Cell phones will be collected upon arrival at Main Entrance #2. Cell phones will be returned at the end of the day.
- Plumbing Facilities- Bottle fillers on drinking fountains will be installed.
- Main Entrance #2-SSO will monitor building access. SSO will verify if a visitor is a parent, if not, SSO will deny entrance. If visitor is a parent, the SSO will contact the main office for further direction.
- Main Office- Masks must be worn by visitors when entering the office
- Building Hours-Staff can enter the building between 6:30 am, and exit the building no later than 3:30 pm

Elevator Use:

- LyncX Academy North #2 Elevator and New Beginning's South #1 Elevator will be used only when absolutely necessary.
- Only two people will be allowed on an elevator at a time.

Cohorts:

- LyncX Academy 7th and 8th grade students will stay together by grade with the same staff whenever possible.

Special Area Teachers:

- Each special area teacher will have their own designated classroom.

Shared Spaces:

- Cleaning and Disinfecting: Student desks will be cleaned after each class period. All areas of the school will be cleaned daily. Spray bottles will be available for staff members to utilize.

Designated Pick-up and Drop-off Location for Deliveries:

- North Loading Dock

Face Cover Location(s):

- Masks for staff and students of LyncX Academy will be available and located in the LyncX Main office room 346.
- Masks for staff and students of New Beginnings will be available and located in the New Beginnings Main office room 412.

Face Cover Breaks:

- Mask breaks for staff are allowed during free periods and in-between classes in their classroom.
- Mask breaks for students will be allowed in the classroom 5 minutes prior to passing time as long as students have at least six feet of space in all directions.

Screening & Visitor Log

- Staff Screening Location: Main Entrance 2 starting at 7:00 am
- Screening Team: SSOs
- Staff:
- Staff may begin to enter the building at 6:30 am.
- ALL staff will be temperature checked before entering the building by a School Safety Officer and or nurse.
- No staff member should not hold the door open for other staff.
- 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.

- Student Screening Location: Main Entrance 2 starting at 7:20 am
- Screening Team: SSOs

- Visitor Screening Location: Main Entrance 2

Positive Screening

- Isolation Room: 421 across the hall from Nurses office

Safety Drills:

- Evacuation Drills will be conducted on a staggered schedule. Social distancing measures will be continued during drills. Once everyone has evacuated, 6 feet of separation will be maintained in parking lot.
- Lockdown Drills: Continue social distancing measures.

Daily Supply Inspection:

- Custodial staff Toussaint Lipton and Zoel Antonetti are responsible for the daily supply inspection. The location of the inspection forms (*Daily Checklist for Supplies*) for Lyncx Academy will be kept in the Lyncx main office room 346. Room 412 for New Beginnings.

Child Nutrition

- Breakfast and Lunch
 - Students will eat in the classroom.
 - Breakfast Style: Grab and Go Lunch Style: Delivered
 - Hands will be washed/sanitized before and after meals.
 - Masks will be worn whenever students are not seated at their assigned seats.
 - Students will adhere to social distancing rules (6 feet apart) when entering and exiting the classroom.
 - Students will remain seated while eating and students will take turn disposing the garbage. (Adult Supervision)
 - Eating area will be sprayed and cleaned before and after each meal.
 - Hand sanitizer will be available

Transportation

- Bus Arrival and Dismissal will occur on Hart Street.
- Drop off will be one bus at a time, monitored by a Director and SSO.
- 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 at Main Entrance #2.
 - All students will be scanned and must turn in their cell phone.
 - Walkers:
 - Students who are dropped off will enter through Main Entrance #2.
 - Follow the above procedures.
- Late Arrivals:
 - After 7:30, students will enter through Main Entrance #2.
 - Students will have their temperature checked before being allowed up to class.
- Dismissal:

All students will get their phones and belongings during Period 8.

- **For students who ride the bus:**
 - Students will be dismissed by classroom. SSO's and Administrators will monitor social distancing, while students are exiting their classrooms to the bus.
 - Classes will follow social distancing guidelines while walking down the hallways.
 - Classes will use Main Entrance #2 while walking to the buses.
 - Students board busses, following transportation guidelines set by bus drivers.
- **For students who get picked up:**

- Will be dismissed through Main Entrance #2.
- Early pick up:
 - All parents will enter through Main Entrance #2
 - SSO will notify the Main Office staff to call for the student.

Parent/student will exit through Main Entrance #2.

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: Student’s social/ emotional needs are at its greatest. Each day, teachers will spend time connecting, and relationship building as a group.
- Hart Street Campus (Lyncx, New Beginnings) social/emotional team will be available to support.
- The school social workers, counselors, Home School Assistants and Community Partner will support families.
- We will continue to use a Restorative Approach with staff and students

Program Schedules

Lyncx Academy 7:30-2:30

New Beginnings 7:45-3:00

Attendance and Chronic Absenteeism

- Teachers will be required to take attendance.
 - In person attendance- see Staff Handbook
 - Social distancing attendance/ participation & student engagement
- Chronic Absenteeism- the Attendance Team will continue to meet bi-weekly in order to monitor students’ engagement levels. The team will identify students that need support and work with staff in connecting for engagement using the tier system.

The Attendance Teams consist of Home School Assistant, Social Workers, Counselors and Administrators

Technology and Connectivity

- Staff will document student’s technology needs
- Counselors will work with new entrant families and students to make sure they have the technology needed for remote learning.
- The district has provided Chromebooks for all students in grades 7-12.
- Staff will provide distance learning opportunities that consist of technology based activities as well as non-technology based activities.
- Chromebooks in the classroom: Students will be encouraged to clean technology

daily and no sharing of electronics will be permitted.

Teaching and Learning

- Teaching and Learning Goals:
 - Remote Learning platform for 7th grade through 12th grade as Goggle Classroom.
 - Teachers will meet on Wednesdays to discuss power standards, curriculum alignment and assessment plan.
 - Teachers will monitor student's growth and discuss student's level of engagement.
 - Teachers will contact parents to discuss academic growth and level of engagement.
 - Teachers will work in collaboration with Special Education and ENL teachers to modify and enrich curriculum and assessment.
 - Teachers will provide ongoing communication of student's academic standing in courses with families and grade level administrator.
 - 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 daily interaction between teacher and students.
- Specials:
 - All specials will adhere to the same learning expectations mentioned above.
 - All materials used will be cleaned between each student use.
 - Physical education will be held in the gymnasiums or outside if weather permits.
 - 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 in case the room is not accessible.
 - Students will have their own materials for their personal use.
 - Access to classrooms may be limited on Wednesdays in order for deep cleaning to occur.

Special Education

- CT, ICOT and Resource Teachers will provide services and modifications to students instruction per described by their IEP and 504 plan
- Documentation will be kept on students' IEP goals.
- Case Managers will communicate with families on a weekly basis.
- Central Office Special Education department will provide guidelines at annual review meetings.

Related services will follow social distancing guidelines.

Bilingual Education and ENL

- Communication to families must be in their preferred language.
- ELL students will receive mandated services under the same guidelines described in the Teaching and Learning section.
- ELL students will receive modifications for curriculum and assessment per describe by Part 154.