



MORTON MIDDLE SCHOOL

As the district and schools continue providing instruction utilizing the NTI-2DL model, it may be necessary for schools to bring small groups of students into the building for short orientation periods or to provide targeted services. This document should be used to capture and communicate the districts' targeted services model.



General Health Procedures and Protocols

Masks: All students and staff are required to wear a mask at all times while in the building or on the bus, with the exception of those who have a medical exemption. Students and staff should only lower their masks while actively eating or drinking. Masks will be provided for students or staff members who do not have one. Masks should be worn over both the mouth and the nose.

Clean Hands: Frequent hand-washing will be encouraged, and hand-cleaning supplies including hand soap, paper towels, and hand sanitizer containing at least 60% alcohol will be readily available on buses, in classrooms and throughout the school grounds. Wash hands for 30 secs; sing the birthday song!

Temperature Check: Temperatures will be taken as students enter school busses for those that have a monitor. If a bus does not have a monitor a red sign will be placed in the window to alert school staff. These students will be screened upon entry to the building by school staff. Walkers and car riders will also be screened upon entry via thermal imaging camera in foyer; camera will be monitored by a staff member.

Healthy Habits: Students and staff will be encouraged to avoid touching their eyes, nose and mouth, stay home when sick and cover coughs or sneezes with a tissue, then throw the tissue in the trash. Social distancing will be adhered to by all staff and students--- at least 6 ft apart. Students will all sit facing the same direction in the classroom and cafeteria.

Social Distancing: Everyone – employees, students, contractors and visitors – will be expected to maintain at least six feet of space between themselves and others at all times. This mitigation measure is known as social distancing and will be accomplished by ensuring increased spacing throughout the building and in classrooms. Classroom layouts and arrival and dismissal processes will be modified to maintain physical distancing. Floors will be marked to indicate safe distancing. Students will remain six feet apart in line, in the hallways, in common areas and as much as possible in classrooms and on school buses.



Family Assurance of Student Health

- Families who send their child to school will be asked to attest that their child does not have a fever and has not exhibited any of the symptoms of COVID-19 within the past 48 hours.

Transportation

- All families who can transport their children to school are strongly encouraged to do so to help reduce the number of students on each bus.
- Buses that have monitors will screen student temperatures as they board the bus. Students with a fever will sit in a designated section and upon verification of fever at school, family will be called to pick up the child. If there is not a bus monitor, then students will have their temperature taken by school staff upon arrival; via thermal imaging cameras in the foyer.
- Hand sanitizer will be provided as students enter and exit the bus.
- Students who have a medical exemption for wearing a mask will be assigned seating at the front of the bus.
- Buses will be loaded from the back to the front, and unloaded from the front to the back.
- Buses will be sanitized between routes and at the end of the day.

Arrival

Staff Arrival

Enter front doors to the building daily. As we must keep an accurate count of # people in building, please be sure Michelle Gardner knows you are here. "Eye contact/recognition" upon entry OR text message to her.

Staff members will arrive at the building by 1:30 p.m. and will be at his/her designated post by that time. If a staff member is not able to take his or her temperature at home, he/she may utilize the thermometers located at the front check stations; via thermal imaging cameras.

If a staff member is not able to report to work, he or she should follow standard operating procedure as defined in the staff handbook. Additionally, he or she should contact one of the substitutes identified on Morton's preferred list.

Supervision Duty

Each teacher will be stationed at their door. Select staff will monitor thermal imaging cameras in the foyer. Administrators will be in the front foyer to greet students.

Staff will perform specific morning duties to facilitate the implementation of the morning arrival plan. Please see the linked document for a listing of assignments and duty responsibilities.

Student Bus Arrival

Students being dropped off by buses with monitors will have already had their temperatures taken. Students with a fever will exit first and be taken to the isolation area in the former blended lab; room #106, to await a family member to take them home.

Through the preferred protocol, students will have a temperature check conducted by the bus monitor at the bus stop prior to arrival at Morton.

If students on the bus have not had a temperature check conducted, they will proceed to the front entrance and will go through the screening conducted at that location; via thermal imaging camera.

If a bus student arrives at school with a fever or demonstrates COVID-19 like symptoms, he or she will be escorted to the isolation room former blended lab; room #106, to call home for a family member to pick up from school.

Students will be reminded to keep their masks on as they enter the building.

Walker/Car Arrival

- Walkers, car riders and those being dropped off by buses without monitors should line up 6 feet apart (spacing will be marked) on the front porch while waiting to pass through the temperature screening area.
 - *Building will open* at 1:45pm. Car riders may be dropped off in the side lot closest to Providence. All walkers, car riders, and bus riders will enter through the front entrance to the school. Family members may walk students to the front doors but must have a mask on to do so.
-



Health Screenings

- All students and staff are required to complete a daily health screening questionnaire. (*details forthcoming from district*)
- All students and staff will have their temperature checked upon arrival; via thermal image cameras.



Sick Room

- The *nurse's office* will remain open for routine student needs, such as dispensing medication.
- Staff will continue using the self-check guidance and protocols from the FCPS Health Screening Form.
- We will monitor the protocols and Guidance of the District Health and Safety Team around parent expectations for screening their children and attestation submission.
- All students and staff will have their temperature checked upon arrival. Students or staff with temperatures over 100.4 will be required to return home.
- Students who have a fever of 100.4 or higher or display symptoms of COVID-19 will be supervised by an adult in the wellness room; #106, former blended lab. Families will be contacted to come pick-up their children as soon as possible
- Family members will wait in the vestibule when picking up a sick student. They should enter the building through the front doors, and let the window person (Michelle Gardner) know who they are here to pick up. At that time, a staff member will walk to #106 and escort sick students back to the family member in the vestibule. Escorts will be socially distancing from ill students at all times.
- In the event that there is a confirmed case of COVID-19, the school will work with the district office, the Fayette County Health department, and transportation to conduct contact tracing. Communication to families will follow.



Hallway Protocols

- School hallways have been marked with floor stickers to designate social distancing requirements.
- School schedules will be adjusted to reduce hallway traffic. Teachers will escort students, single file and socially distanced, to their next class. We will stagger departure times during class change so as to limit hall traffic.
- Hallways will be designated one way to lessen the number of people traveling the same pathway.
- The smaller stairwells will be designated as traffic flow in one direction or only for a specific groups of classes.

School schedules will be adjusted to reduce hallway traffic. Students and staff will maintain a social distance of 6 feet in hallways during arrival, transitions, and dismissal. Floors will be marked to indicate safe distancing. Students and staff traffic flow will follow directions of floor arrows.

Instruction

Classroom

Classroom set-ups will rearrange seating to maximize [space](#) between students to be 6 feet or greater. If the physical space in the classroom does not allow for spacing students' desks 6 feet apart, seating will be spaced as far away as possible. All desks/tables should be arranged so students' seats face the same directions. The use of cloth face masks is a safety expectation for all students and staff at all times, unless medically waived. All students will sit in assigned seats and will keep the same seats each day.

Materials - Students will maintain their own set of supplies (glue, scissors, etc.) and take all materials home with them at the conclusion of their weekly instruction. If there are any materials that need to be shared (i.e. "A" day materials used again by "B" day kids) will be kept on top of the desks/tables to be sanitized. Backpacks will be placed under the students' workspaces. Students will not use lockers this school year.

Transitioning: When lining up in the classroom to leave for a common area, students will line up in the same order each time based on class seating chart and space themselves to maintain a social distance.

Targeted Services Delivery Plan



Who will be identified to participate in targeted services (Which students and which staff):

15% of the schools student building capacity = 110 people

Our students with a global intellectual delay (4) or other disabilities as outlined in the SPED targeted services document, as well as our English Language Learners, 56 possible students, (Those below level 3 on the ACCESS Test or those who have demonstrated needing extra support for reading, writing, speaking and listening, or social interaction) will be offered the first opportunity for targeted services. Additionally, our targeted student population will include students who have not received technology access due to lack of Hot Spots (26 students); supplemental supports will be provided (this is not Tier 1 instruction). Finally, students who perform at/or below the 20th percentile in math and/or reading on their MAP assessment will be part of the targeted group. **If space is available**, students who are failing multiple classes will also be included in the plan for supplemental not Tier 1 instruction. These are our most vulnerable populations needing targeted assistance.



Why are targeted services being provided to the group selected? Describe the process, including which data was used to identify which students needed the most help:

District guidance for SPED and EL was used to determine qualified students for targeted assistance. Furthermore, students without Hot Spots, and or limited technology, have been unable to attend classes and/or complete class assignments. Therefore, this is an opportunity for these targeted students to get caught up with their peers. Likewise, failing students need the extra support and attention to help them achieve academic progress. Students who are multiple standard deviations below their peers need intervention and targeted support when it is available. MAP testing and Galileo testing will be used to identify targeted students. Students in the less than 20% on MAP Reading and Math assessments will be targeted and at the high to moderate risk category will be identified for these supplemental services.



When are target services being provided: FCPS transportation dependent and additional student opportunities:

- Students will not be brought into the building to receive primary instruction during periods of fully virtual learning.
- Beginning as early as Oct. 19th, as outlined in the SPED guidelines, SPED students will be offered targeted assistance. However, transportation will only be provided on Wednesdays when targeted assistance is being provided.
- We will provide services, with bus transportation on Wednesdays ONLY beginning Oct. 28th from 2:00 p.m. til 4:00 p.m. for all identified students; Wednesdays ONLY on Oct. 28, Nov. 4, and Nov. 11.
- Mondays, Tuesdays, Thursdays, and Fridays targeted services may be provided for students where transportation can be provided by families (No transportation will be provided by FCPS except on Wednesdays)
- All schools may provide additional Targeted Services (no more than 2 hours) that are not FCPS Transportation dependent

As outlined by the district, targeted services for middle schools will possibly begin as early as November 2, from 2:00 - 4:00, excluding Wednesdays.

The schedule will be arranged to include at least 1 ½ hours of supplemental instruction/intervention with a 1/2 hour to allow for movement breaks and transitions.

Option#1

Wednesdays: Specifically for MOST at-risk students

2:00 - 2:05 - Arrival and SEL
2:05 - 2:45 - Language Arts/Social Studies
2:45 - 3:15 - Electives
3:15 - 3:55 - Math/Science
3:55 - 4:00 - Dismissal/Check & Connect

Option #2 - *Transportation will NOT be provided*

Monday - Science/Social Studies
Tuesday - Math/Arts and Humanities
Thursday - Language Arts/Practical Living
Friday - Mixed Support



Where will the targeted services take place: Instructional setting- how will Safety Expectations and Best Practices for Kentucky Schools (K-12) be implemented:

Groups of no more than 15 people including instructional staff will be in any given area.

2 rooms in 6th grade area

2 rooms in 7th grade area

2 rooms in 8th grade area

Elective teachers would utilize one of the rooms already being used to lessen areas for custodial staff to clean.



Input and Communication plan- staff, counsel, families, and stakeholders:

Input was collected from various stakeholders, including special education, EL and Gifted and Talented,

[Targeted Services for Special Education Students](#)

[Targeted Services for EL Students](#)

Communication

October 6 - Leadership Team

October 8 - A video was sent out to staff for feedback and clarification of draft of Targeted Assistance Plan.

October 11 & 12 - Parent Newsletter and Emails via IC

October 12 - SBDM Meeting

October 13 - Faculty Meeting

October 19 - Town Hall Meeting



How will targeted services be provided: Service delivery model (instructional grouping etc.)

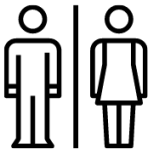
- Schools will adhere to the [Guidance on Safety Expectations and Best Practices for Kentucky Schools \(K-12\)](#) document, including social distancing, temperature checks, and mask requirements.
- Schools will not exceed a total capacity of 15 percent of their usual student building capacity.
- Schools will have no more than 15 individuals in a classroom at any given time, including adults.
- Time bound of no more than 2 hours
- Staggered start and end times
- Limited number of students in entryways and hallways at any given period of time

Delivery Models:

- Tutoring
- Homework help
- Life- skills
- Reading and Math Intervention - guided by Galileo, Imagine Learning, and MAP assessment data; small groups to address areas of deficits

Common Area Procedures

Restrooms



- Facilities will be cleaned every 30 minutes.
- Sinks, stalls and urinals will be limited to allow for social distancing.
- Individual bathroom breaks will be allowed as needed; students.
- Scheduled bathroom breaks will be provided by staggering groups of students.

Maintain a social distance of 6 feet in bathrooms or create barriers between sinks/stalls. Staff members will monitor restroom breaks to ensure social distancing and proper handwashing. Proper handwashing posters will be placed in restrooms for guidance. Staff members will follow proper cleaning and disinfecting procedures and document completion.



Water Breaks

- Water fountains will not be used. Water bottle filling stations will be available.
- Students will be allowed to bring individual water bottles from home.
- Water bottles will be provided for students who do not have one. Students or school will provide reusable water bottles to be refilled with water throughout the day. Water bottles will be labeled with each student's name. This will reduce the number of students drinking directly from the water fountains.

Dismissal/Student Pick-up

Bus Dismissal

- All families who can transport their children from school are strongly encouraged to do so to help reduce the number of students on each bus.
- School staff will screen students and take temperatures before boarding the bus. This will be done by staff member when students buses are called/they will walk down to the counseling hallway to exit through Cassidy side door to board buses. Students with a fever will stay at school, and the family will be called to pick up the child.
- Hand sanitizer will be provided as students enter and exit the bus.
- Students who have a medical exemption for wearing a mask will be assigned seating at the front of the bus.
- Buses will be loaded from the back to the front, and unloaded from the front to the back.
- Buses will be sanitized between routes and at the end of the day.



Dismissal Procedures Parent Pick-up/Car Dismissal/Walker

- Dismissal procedures will begin earlier to stagger movement and spacing of students.
- Begin calling for busses when the bus pulls in
- Call for grade level & bus individually
- Call for grade level & car riders and they exit through Providence side doors to parking lot.
- Call for grade level & walkers and they exit through back doors near library stairwell OR back doors to portables.
- Manifest can be ordered by stop and grade level



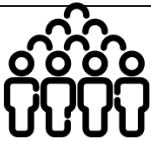
Visitors/Student Pick-up

- To ensure the health and safety of students and staff, entry points to buildings will be restricted and access to schools will be limited to students and staff as much as possible
 - Parents will wait in the vestibule
 - Students will wait until they are called before coming to the office for parent pick up



Cleaning Protocols

- Increased cleaning and sanitizing protocols will be implemented in all FCPS classrooms, schools, facilities and buses.
- High-touch surfaces will be cleaned frequently.
- Cleaning supplies and personal protective equipment (PPE) for staff are already in stock; located in #102F to ensure availability.
- Time for deep cleaning will be built into the school schedule.



Large Group Gatherings

Assemblies, pep rallies, field trips and other group gatherings will not be permitted at this time.



Communication and Notification Procedures- 902 KAR 2:220E Emergency Administrative Regulation

- Families are required to notify FCPS if their student tests positive for COVID-19. To report a positive case, families should call 859-381-FCPS (3277), email covid19@fayette.kyschools.us or visit www.fcps.net/covid19.
- The Lexington-Fayette County Health Department will conduct contact tracing, a process of identifying and analyzing the interactions the individual who tests positive has had with others to assess the potential risk to our school community.
- The Lexington-Fayette County Health Department will identify individuals who need to quarantine as a result of interactions with someone who tested positive for COVID-19.

- Anyone identified as a close contact of a staff or student who tests positive for COVID-19 will be notified by phone and instructed to quarantine for 14 days from the time they last interacted with the individual.
- After close contacts have been personally notified, all families at our school will receive an email via Infinite Campus making them aware of the case.
- *IC easy caller, Canvas, school website, parent monthly newsletter, staff weekly newsletter, SBDM, PTSA, Monday Memo, Facebook, staff meetings via ZOOM and bi-monthly Town Hall meetings.*
- While committed to maintaining the confidentiality of students and staff, we will make every effort to be transparent regarding all COVID-19 related matters.

Appendices

Faculty and Staff Informational Meetings Agenda and [Opportunities for Feedback](#)

[Flipped Explanation of Targeted Services and request for input](#)

[Committee, Team and/or Grade Level Agenda and Input](#)

[Staff Survey](#)

Families Survey

[SBDM Consultation](#)

Family/Community Communications (Parent Newsletter)

[Targeted Services for Special Education Students](#)

[Targeted Services for EL Students](#)

[Building Capacity](#) - Targeted Assistance 15% Building capacity