

BOOKER T. WASHINGTON ELEMENTARY
2700 SOUTH MAIN STREET
LITTLE ROCK, AR 72206

RETURN-TO-SCHOOL PLAN
(IN RESPONSE TO COVID-19)



PRINCIPAL
ALETA BRANCH

ASSISTANT PRINCIPAL
HAZEL HARRIS

#BTWMissionPossible

"The Return to School Plan (COVID-19) will be modified and adjusted as needed to keep students engaged in learning and as safe as possible as conditions change."

Table of Contents

Introduction.....	3
I. Safety of Students, Staff, and Visitors.....	3
Student and Employee Safety.....	3
Support Needed From Parents/Guardians.....	3
Visitor Restrictions	3
Employee Screening.....	5
Health Protocol.....	5
Physical Distancing.....	6
Close Contact.....	6
Personal Protective Equipment.....	6
Student Arrival and Dismissal	7
Early Checkout.....	9
End of the Day Notes.....	9
Food Delivery.....	9
Personal Workspace/Shared Workspace.....	9
Procedures for Common Areas.....	10
Facilities Cleaning	10
Bus Protocol	10
Restroom Usage.....	10
Cafeteria and Meal Periods.....	11
Classroom Arrangements.....	11
Emergency School Drill Procedures.....	12
Social-Emotional Well-Being.....	12
Student Conduct Expectations.....	12
Communication. Methods.....	12
II. Academics.....	12
K-5 Instruction.....	12
In-Person Students.....	13
Virtual Learning.....	13
Student Learning Choice.....	13
Remote Learning.....	14
Specials (Pull-outs).....	14
Grading Policy.....	15
Completion Protocols.....	15
Technology Support.....	15
Student Services/Special Programs.....	15
Before School Care/After School Care Program.....	15
Meet The Teacher (Virtual).....	15

INTRODUCTION

Booker T. Washington Elementary “Ready for Learning Plan” was created with input from our school’s Guiding Coalition as well as District Administrators. This plan is intended to aid in guiding the reopening of our schools. The guidelines referenced in this plan are based on guidance from the Arkansas Department of Elementary and Secondary Education (DESE), Arkansas Department of Health (ADH), and Little Rock School District (LRSD). Regular updates will be based on information provided by the ADH, DESE, and applicable federal, state, and local agencies.

OUR MISSION, VISION, AND COLLECTIVE COMMITMENTS:

During these unprecedented times, our mission, vision, and collective commitments remain the same and we are committed to ensuring that they are at the forefront of our conversations, plans, and actions.

MISSION:

At Booker T. Washington Elementary, our mission is to ensure all students learn at high levels and are challenged to continuously improve.

VISION:

Booker T. Washington Elementary will be a model professional learning community with an A+ rating.

COLLECTIVE COMMITMENTS:

In order to fulfill our fundamental purpose and become the school we describe in our vision statement; each member of the staff commits to the following:

- Every leader will be approachable and professional at all times
- Every leader will be flexible
- Every leader will be an active participant of a collaborative team; willing to share ideas with the team
- Every team will have an agenda for their collaborative team meetings
- Every team will establish norms and collective commitments to abide by
- Every team will create smart goals (short term) to help achieve the school goal
- Every team will work through the PLC process
- Every team will create and use CFAs to collect evidence
- Every team will analyze data from CFAs to inform targeted intervention and enrichment

I. SAFETY OF STUDENTS, STAFF, AND VISITORS

STUDENT AND EMPLOYEE SAFETY

SUPPORT NEEDED FROM PARENTS/GUARDIANS

Parents must ensure they do not send their student to school if the child has COVID19 symptoms or is lab-confirmed with COVID19, and instead should opt to receive remote instruction until the conditions for re-entry have been met. Parents may also opt to have their child receive remote instruction if their child has had close contact with an individual who is lab-confirmed with COVID19 until the 14-day incubation period has passed. ([How to Protect Yourself and Others](#) and [How to Safely Wear and Take Off a Face Covering](#))

- Ensure that your student(s)' [immunizations/ wellness checks](#) are up-to-date
- Stress the importance of [proactive measures](#) for the utilization of masks/face coverings, adhering to physical distancing, and regularly washing their hands, both at school and away from school. Please take time to demonstrate these actions with our younger students.
- Check in with your child each morning for signs of illness. If your child has a temperature of 100.4 degrees or higher, **they should not go to school**. Make sure your child does not have a sore throat or other signs of illness, like a cough, diarrhea, severe headache, vomiting, or body aches.
- If your child has had close contact with a [COVID-19 case](#), they should not go to school. Follow guidance on what to do when someone has known exposure (listed in the *Guidance If Exposed* section of this document and on the [District's website](#)) Parents should call the school nurse to notify the school. In addition, contact the COVID Hotline (800) 803-7847 in case of a Close Contact with COVID-19 or a positive test result for COVID-19.
- Develop daily routines before and after school—for example, things to pack for school in the morning (like hand sanitizer and an additional (back up) face covering) and things to do when you return home (like washing hands immediately and washing worn cloth face coverings).
- Plan for transportation: If your child rides a bus, plan for your child to wear a face covering on the bus and talk to your child about the importance of following bus rules and any spaced seating rules.
- Secure [school supplies](#) for the selected learning environment; supply lists are located on the LRSD's website, school webpage and social media platforms.
- Review the [LRSD's Mental Health and Counseling Resources](#).
- Please take the time to update your contact information at the school and in [ParentLink](#). Also, join Schoology once access codes have been provided by your child's teacher.
- Virtual students will pick up their devices on Tuesday, August 18, 2020 and Thursday, August 20, 2020, from 8 a.m.-2 p.m. (More information will be shared via ParentLink.) Students who attend school in person will use their devices at school in class. Should we need to move all instruction to virtual, then in person students will take their personal device home to complete their lessons in Schoology.
- All families need to fill out the [School Meal Benefits](#) form that provides funds for our school and free/reduced lunch for those that qualify. Families that qualify for the free/reduced lunch might also qualify for extra stimulus funds due to COVID-10. Please fill out the form even if you think you don't qualify for free/reduced meals.
- For explicit information related to the LRSD's "Ready for Learning" plan, please click [here](#).

VISITOR RESTRICTIONS

In an effort to keep all stakeholders safe, we will not allow normal visitation in the building until further notice. Campus and facility visitation will be limited to essential business. Only LRSD staff are allowed in the building during preparation for reopen until further notice. LRSD employees must wear their badge at all times. Parents and visitors will be required to schedule an appointment for any necessary meetings.

Revised 8/4/2020 4

NOTE: This plan will be updated as new ADH guidance is received.

All meetings will be held by phone or via Zoom. If it becomes necessary (under extenuating circumstance) for an in-person meeting, parents must call and schedule ahead of time so measures may be put into place to ensure safety for all.

All visitors will be screened ([COVID-19 Screening Questionnaire](#)) prior to entering the building and be required to wear a face covering while in the building. Non-LRSD employees/visitors will not have access to the building until further notice.

EMPLOYEE SCREENING

To support the health of all employees and students, each employee will complete the [COVID-19 Screening Questionnaire](#) daily before entering the work site. If an employee has any of the COVID-19 symptoms or has been exposed to COVID-19, they are to stay home and follow the procedure for notifying their supervisor. It is imperative that employees stay home if they are sick. Employees are to contact their Primary Care Physician (PCP) to determine if testing is needed.

HEALTH PROTOCOL

Health Concerns

Teachers will take care of minor health concerns in the classroom. If a student exhibit symptoms of COVID-19, teachers will contact the school nurse, and the nurse will escort the student to the Isolation Room for further examination. Parents will be contacted if necessary.

Confirmed COVID-19 CASE AND ISOLATION PROTOCOL

If a student is diagnosed with COVID-19, the parent/guardian should contact the school attendance secretary immediately as well as the COVID Hotline (800) 803-7847. The attendance secretary will inform the principal and school nurse. The school nurse will then contact the Director of Health Services, Director of Safety and Security, and Director of Employee Relations & Benefits Administration. The Director of Health Services will notify the School Hotline for COVID-19. A list of Probable Close Contacts will be identified and provided to the Arkansas Department of Health. Probable Close Contact is defined as an individual who was likely to have been within 6 feet for 15 cumulative minutes, with or without a face covering, or longer within a 24-hour period to a person who has tested positive for COVID-19. Probable Close Contacts will be notified as directed by the Arkansas Department of Health. LRSD will follow the most current guidance from ADH when a student is identified as a “probable close contact”, including any requirements for quarantine and cooperating for contact tracing.

SUSPECTED COVID-19 CASE AND ISOLATION PROTOCOL

If an employee or student becomes ill on campus/district, he/she will immediately report to the school’s **Isolation Room**. The following steps will be followed:

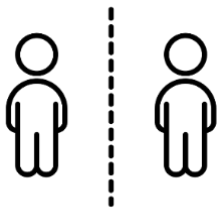
- The nurse, and others attending the suspected infected person, will wear protective equipment including: N95 mask, goggles, gloves and gown while working with the suspected infected person.
- The nurse will direct the ill employee to leave work or call the parent of the student to be picked up and transported home.
- Employees and student’s parents/guardians will be advised to contact their primary care provider for health guidance.
- The nurse and administration will interview coworkers and/or review seating charts to identify persons who may have come in contact with the suspected infected person and await the confirmation of the test results.

- The isolation area and suspected employee's or student's work area/classroom will be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.
- The nurse will complete the Suspected COVID-19 Case Form and call the local health authority to seek advice only when there is a school-related positive case.

GUIDANCE, IF EXPOSED

Washington Elementary will follow the LRSD's guidance for all staff and students that may have been exposed to the COVID-19 virus.

PHYSICAL DISTANCING



Created by Victorluis
from Noun Project

Physical distancing is an effective way to prevent potential infection. LRSD employees, students, parents, and visitors should practice staying approximately 6 feet away from others and eliminating contact with others whenever possible.

- Traffic Flow –In order to maintain the social distancing requirement of 6 feet, paw prints above the floor strip will give students a visual of the required spacing between each student.
- Cones will be on the sidewalk to remind students to social distance while waiting on their rides.
- In-person and after-school gatherings will not be allowed at this time.

CLOSE CONTACT (DEFINED)

This document refers to “close contact” with an individual who is lab-confirmed to have COVID-19. Close contact is determined by an appropriate public health agency. For clarity, close contact is defined as:

- Being directly exposed to infectious secretions (e.g., being coughed on while not wearing a mask or face shield); or
- Being within 6 feet for a cumulative duration of 15 minutes, while not wearing a mask or face shield.

It is considered Close Contact, if either occurred at any time within the last 14 days during the same time the infected individual was infectious.

Individuals are presumed infectious at least two days prior to symptom onset or, in the case of asymptomatic individuals who are lab-confirmed with COVID-19, two days prior to the confirming lab test.

PERSONAL PROTECTIVE EQUIPMENT (PPE)



Created by Victorluis
from Noun Project

Parents are encouraged to ensure that students have masks when they arrive at school; however, face coverings will be provided if someone forgets to bring it to the school. ([Guide for proper use of masks/face coverings](#))

The following items have been purchased for use in the school building: face shields, face covering, disposable safety gowns (for nurses), hand sanitizer, disinfectant spray and wipes, N95 masks (for nurses), and goggles (for nurses).

Employees will wear professional attire or scrubs with a matching top and bottom. The scrubs will represent BTW's school colors, yellow and blue, or black.

Please note that social distancing should still be practiced even with the use of face covering.

In addition to using PPE, please remember to:

- Utilize good hand hygiene; wash your hands often with soap and water for at least 20 seconds. ([Guide for proper handwashing techniques](#)) Use hand sanitizer with at least 60% alcohol, **if soap and water are not available**;
- Avoid touching your face;
- Cover mouth and nose when coughing or sneezing or use the inside of your elbow;
- Monitor for signs and symptoms of COVID-19.



STUDENT ARRIVAL AND DISMISSAL

We ask that parents avoid early drop offs in the mornings. Students will arrive by car or bus and will enter one of the main entrances. Parents/guardians will not be able to leave their cars or enter the building. Parents who wish to pick up their student before the end of the school day will need to call ahead so students can be sent or accompanied to the parent's vehicle upon arrival.

STUDENT ARRIVAL TO SCHOOL

- CAR RIDERS
 - Students who are transported to school by car may not enter the building until 7:35 a.m. (Before 7:35 a.m., there will be no student supervision available for car riders traveling directly to their classroom.) Students who are siblings may depart their car at the drop off point of the youngest student/sibling. Staff will be available to assist and guide students.
 - K-1 students will enter through the front of the building using Door 1.
 - 4-5 students will enter through the front of the building using the Main Entrance Doors.
 - 2-3 students will enter through the front of the building using Door 3.
 - Students of *Ms. Mills*, *Ms. Carruthers*, and *Ms. Bray* will enter through the front of the building using the Door 4.
 - Students will remain in their cars until asked to walk to their entrance area.
 - Students will travel directly to their classrooms.
 - Students will be called upon to wash their hands using the classroom sink.
 - Students will begin completing their academic work and any of our supplemental programs such as Lexia Core 5, AR, MyOn, etc.
 - Students will eat their morning breakfast in the classroom before/during classroom meetings.
- WALKERS
 - Students that walk to school will travel to their designated entry area and be admitted entrance into the building at 7:45 a.m.
 - Students will travel directly to their classrooms.
 - Students will be called upon to wash their hands using the classroom sink.
 - Students will begin completing their academic work and any of our supplemental programs such as Lexia Core 5, AR, MyOn, etc.
 - Students will eat their morning breakfast in the classroom before/during classroom meetings.
- BUS & VAN RIDERS
 - Students that ride the bus to school will enter the building using the Bus Loop on 27th Street.

- Students will travel to a seat in the cafeteria with a green sticker. Students will remain in the cafeteria until 7:45 a.m.
 - At 7:45 a.m., students will travel directly to their classrooms.
 - Students will be called upon to wash their hands using the classroom sink.
 - Students will begin completing their academic work and any of our supplemental programs such as Lexia Core 5, AR, MyOn, etc.
 - Students will eat their morning breakfast in the classroom before/during classroom meetings.
- **LATE ARRIVALS**
 - A staff member will provide hand sanitizer and write a tardy slip outside of the building for any student arriving after 8:15 a.m. The parent/guardian will need to remain in their vehicle until their child has been fully checked in.

STUDENT DISMISSAL FROM SCHOOL

- **WALKERS**
 - Students that walk home will be dismissed at 2:10 p.m. Students will exit the building using the same route used during morning arrival.
- **CAR RIDERS**
 - Students riding in a car home will be dismissed once their parent/guardian arrives to campus starting at 2:15 p.m.
 - Parents will be given a student name tag to hang in the window/place on car dashboard to ensure students arrive to the correct vehicle.
 - Students will exit the building using the same route used during morning arrival.
 - For the safety of everyone in the building, teachers will not release students until their parent/guardian arrives at the school. Students will be notified using the school's intercom system/walkie-talkie.
 - Students will exit the building using the main entrance.
 - Adults will be in the halls supervising students as they are being dismissed from their classrooms.
- **BUS for students in Ms. Mills, Ms. Carruthers, and Ms. Bray's classes.**
 - Students will be dismissed at 2:15 p.m. and escorted to their specific bus located in the back of the school on 29th street.
- **BUS RIDERS**
 - Students riding a bus home will be dismissed from their class when buses arrive to the school between 2:15 p.m. and 2:25 p.m.
 - For the safety of everyone in the building, teachers will not release students until their bus arrives at the school. Students will be notified using the school's intercom system. Only students riding one bus will be dismissed at a time to limit the congestion in the halls.
 - Students will travel to the cafeteria and be directed to their specific bus located in the bus loop on 27th street.
 - Adults will be in the halls supervising students as they are being dismissed from their classrooms.
- **DAYCARE VAN**
 - Students riding a daycare van will be dismissed from their class when the van arrives at the school. Students will be notified using the school's intercom system.

- For the safety of everyone in the building, teachers will not release students until their van arrives at the school. Students will be notified using the school's intercom system. Only students riding one van will be dismissed at a time to limit the congestion in the halls.
- Students will travel to the cafeteria and be directed to their specific van located in the bus loop on 27th street.
- Adults will be in the halls supervising students as they are being dismissed from their classrooms.

*****Attendance will be taken daily for all students in-person and virtual. Students reporting to school in-person will be considered tardy at 8:15 a.m.**

EARLY CHECKOUT

There will be no early check-outs after 1:30 p.m. If checking out a student before 1:30 p.m., please contact the office at 501-447-6700 and be prepared to provide the following information: (student's name, grade, teacher's name, and the person picking them up). When picking up your child, please be prepared to provide identification. The student will be escorted outside the main entrance doors. No calls will be answered after 2:00 p.m. to ensure all students are at their designated dismissal areas.

END OF THE DAY NOTES

For the safety of your child and to ensure they arrive home each day in a timely manner, it is important that students have a consistent mode of transportation daily. We do understand that emergencies happen, and changes may have to be made, but for your child's safety please try to be consistent and limit those occurrences. Change in dismissal will be communicated electronically to the student's teacher no later than 1:30 p.m.

FOOD DELIVERY

Personal deliveries such as food and gifts should not be delivered to the school until further notice.

PERSONAL WORKSPACE/SHARED WORKSPACE



Created by The Icon Z
from Noun Project

BTW is committed to providing a safe and clean environment. Teachers and students are asked not to visit another classroom outside of their team or grade level. The building custodial staff will clean and disinfect workspaces at the designated cleaning time; however, employees are encouraged to disinfect their own personal workspace (teacher desk, phone, etc.) throughout the day, giving special attention to commonly touched surfaces. Alcohol-based hand sanitizer will be placed throughout the workplace and in common areas. Cleaning sprays and wipes are also available to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards.

Please note that proper equipment such as acceptable disinfectant and PPE should be used when cleaning individual workspaces.

There will be limited access to certain workspaces to reduce the risk of exposure and other infectious diseases and ensure employee safety. Workspace usage is as follows:

Capacity– We will be monitoring the number of people in common areas (offices, lounge, work room, etc.).

Copy Room – There will be limited access to the copy room.

- Please utilize your planning period to access the copiers in the copy room to stay within guidelines of social distancing. The office copiers are for office personal only.
- Please remember that we are going green and should utilize Schoology whenever possible; however, the color copier will be available, if needed.
- Sanitizing wipes or spray will be located near each area to disinfect the machines after each use.

Breakrooms or Teacher Lounge/Multipurpose Room–The seating spaces will be limited to no more than 3 occupants in the lounge at a time for use until further notice.

- Employees may utilize the microwave and refrigerators in the lounge.
- Employees must practice social distancing since face coverings will have to be removed to eat lunch.
- All employees must sanitize all surfaces after using any equipment in the lounge to include any surfaces that have been touched.
- Sanitizing wipes or spray will be available to sanitize surfaces in the lounge.

PROCEDURES FOR COMMON AREA

We know that common areas at school are dynamic in nature, so it is imperative that all procedures that ensure the safety of stakeholders must be followed. *Physical distancing and wearing face coverings is required at all times.*

FACILITIES CLEANING

The safety of our employees and students are our first priority. Upon reopening, our schools have been completely cleaned and disinfected and we will continue to adhere to all necessary safety precautions. In addition to the deep clean of the office and school before employees and students return, the cleaning steps outlined below are to be taken to disinfect workplace surfaces, chairs, tables, etc. to protect employees and reduce the risk of spread of infection. We will require employees to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below.

BUS DRIVERS/BUS PROTOCOLS

LRSD will continue to provide bus transportation to students within the LRSD. All students who elect to ride the bus will be required to wear a face covering, unless it is determined to be a greater health risk, according to the student's individual health plan that is on file with the District. LRSD will provide face coverings, if needed. Siblings or students who live together may be assigned to sit together. Students are required to wear a face covering and physically distance when possible while at the bus stop. Special Services' bus drivers will also disinfect between elementary and secondary routes. Hand sanitizer will be available on all buses. Buses are prepared to run at full capacity, however, if at all possible, parents are encouraged to drop-off/pick-up students, carpool or walk to reduce exposure on buses. Additional seating expectations will be shared with schools and parents.



Created by Allinds County
from Reuse Project

RESTROOM USAGE DURING THE WORKDAY

The maximum capacity sign will be placed on the door of each restroom. Supplies for employees to clean up after themselves will be located in each restroom. A schedule for classes will be created for restroom breaks. Classroom restrooms will have student procedures for wiping down handles upon leaving the restroom.

CAFETERIA AND MEAL PERIODS

Students will receive their meals in prepackaged containers. Students will follow proper handwashing guidelines before each meal. Cafeteria staff will be required to wear face covering when preparing meals each day. Meals will be provided to students who have selected the virtual learning options at designated sites. The meal site locations will be shared on the District's website and social media sites.

MEALS (BREAKFAST AND LUNCH)

Breakfast in the Classroom

- Breakfast in the Classroom will start at 7:45 a.m. and will end at 8:15 a.m.
- All students will eat Breakfast in the Classroom.
- Pre-packaged meals will be provided daily for students.
- Students must refrain from sharing food with peers.
- Students will not be required to wear a mask while eating.

Lunch in the Classroom

- All students will eat Lunch in the Classroom.
- Pre-packaged meals will be provided daily for students.
- Lunch will be delivered to all classrooms. (Students may bring their lunch to school.)
- Students must refrain from sharing food with peers.
- Students will not be required to wear a mask while eating.
- Students will have 30-minutes to eat their lunch.
- Teachers will a 30-minute duty free lunch while paraprofessionals are supervising students.
- Teachers will sit their trash outside of their doors when they are finished.
- The Custodial Staff will come to each room to pick-up trash from the outside of each classroom.

Grade Level	Time
Kindergarten	10:15-10:45
First Grade	10:50-11:20
Second Grade	11:25-11:55
Third Grade	12:00-12:30
Fourth Grade	12:30-1:00
Fifth Grade	12:30-1:00

Times do not include recess. Outside recess will not be provided at this time in an effort to keep students safe.

*Students will be allowed to bring a pre-filled water bottle to school. Students names should be placed on the bottle as well as the top of the bottle. (Water Only)

CLASSROOM ARRANGEMENTS

All unnecessary items will be removed from the classroom to maximize space for social distancing. Students will be seated approximately six feet from the next student. All desks will face forward in one direction. Students will wear face coverings while in the classroom. Teachers will have face shields/face coverings on and will maintain a safe distance away from students.

EMERGENCY SCHOOL DRILL PROCEDURES

Safety drills will continue to be conducted during the school year. The District's Safety and Security officers will disseminate the revised procedures for conducting the various safety drills, in adherence to the ADH guidance.

SOCIAL-EMOTIONAL WELL-BEING OF STUDENTS AND STAFF

To help our community better process recent events, LRSD, in conjunction with our Mental Health Providers, will be offering SEL workshops on the following topics: Effects of Prolonged Stress on Children, Realistic Expectations-Mindfulness; What to Do if You Suspect a Student has Experienced Trauma; Establishing a New Normal: Setting up Routines and Structure for Yourself and Students.

STUDENT CONDUCT EXPECTATIONS

Students in both learning (virtual and in-person) environments will adhere to all expectations/ guidelines that are listed in the LRSD's Student Handbook. If a student refuses to follow safety protocols, including wearing face coverings, in the in-person learning environment, the parent/ guardian will be notified, and if the behavior continues, the student may be assigned to the virtual learning environment.

COMMUNICATION METHODS

Washington Elementary is will use the following methods to communicate with all stakeholders. To stay updated on the most up-to-date information:

1. Teachers, students, and parents need to check their email often.
2. Visit our district website (www.lrsd.org) and school web page.
3. Follow our social media platforms
 1. Facebook: [WashingtonElementaryLRSD](#)
 2. Instagram: [Washington_LRSD](#)
 3. Twitter: [Washington_LRSD](#)
 4. Class Dojo (Teachers will provide instruction for setting up account.)
4. Check Schoology daily - Along with Class Dojo this will be the primary mode of contact between teachers and parents.
5. Watch for messages via ParentLink- **Please ensure your contact information is current with your child's school/teacher. It is imperative that we have current phone numbers, home addresses, and email address. We must be able to contact you in case of an emergency.**

II. ACADEMICS

LRSD will offer two delivery options in all PreK-12 classes - Virtual or In-person. Students who receive special services such as Special Education (SPED), Speech, Occupational Therapy (OT), Physical Therapy (PT), English for Speakers of Other Languages (ESOL), Dyslexia, and Gifted and Talented (GT) will receive their services in both environments. The specifics of how services will be provided are found below. Additional instructional support staff such as City Year, tutors, mental health providers, etc. will continue to support students in both environments.

K-5 INSTRUCTION

K-5 teachers will utilize the district's Learning Management System (LMS), Schoology, regularly to enhance instruction and student engagement. Schoology was selected based on stakeholder input because it easily integrates with eSchool, provides a central location for communications between teachers and

families, and allows for integration of resources into one place. More information about Schoology can be accessed here: [Getting Started with Schoology](#).

IN-PERSON STUDENTS

K-12: Families who choose in-person instruction will also be choosing to follow the safety protocols established for on-site instruction. This includes the use of face coverings, physical distancing and maintaining a clean environment. The bullets below further outline the in -person learning experience.

- **Schedules:** All teachers will help to bridge the gap between the known and unknown for students by implementing and sustaining a Multi-Tiered System of Support.
- **Teacher-created Lessons:** Lessons and assignments will be uploaded to Schoology.
- **Lessons and Grades:** Schoology will be utilized for all resources/lessons/assignments; assignments can also be graded in the platform. Teachers will provide daily assignments and assessments regularly via Schoology.
- **Devices and Connectivity:** LRSD will provide a device for any student who needs one in order for them to participate in learning.

VIRTUAL LEARNING

Students participating virtually will require more direct support from parents or guardians. The school will provide support and instruction but will not have the same level of direct supervision of students working on assignments. The bullets below further outline the virtual learning experience.

- **Student/Teacher Interaction:** Schoology has a video conferencing interface similar to Zoom; this is available for teachers to conduct live instructional lessons or interventions with their students. Video conferencing will be required. Students will have interaction with their teachers daily based on a set schedule that will be provided. They will monitor student learning and engagement via Schoology as well as hold virtual sessions with students in whole group, small group or one-on-one settings. Lessons and assignments will be uploaded to Schoology. Teachers will cover the Arkansas State Standards in their instructional lessons.
- **Devices and Connectivity:** LRSD will provide a device for any student who needs one in order for them to participate in virtual learning. The district is currently working with multiple partners to find solutions to broadband connectivity.
- **Student Engagement:** Students who are not engaging in the learning will be supported according to the building's established Virtual Learning protocol. Students who are not successful in the virtual environment for attendance, lack of engagement, or other factors will be monitored and supported, and a change of delivery mode must be considered.
- **Student Attendance:** Student attendance will be taken daily, in both the virtual and in-person environment. In the virtual environment, students/parents will have until 12 midnight daily to login to the District's Learning Management System for attendance purposes and to complete the daily assignment.

STUDENT LEARNING CHOICE

The parent or guardian should make a request in writing to the child's principal requesting the change in delivery method that includes the reason for the requested change. The change request will be reviewed by the principal or designee to determine the feasibility of the requested change. The parent/guardian will be notified of next steps. The child will continue to participate in the original mode of delivery until the request has been finalized and the parent notified of the change. Students with certain underlying medical conditions who are considered at risk for severe illness as defined by CDC should consider having their child participate in virtual instruction.

Under the following circumstances, students will be immediately removed from the in-person instruction and switched to virtual instruction:

1. The student tests positive for COVID-19;
2. The student has a family member or someone in the home who tests positive for COVID-19;
3. The student has been in close contact with someone who has tested positive for COVID-19

REMOTE LEARNING

In the event that the district is required to implement remote learning district-wide or in one building, teachers will provide lessons/assignments and monitor student learning and engagement via Schoology as well as hold virtual sessions with students in whole group, small group or one-on-one settings. Teachers will provide daily assignments and assessments via Schoology. Students will be expected to login to Schoology daily and attendance will be taken based on student access and completion of daily assignments. Grades will be taken on assignments required by their teacher. Students who are not engaging in the learning will be supported according to the building's established Virtual Learning protocol. Students will remain enrolled in all their courses and will have interaction with their teachers daily based on a set schedule that will be provided.

SPECIALS (Pull-Outs)

Art

- Students will receive art instruction in their classroom or outside (weather permitting).
- The nearest exit from the classroom will be used to travel to the designated area outside.
- Students will wear their masks and remain 6 feet socially distant while attending art class outside.
- Each student will use individual supplies.

Music

- Students will receive music instruction in their classroom.
- Students will not be allowed to use music instruments or sing until further notice.

PE

- Students will receive physical education instruction outside or in the gym.
- Students will wear their masks and remain 6 feet socially distant while attending P.E. and traveling to/from class.
- The nearest exit from the classroom will be used to travel to the designated area outside.

Computer Lab

- Students will receive computer technology instruction in their classrooms.
- Students will utilize their Chromebooks for instruction.

Library

- The media center will not have free flow services at this time.
- There will be a process for checking out books.
- Students will receive library media instruction in the media center.
- Students will wear their masks and remain 6 feet socially distant while in the media center and while traveling to/from their classroom.
- Teachers will escort students to/from the library and support the media specialist during instruction.

Gifted and Talented

- GT classes will follow a consult model. Please see the LRSD's GT procedures.

Counseling

- Counseling lessons will be provided in classrooms. Small group lessons or intervention will take place in Counselor's Corner or an unoccupied classroom. The space will be sanitized between sessions.

GRADING POLICY

Washington Elementary will follow LRSD grading policy which will be followed for all students. To receive credit for the courses enrolled, students are expected to complete their assignments. Grades will be calculated based on student work completed. Students will receive zeros for incomplete assignments. Teachers are required to enter grades weekly. Teachers will enter grades into Schoology, which will automatically populate in the Teacher Access Center (TAC). Student attendance will be taken daily, in both the virtual and in-person environment. In the virtual environment, students/parents will have until 12 midnight daily to login to the District's Learning Management System for attendance purposes and to complete the daily assignment.

COMPLETION PROTOCOLS

At Washington Elementary, the LRSD attendance policy will be followed for all students. Students not making progress or opting not to participate during virtual instruction will be provided support from the teacher and principal. If non-participation continues, the student will be subject to failing the year/course. Attendance will be taken daily based on participation in online assignments and access to Schoology. Regular attendance requirements will be adhered to for all students attending in-person.

TECHNOLOGY SUPPORT

Technology team will assist students, parents, and staff with the implementation of Schoology and other technology related issues.

Technology Specialist: Kimberley Washington
Kimberley.washington@lrsd.org

Library Media Specialist: Betty Larry
Betty.larry@lrsd.org

STUDENT SERVICES/ SPECIAL PROGRAMS

Students who receive special services such as Special Education, 504, English Language Learners, Dyslexia services, and Gifted and Talented services will receive their instruction in both the virtual and in-person environments. It is important to work with parents and students to identify barriers during this transition.

BEFORE SCHOOL CARE/ AFTER SCHOOL CARE PROGRAM

The District will continue to offer before school care and after school care at the existing school locations. The District will follow the Arkansas Department of Health and Department of Human Services guidelines for program implementation.

MEET THE TEACHER (Virtual)

Meet the Teacher will be virtual using Google Meets on Thursday, August 20, 2020, during teachers' grade level collaborative times. More information will be shared by students' assigned teacher.

Revised 8/4/2020 15

NOTE: This plan will be updated as new ADH guidance is received.



Entrance/Exit Map

Kindergarten and 1st Grade (**Door 1**)
4th and 5th Grade (**Main Entrance**)
2nd and 3rd Grade (**Door 3**)
Students of Ms. Mills, Ms. Bray, and Ms. Carruthers (**Door 4**)