

Horace Mann Arts & Science Magnet Middle School Ready for Learning Plan 2020-2021

Principal

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Employee and Student Safety

Per Arkansas Department of Health, PPE (face coverings and shields) is an effective way to minimize exposure to COVID-19; therefore, LRSD will require the use of face coverings in all district and school buildings. Parents are encouraged to ensure that students have masks when they arrive at school; however, masks will be provided if someone forgets to bring it to the school/office. **If a student refuses to wear a mask/face covering, his or her parents/guardians will be notified. If the behavior continues, the student will be assigned to the virtual learning environment.**

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. Although employees typically come to work even when they feel sick, in this environment, it is imperative that employees stay home if they exhibit any of the COVID-19 symptoms. Employees are to contact their Primary Care Physician (PCP) to determine if testing is needed.

The signs and symptoms of COVID-19 include:

- Feeling feverish or a measured temperature greater than or equal to 100.4 degrees Fahrenheit
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea

Employee medical information must remain confidential. LRSD will not share the name of any employee with a confirmed or suspected COVID-19 diagnosis. However, those who have been identified as probable close contacts of a person who has tested positive will be notified in accordance with the Arkansas Department of Health (ADH) guidance.

General Facilities Cleaning

When onsite instruction resumes, the District's custodial staff will adhere to the general disinfection measures. During the day all employees will be responsible for maintaining their space. At the end of each day, custodial staff will follow daily disinfecting and cleaning guidance. General cleaning and disinfection protocols will be followed regularly by all custodial staff members. The following items have been purchased for use in the classrooms and restrooms: hand sanitizer, disinfectant wipes, paper towels, and soap. All spaces will be cleaned on a daily basis. All water fountains will not be utilized. Staff and students are encouraged to bring water bottles filled with water.

Visitors

LRSD has significantly limited normal visitation to our campuses and facilities. Campus and facility visitation is limited to essential business only. All visitors will be screened prior to entering the building and **will be required to wear a face covering**. Each school office will schedule appointments for parents and guardians for any necessary meetings with school staff. Arkansas Department of Health (ADH) guidelines will be strictly followed for the health and safety of all in attendance. Additional protocols are being developed for other instructional support staff such as City Year, tutors, mental health providers, etc.

Morning Supervision

Student Arrival

The duty personnel will only release students from one bus at a time in the intake area. Car riders will be dropped off at the front of the school. Social distance and mask wearing signs will be placed strategically to remind students of protocols as they enter the building. Students will go to breakfast or to their designated areas based on grade level. Duty personnel will monitor student movement and bathroom capacities to ensure that social distancing is being practiced.

Students who choose to eat breakfast will enter the cafeteria using the south entrance. Students will line up against the south wall using marked spaces as a guide for appropriate distancing as they pick up their breakfast. Upon completing their breakfast, students will move to their designated area for morning supervision.

Auditorium - 6th Grade Morning Duty

Students will enter the auditorium and masks will be checked as they come in. They will follow the pattern seen below in the auditorium for seating. Dismissal will begin early and be done periodically to ensure social distancing as students go to their first class of the day.

Seating Arrangements							
	X			X			X
		X			x		x

(Students will sit in spaces marked "X")

Gym-7th Grade Morning Duty

As students enter the gym in the morning before school, they will sit in the bleachers utilizing every other seat. With each row, students will sit in the alternative seat of the previous row. Seats will be marked. When possible, students will be seated two seats apart. Students will dismiss by rows to promote social distancing. During dismissal, we will pause periodically to allow students to exit the gym before the next group is dismissed.

Seating Arrangements														
	X		X		X		X				X		X	
		X		X		X		X				X		X

(Students will sit in spaces marked "X")

Cafeteria- 8th Grade Morning Duty

Students will enter the cafeteria using the north entrance and be seated on the north side of the cafeteria using a staggered approach. Taped signage will be placed on both table and seat to indicate where students are to sit. Students will dismiss by rows to promote social distancing. During dismissal, we will pause periodically to allow students to exit the cafeteria before the next group is dismissed.

Seating Arrangements										
	X	X	S	X	X	S	X	X	S	X
	X	X	X	X	X	X	X	X	X	X

(S- Student occupied, X- Seat Empty)

Modified Schedule/Lunch Plan

Block 1:	8:40 -10:05
<i>10 minutes to stagger passing</i>	
Block 2:	10:15-11:40 11:40 -11:55 (Advisory/Announcements/Nutrition/)
Break 11:55-12:25	
<i>10 minutes to stagger passing</i>	
Block 3:	12:35-2:00
<i>10 minutes to stagger passing</i>	
Block 4:	2:10 – 3:35
<i>10 minutes to stagger release</i>	

- Lunch counts will be projected based on 1st period attendance.
 - During 1st period, students will request lunch using Google Forms/QR codes – (student name, ID#, and 2nd block teacher)
 - List of student ID's will be generated from Google form and provided to cafeteria staff.
 - Cafeteria staff will be able to enter ID's using the list
 - Cafeteria will prep sack lunches and separate into groups to be distributed by designated personnel.
- 10 minutes will be allotted for a staggered transition between classes.
- 2nd block will be extended by additional 15 minutes to be used for:
 - Announcements/mindful moments/principal's daily address/counselor check in, etc.
 - A "working-lunch" for students
 - Food will be consumed in class during this 15-minute extension of 2nd period.
 - Designated personnel will deliver sack lunches to 2nd block no later 11:30 for students be able to consume between 11:40 to 11:55.

- Students will be collectively engaged by principal or other assigned faculty all via zoom, prerecorded link, or another interactive platform.
 - At 11:55, students will discard trash on exit and transition to a supervised location for remainder of lunch break. (see **logistics** below)
4. During the 30-minute instructional break, students will be supervised by admin and duty personnel, allowing all teachers to receive their duty-free lunch. To that end, there is **ONE** lunch for all students and staff, with minimal transitions, clean-up, and impact on social distance protocols.
 5. At the end of the break, students will transition to 3rd block and the remainder of the instructional day will resume.

Logistics and Benefits

- Consistency in student common/break-time areas. The same designated student areas, along with assigned supervision, that is used for morning arrival will be utilized for lunch.
 - 6th grade auditorium
 - 7th grade gymnasium
 - 8th grade cafeteria
 - Admin and duty personnel will supervise students as usual
- By incorporating a quick “advisory moment” at the end of 2nd block, we have removed the hindrance of food, long lines, multiple lunch clean-ups etc.
- The grab-and-go sack lunches, as well as, the layout of the building allows this approach to work well for this temporary adjustment period -even with all students present. (Again, lunches are packed and prepared, distributed to classes, and in place to no later than 11:30.)
- With one streamlined lunch period, custodians will be free to continue to assist faculty/staff with increased sanitation efforts.
- There is **no compromise** to teacher’s 30-minute duty-free lunch or collaboration time.
- Admin and support staff will stagger their lunches during 3rd block.
- More time will be available during the middle of the day to facilitate bathroom breaks that follow social distancing protocol.

Afternoon Dismissal

To streamline the flow of traffic and use of building access points, students will be dismissed by zone to their designate transportation site.

Restrooms

Restrooms will be marked with capacity signs. Duty personnel will monitor restrooms to ensure that social distancing is being practiced.

Hallways

Students will be monitored closely during transitions and directed to walk to the right side and to maintain adequate spacing while in the hallways.

Designated Isolation Area

Students who display any signs/symptoms of COVID-19 will be placed in the parent center located in the front of the building directly behind the security desk.

2020-2021 Mann Magnet Media Center COVID-19 Preparedness Plan

Mann Magnet Media center is committed to providing our students with a safe environment for learning and reading. To accomplish this, some changes will need to be made to the structure and procedures of our library during this time. Below, you will find our plans for both in-person and virtual learning for the Library program.

1. Online and Virtual Library Services during High-Risk

As the district and state are stressing social distancing and sanitation procedures, the media center will begin the school year in an “online capacity” until restrictions are lifted by the district and state. The following procedures will be used to provide students safely with reading materials and learning opportunities.

Check-In/ Check-Out Procedures:

- Students will request books through the online library catalog. Students will be taught this procedure during a visit to the partnering department class that will allow for book check out through their classroom.
- Students will be asked to request their books through the OPAC Atrium app located in Classlink. Once the book has been requested, it will be pulled for the student at a “first come, first serve” basis. There will be a waitlist for the books with multiple requests.
- The book will be checked out to the student with their name secured to it for pick-up.
- Through the partnering department, a day will be scheduled to drop off the class books. The librarian and/or media clerk will take the class requests of books to the teacher’s room for the period that is occurring. The books will be given to the student during that time. If a student did not request a book, extra reading materials will be provided for students to check out if requested.
- The librarian and/or media clerk will alternate taking the books to the classroom each block. While one is taking the books for the occurring block period, the other will be pulling for the next block period. Once back, the librarian and/or media clerk will begin the cleaning procedure for the books that are being returned.
- During the scheduled days, any books returned will be put on the other side of the cart to be checked in and cleaned once returned to the library.
- With block scheduling occurring, two days will be required to complete an entire class. With this in mind, it will take approximately two weeks to check out books for the entire school. With the checkout window being two weeks, this will be the approximate time that new books will need to be delivered.
- If the teacher needs to push back their date for scheduling, this can be done easily.
- If a student needs a book sooner than the scheduled date, he or she can put in the request and the needed book will be dropped off to their teacher for pick up.
- If a student needs to return a book before the scheduled date, the library has a locked book drop off box that that book can be placed in.
- Virtual students will primarily be using various online platforms for reading books using their Central Arkansas Library System (CALIS) Tech card.
- ***Students who still have books out from last year will not be able to get a new book until the old book is turned in or paid for.***

Cleaning Procedures for Books: If a book is touched by any staff or student, the following procedures will apply to it during this high-risk stage.

- All library books will be handled with gloves by the library staff.
- The books will be scanned and checked back in. After the scanning, the books will be placed in a closed labeled container (Monday, Tuesday, etc) and will sit for a minimum of five days before being available for check out.
- Once the five days are up, the books will then be cleaned and put back on the shelf for check-out.
- The library intends to buy a UV Book Sterilizer if allowed.

Classroom Lessons

- During the high-risk stage, any lessons requested to be taught by the librarian will occur inside the teacher’s classroom.
- All material will be brought up to the teacher’s classroom and cleaned afterward according to the procedures listed above.

- Scheduling will be made according to availability.

Media Center In-Person Availability during High-Risk: To meet state and federal guidelines for social distancing the following procedures will occur during the high-risk time.

- Anyone in the library must wear a mask.
 - Library capacity will be cut by fifty percent to hold thirty people at most not counting the librarian or media clerk.
 - Tables and chairs will be spaced to fit the six feet social distancing required.
 - There will not be an entrance of any student that is not scheduled to come into the library.
 - Before school and lunch, free time will be dictated by building guidelines of student designated areas. Availability will not occur until the risk level has come down. Once restrictions are lifted, the media center entry guidelines will be shifted to suit the needs of the school and students.
2. **In-Person Library Services during Low-Risk:** Once the risk level has been lowered and restrictions lifted by the state and district, the following procedures will be used to allow students and staff into the library.

Media Center In-Person Availability during Low-Risk:

- Anyone in the library must wear a mask.
- There will be a limited number of students in the morning and lunch.
- Library capacity will be cut by fifty percent to hold thirty people at most not counting the librarian or media clerk.
- Tables and chairs will be spaced to fit the six feet social distancing required.
- The library during these times will ONLY be for READING. No socializing or group work for projects.
- Chairs and tables will be removed or marked for availability.

Classroom Lessons

- During the low-risk stage, any lessons requested to be taught by the librarian can occur in the library.
- All material and books will be placed on the tables to keep the amount of contact contamination down and cleaned afterward according to the procedures listed above.
- Scheduling will be made according to availability.

Cleaning Procedures for Books: If a book is touched by any staff or student, the following procedures will apply to it during this low-risk stage exactly as the high-risk stage.

- All library books will be handled with gloves by the library staff.
- The books will be scanned and checked back in. After the scanning, the books will be placed in a closed labeled container (Monday, Tuesday, etc) and will sit for a minimum of five days before being available for check out.
- Once the five days are up, the books will then be cleaned and put back on the shelf for check-out.
- The library intends to buy a UV Book Sterilizer if allowed.

Shelf-Browsing

- If a student browses for a book in person, the student should only touch the books that he or she is interested in.
- If a student decides against a book that is touched, the student will need to put the book in a designated container that will be available so that the library staff can begin the cleaning procedures listed above on it.

Please note, this plan is subject to change per district, state, and/or national recommendations. We want to get books in the hands of our students. Please help us keep them reading!



Horace Mann Arts/Science Magnet Middle School Virtual School Commitment

All students and parents should sign even if attending school in person

Virtual Platform

Students will use Schoology as the virtual platform. Students who do not have access to an electronic device will be provided one through the school. Students will be expected to login to Schoology daily as attendance will be taken based on student access and completion of daily assignments. With virtual instruction more independent work should be expected. The screen time will be determined each day by the teacher and the assignment. A distribution day for virtual students receiving iPads will be held before school starts in August.

Grading & Attendance Policy

Student work will be graded by the student's teacher; all Little Rock School District grading policies will be followed. 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. The students will be eligible for summer school or virtual summer school to make up credits. Attendance will be taken daily based on participation in online assignments and access to Schoology.

Extracurricular Participation

Students who are using the virtual platform may also participate in extracurricular activities. Students should contact the appropriate coach or teacher if they wish to participate.

Academic Integrity

All rules of academic integrity that exist for in-person instruction at Mann Magnet Middle School will be followed in addition to these for virtual instruction. Virtual learners and parents at Mann Magnet must sign a commitment form attesting to academic integrity regarding each of the following topics. If a student fails to abide by these policies, the student may be subject to a change in delivery of instruction.

- All work must be completed by the student alone. Students should not allow others to copy their work.
- Any collaboration among students must be pre-approved by the teacher.
- Cheating is not allowed in any form. (See Little Rock School District student handbook for details.)
- Content from the internet will not be misused or misrepresented.
- Students are expected to log on daily and adhere to the expectations for participation as outlined by the students' teacher(s).



Horace Mann Arts/Science Magnet Middle School Virtual School Commitment

Mann Magnet Middle School Virtual School Agreement Acknowledgement Form

Video Agreement

Students and parents agree that they are not to use the recorded video lessons other than for the intended purpose. No one should re-post the videos to any platform. I understand that posting or encouraging others to post on the internet private, personal information pertaining to a school employee; posting an original or edited image of the school employee on the internet; accessing, altering, or erasing any computer network, computer data program, or computer software, including breaking into a password-protected account or stealing or otherwise accessing passwords of a school employee; bullying\cyber bullying- the intentional harassment, intimidation, ridicule, defamation or threat to incitement of violence on a continual basis by a student against another student or public school employee through written, verbal, electronic devices, to include the use of social media (Facebook, Instagram, or other electronic communication) and physical acts is prohibited. If a violation of this rule is found sanctions in accordance with the Little Rock School District student handbook will be enforced without exception. Note: Inappropriate participation in Social Media posting and distribution could result in prosecution by law.

Parent Agreement

I have read and understand the policies for the virtual learning platform. I understand that virtual learning cannot replace in person instruction but that all attempts will be made to successfully support all students at Mann Magnet. I will participate with my child, teachers, and staff members at Mann Magnet to create a nurturing successful learning environment.

Student Agreement

I have read and understand the Mann Magnet Virtual Procedures and the Academic Integrity Agreement. I understand that failure to comply with these procedures or the following may result in a conference with administration and possible change in learning options.

1. All work submitted will be my own work.
2. I will abide by all Mann Magnet school policies, all virtual policies, and Little Rock School District policies and procedures.
3. I will maintain consistent, daily access to a device and the internet to complete my online instruction.
4. It is my responsibility to notify my teacher and attendance secretary when my internet is not working, before midnight, so an extension on time sensitive assignments can be given.
5. I agree to take all mandated assessments, complete all assignments and meet all deadlines in accordance with the Little Rock School District policies.
6. I will work cooperatively with my teacher, staff members and other students showing respect for all.

Student Name (print): _____ Student Signature _____ Date _____

Parent Name(print) _____ Parent Signature _____ Date _____