

# ***READY FOR LEARNING PLAN***

*IN RESPONSE TO COVID-19  
FOR THE  
2020-2021 SCHOOL YEAR*

**Romine Elementary School**

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## ***INTRODUCTION***

Romine 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) and Arkansas Department of Health (ADH). Regular updates will be based on information provided by the ADH, DESE, and applicable federal, state, and local agencies.

## ***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 face coverings when they arrive at school; however, face coverings will be provided if someone forgets to bring it to the school/office. If a student refuses to wear a face covering, his or her parents/guardians will be notified. If the behavior continues, the student will be assigned to the virtual learning environment. ([Guide for proper use of face coverings](#))

## ***SUPPORT NEEDED FROM PARENTS/GUARDIANS***

- Ensure that your student(s) [immunization wellness checks](#) are up-to-date. Stress the importance of proactive measures for the utilization of mask/face coverings, physical distancing, and regularly washing their hands.
- 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](#)).
- Be familiar with how your school will make water available during the day. Consider packing water bottles.
- [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.

## ***VISITOR RESTRICTIONS***

In an effort to keep all stakeholders safe, we will not allow normal visitation to our campuses this school year. Campus and facility visitation will be limited to essential business. Only LRSD staff are allowed on campus during preparation for reopen as well as during the school year. Parents and visitors will be required to schedule an appointment for any necessary meetings. All visitors will be screened prior to entering the building and ***will be required to wear a face covering*** while in the building.

## ***EMPLOYEE SCREENING AND PROTOCOLS***

To support the health of all employees and students each employee will complete the COVID19 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

## ***HEALTH PROTOCOL***

### ***Students***

***If a student is diagnosed with COVID-19, the following things should occur:***

- Parents will contact the school attendance secretary immediately.
- 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 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.
- Parents can call COVID Hotline (800)803-7847 in case of a Close Contact case and we ask that you contact the School Nurse as well.

## ***SUSPECTED COVID-19 CASE AND ISOLATION PROTOCOL***

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

- The nurse will direct the ill employee to leave work or call the parent of the student to be picked up and go home.
- The nurse and campus/district supervisor must interview coworkers and/or review seating charts to identify persons who may have encounter the suspected infected person.
- 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.

***Romine Elementary will follow the District's guidance for all staff and students who may have been exposed to the COVID-19 virus.***

## **STUDENT ARRIVAL TO SCHOOL**

### ***Car-PreK Students***

- PreK students who are transported to school by car may not enter the classroom until 7:30.
- Students who ride the Daycare van will be able to enter the classroom at 7:15.
- Parents may not come through the main building to access the PreK classrooms.
- Parents must sign in students and Paraprofessionals will take the temperature of each student upon arrival.
- Students will sanitize their hands after the screening process is complete.

### ***Car K-5<sup>th</sup> Students***

- Students who are transported to school by car may not enter the building until 7:35.
- A staff member will direct students to sanitizing station to wash their hands.
- Students will then go directly to their classroom to work on one of our supplemental programs. [Morning Duty Schedule](#)

### ***Bus***

- A staff member will direct students to sanitizing station to wash their hands.
- Students will then go directly to their classrooms.

### ***Late Arrival***

- Students who arrive after 8:30 will have to call the office at 447-6300 and wait for someone to come out and receive the student.
- Staff member will write tardy slip outside of the building and direct students to sanitize their hands before going to the Cafeteria to get breakfast.

## **STUDENT DISMISSAL FROM SCHOOL**

### ***Daycare***

- At 2:15 pm, students who are Daycare Van riders will be dismissed. They will exit out of the designated doors.

### ***BUS***

- Bus students will be dismissed at 2:20 pm. For the safety of everyone in the building, teachers will not release students until their bus number has been called.
- Students will then go to their bus and sit in their designated seat.

### ***Car Kindergarten- 5<sup>th</sup> grades***

- Students in grades Kindergarten-2<sup>nd</sup> grades will be dismissed at 2:25pm. Teachers will walk with their students to the designated area to ensure all students are maintaining the proper distance between each student.
- Students in grades 3<sup>rd</sup>-5<sup>th</sup> grades will be dismissed at 2:25. Teachers will walk with their students to the designated area to ensure all students are maintaining the proper distance between each student.

[Dismissal Routine](#)

[Afternoon Duty Schedule](#)

### ***PreK Students***

- Parents must go directly to the PreK Wing Entrance door to pick-up their child. They may not enter the building during this time.
- Parents must sign their child out each day.
- Parents may pick up their children starting at 2:00 pm.

## **PHYSICAL DISTANCING**

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

- Traffic Flow – Arrows on the walls will mark the walking direction throughout the building. In order to maintain the social distancing requirement of 6 feet, horse hoof prints above the floor strip will give students a visual of the required spacing between each student.
- Horse Hoof prints will be on the sidewalk to remind students to social distance while waiting on their rides
- Non-essential/informal meetups and visiting should be avoided
- Ad-hoc Interactions/Gatherings – Non-essential/informal congregating and visiting should be avoided

## ***PERSONAL PROTECTIVE EQUIPMENT (PPE)***

Parents are encouraged to ensure that students have face coverings when they arrive at school; however, face coverings will be provided if someone forgets to bring it to the school/office.

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

***Please note that physical distancing should still be practiced even with the use of face coverings.***

## **PERSONAL WORKSPACE/SHARED WORKSPACE**

Romine staff will use the signage provided to indicate the room for sanitizing and disinfecting. All teachers and students are asked not to visit another classroom outside of their team or grade level. 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 available in 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. The building custodial staff will clean all workspaces at their designated cleaning time.

***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 exposure to risks and ensure employee safety. Workspace usage is as follows:

***Capacity***– we will monitor the number of people in common areas such as the office, lounge, and work room while the risk of infection exists and begins to diminish.

***Conference Rooms***– Signage indicating closure/capacity limits will be placed on conference room doors. Staff is highly recommended to social distance while in meetings.

***Breakrooms or Teacher Lounge/Multipurpose Room***–The seating spaces will be limited (only *three* people/occupants at a time) for use until further notice.

- Employees may utilize the microwave and refrigerators in the lounge.
- Employees must practice social distancing since mask 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.
- PPE will be available to sanitize surfaces in the lounge.

***Copy Room*** – There will be limited access to the copy room. Signage indicating restrictions will be posted as each phase is implemented.

- A schedule for each copy area will be posted
- Sanitizing wipes or spray will be located near each area to disinfect the machines after each use.

## **FOOD DELIVERY**

Personal deliveries such as food should not be brought to the school until further notice.

## ***RESTROOM USAGE DURING THE WORK DAY***

The maximum capacity sign will be placed on the door of each restroom. Supplies for employees to clean up after themselves will be in each restroom. A schedule for classes will be created for restroom breaks. All water fountains will not be utilized. Staff and students are encouraged to bring bottles filled with water. Please make sure the bottle and cap are labeled. Water bottles will be provided by the District, if needed.

## ***MEAL AND RECESS 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 coverings when preparing meals each day.

### ***Breakfast in the Classroom***

- Breakfast will be delivered to the PreK-1<sup>st</sup> grade classrooms each day.
- All 2<sup>nd</sup>-5<sup>th</sup> grade students will have a ***grab and go*** breakfast to take to the classroom.
- All students will be offered breakfast starting at 7:30 and ending at 7:50 each morning. Students will eat their breakfast in the classroom.

### ***Lunch***

#### ***PreK 3 and PreK 4***

- PreK students will eat in the classroom each day starting at 10:15.
- Child Nutrition will prepare and deliver prepackaged food to students at their designated time.
- 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 after lunch is completed.

#### ***Kindergarten-5<sup>th</sup> grade students***

- Students will eat lunch in the cafeteria each day at their designated times.
- Students will not be required to wear a mask while eating.
- Pre-packaged meals will be provided daily for students.
- Students will not type in their lunch numbers this year. Keypads will only be utilized by Child Nutrition staff.
- Students will sit with their class in assigned seats each day.
- Students must refrain from sharing food with peers.

### ***Lunch Schedule***

***Times do not include recess.***

<b><i>Grade Level</i></b>	<b><i>Time</i></b>
PreK	10:15-10:40



Kindergarten	10:30-10:55
First	11:00-11:25
Second and Sped Behavior Class	11:30-11:55
Third and Fourth	12:00-12:25
Fifth and Sped Behavior Class	12:30-12:55

*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.*

### **Recess**

- Students will be dismissed to recess after lunch at their designated time.
- Classes will rotate weekly to the different areas on the playground.
- Students will be required to wear face coverings while on the playground.
- Students will be asked to maintain a safe distance away from their peers.
- There will be designated areas on the playground for students to take face coverings breaks. The areas will be marked off and will be a safe distance away from their peers.

### **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. Students will wear face coverings while in the classroom. Teachers will have face shields 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 as well as our school's student handbook. If a student refuses to follow safety protocols, including wearing a mask, 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**

LRSB will use a variety of methods to communicate to 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](http://www.lrsd.org)
3. Follow our social media platforms (Twitter, Facebook, Class Dojo) Teachers will provide Class Dojo login information on the first day of school.
4. School staff will also utilize Schoology to disseminate important information.
5. Watch for messages via Parent Link- ensure your contact information is current  
The District's communication plan can be found [here](#)

## **II. ACADEMICS**

### **PreK**

Students attending the LRSB Pre-K Program will attend in-person only. Students will engage in a full day of age appropriate instruction with a teacher and paraprofessional. In using an abundance of precaution, student temperatures will be checked upon arrival each day and periodically throughout the day. Pre-K students are not required to wear face coverings. All Pre-K parents will receive a Pre-K Handbook that will outline the details of the LRSB Pre-K program.

### **Kindergarten- Fifth Grade**

Kindergarten through 5<sup>th</sup> grade teachers will utilize the district's Learning Management System (LMS), Schoology. More information about Schoology can be accessed here: [Getting Started with Schoology](#).

### **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.

- **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. Students will interact with their teachers daily based on a set schedule. They will monitor student learning 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:** LRSB Will provide a device for any student who needs one in order for them to participate in virtual learning.

- **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 or change of delivery mode should be considered.

### ***In-Person Students***

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.

- **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 via Schoology.
- **Devices and Connectivity:** will provide a device for any student who needs one for them to participate in learning.
- **Schedules:** Teachers will provide instruction based on a set schedule. [Link master schedule](#)

### ***Change of Learning Environment***

Students will be required to remain in their chosen learning environment until the end of the quarter (9 weeks). Students will be able to request to be moved between virtual and in-person instruction. All efforts will be made to provide a smooth transition; however, depending on the grade level and content area, the teacher of record may or may not remain the same. In extenuating circumstances, parents will be allowed to change their student's learning environment at any time.

The following criteria will be considered if a student requests a change in instructional methods (in-person or virtual) for an extenuating circumstance:

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;
4. Students with certain underlying medical conditions who are considered at risk for severe for illness from COVID-19 as defined by the CDC; and/or
5. Parent/guardian provides written documentation that the child can no longer be supervised in the home due to parent/guardian work/employment status.

### ***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 interact with their teachers daily based on a set schedule that will be provided. Students in Pre-K will utilize the on-line platform SeeSaw as their Learning Management System.

### ***GRADING POLICY***

Romine Elementary will follow LRSD grading policy which will be followed for all students, virtually or in person. 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.

### ***ATTENDANCE/COMPLETION PROTOCOLS***

Romine Elementary will follow LRSD attendance policy 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. 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.

LRSD Pre-K attendance policy will be followed for all PreK students. Excessive absences from students will be documented and a parent conference will be required. Continuous absenteeism will result in follow-up from the Director of Early Childhood and possible dismissal from the LRSD Pre-K Program. Refer to Pre-K Handbook.

### ***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.

### ***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.

### **III. EXTRACURRICULAR AND DISTRICT-WIDE PLANNING**

#### ***Computer Lab***

- The computer lab will be open daily for teachers and students to use.

#### ***Physical Education***

- Students will go to the Cafeteria or outdoors for Physical Education with their classmates.
- While in PE, students will maintain a safe distance between their classmates.
- Time has been placed in the schedule for sanitizing equipment.

#### ***Music Instruction***

- Students will travel to the Music room for instruction.
- The teacher will assign students seats so that students are a safe distance away from peers.
- Students will utilize QUAVER's Beyond Marvelous General Music Curriculum.

#### ***Art Instruction***

- Students will travel to the Art room for instruction.
- The teacher will assign students seats so that students are a safe distance away from peers.
- Students will have Art kits that will be provided by the school.

#### ***Library***

- Students will receive instruction in the Media Center where they will remain a safe distance from their peers.
- Students will not be able to free flow.

#### ***Gifted and Talented***

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

#### ***Counseling***

- Counseling lessons will be provided in the classrooms. Small group lessons will take place in the Counselors classroom.