LITTLE ROCK SCHOOL DISTRICT

OTTER CREEK ELEMENTARY SCHOOL

READY FOR LEARNING PLAN

IN RESPONSE TO COVID-19

2020-2021 SCHOOL YEAR
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INTRODUCTION
The Otter Creek Elementary School Guiding Coalition and Ready for Learning Team has created this plan to aid in navigating the reopening of our school where employees, students, families, & other essential instructional support staff feel safe and to reduce the impact of COVID-19 conditions upon returning to the building. The guidelines established by this plan are based on guidance from Little Rock School District leadership and the Arkansas Department of Health (ADH). Regular updates will be made to this plan as new information is provided by the District and State.

SECTION I: SAFETY GUIDELINES FOR STUDENTS, STAFF, AND VISITORS

MASK/FACE COVERINGS REQUIREMENT
Per Arkansas Department of Health, PPE (face covering and shields) is an effective way to minimize exposure to COVID-19; therefore, LRSD requires the use of face coverings. All students, employees, and visitors will be required to wear a mask inside the building. Parents are encouraged to ensure that students have masks when they arrive at school; however, if a student forgets to bring it, a mask will be provided by the school.

VISITOR RESTRICTIONS
Visitors will be limited to essential business only. Parents and guardians will have to schedule meetings in advance with school personnel. The school office will help with scheduling appointments for parents and guardians for any necessary meetings with school staff. All visitors will be screened prior to entering the building and will be required to wear a face covering.

HEALTH PROTOCOL
OCES staff will adhere to ALL LRSD safety guidelines and take the appropriate course of action in the event of a suspected COVID-19 case. If a staff member or student becomes a suspected case while at school, the steps listed will be followed. To see the entire Health Protocol plan, refer to the LRSD Ready for Learning Plan.

- Staff or students who become ill at school will report to the nurse’s office or isolation room immediately. The nurse will assess and follow district protocol for reporting potential cases.
• 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 school nurse and principal will then follow district and state protocols for reporting potential cases and contact tracing.

All staff will participate in temperature checks and complete a Covid-19 screening questionnaire daily.

The COVID-19 Hotline number is (800) 803-7847.

SOCIAL DISTANCING
Physical or social 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. OCES students and adults will adhere to social distancing. Floor markings and signage in common areas will be displayed throughout the school. Students will be spread out in classrooms and cafeteria.

SECTION II: ACADEMICS

DAILY INSTRUCTION - IN PERSON
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. Teachers will provide instruction based on a set schedule. Schoology, the virtual/online learning platform for LRSD, will be utilized regularly to enhance student learning and engagement.

DAILY INSTRUCTION - VIRTUAL
A device will be provided for any student who needs one in order for them to participate in virtual learning. Students will be assigned to a classroom teacher who will provide virtual instruction and support. Teachers will follow a set schedule and interact with virtual students daily. They will monitor student learning and engagement via Schoology, the platform for virtual instruction, 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 regularly via Schoology. Students will be expected to login to Schoology daily as attendance will be taken based on student access and completion of daily
assignments. Grades will be taken on assignments required by their teacher. Although teachers will be very accessible, students participating virtually will require more direct support from parents or guardians. Students who are not engaging in the learning will be supported according to an 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.

DIFFERENTIATED INSTRUCTION
Teachers will provide small group instruction to address students' deficit areas on a daily basis. Students assigned to these groups from in person and virtual settings will be based on their skill proficiency levels.

Students who have IDEA or 504 plans will continue their services in both types of instructional settings, and classroom teachers will provide accommodations and modifications as required.

SPECIALISTS' CLASSES
The movement of students for art, music, and computer classes will be limited. Some art, music, and computer classes will be held in homeroom classrooms. P.E. classes will be held outside whenever the weather is permitting. If the weather is not permitting, classes will remain in their homerooms for P.E. instruction.

All other specialists (Special Education, Speech, Gifted & Talented, Reading Interventionist, Academic Interventionist, Library Media Specialist, and Counselor) will utilize a combination of face-to-face and virtual methods for classes and groups that will reduce movement throughout the building, prevent cross-contamination, and allow time for sanitizing areas between groups.

GRADING & ATTENDANCE
LRSD grading and attendance policies will be followed for ALL students. Student attendance will be taken daily in both the Virtual and In Person setting. All students are expected to complete assignments daily. Students will receive at least one grade per subject each week based on completed assignments.

SUBSTITUTE TEACHERS
Otter Creek Elementary truly values substitute teachers. Efforts will be made to keep substitutes with the same class or grade level as much as possible when they are needed.

AFTER SCHOOL ACTIVITIES
OCES will follow all district and state safety guidelines for after school activities. The CARE Program is available for registration.

FIELD TRIPS
Until further notice, there will be no field trips. Virtual field trips will be encouraged to allow students experience and exposure to the greater community.

SECTION III: BUILDING ROUTINES

ARRIVING TO SCHOOL PROCEDURES
School begins at 7:40 a.m., and doors will open at 7:30 a.m. Students may not be dropped off before 7:30 a.m. unless they are enrolled in the CARE Program. The CARE Program starts at 7:00 a.m., and registration and payment are required in advance. The CARE office is located in the Oakhurst Building at 4800 West 26th Street, Little Rock, Arkansas 72204. The number to the CARE office is (501) 447-1880.

- Bus and Daycare Van students will be escorted into the building through the west entrance to the right of the cafeteria from Otter Creek Parkway.
- Car riders, walkers, and bike riders must enter at the main entrance at the front of school.
- Students enrolled in the CARE PROGRAM will enter through the CARE entrance on the building's west side to the left of the cafeteria. A member of the CARE team will greet students at the door.

All students will sanitize their hands as they enter the building. Masks/face coverings are required. If a student is not wearing a mask, he/she will go directly to the main office to receive one. Students should stay 6 feet away from others. Staff members will be present to greet students and assist them with getting to class.

Important Notes:

- Students may no longer stand around under the awning at the front entrance until the doors open. They must wait inside their vehicles until the doors open
or wait until 7:30 a.m. to arrive to school. Students will go directly to class when they arrive to school.

- Due to visitor restrictions, parents will not be able to enter the building to walk students to class.

BREAKFAST IN THE CLASSROOM

- Students will receive a breakfast as they enter the building after they sanitize their hands. To prevent contamination, a member of the Child Nutrition staff will hand each student a breakfast inside a clear plastic bag to take to the classroom.
- Breakfast is made available to all students at no charge.
- Students may begin breakfast when they get to their classrooms. There will be teachers and staff present to assist them and ensure safety guidelines are being followed.
- Students must arrive before 8:00 a.m. to receive breakfast.

LUNCH & RECESS

- Students will eat lunch in the cafeteria and sit in assigned seats 6 feet apart. They will remain in their masks/face coverings until they start eating.
- Markers will be placed on the floor to allow for physical distancing while in line for food and dispensing trash.
- Students who bring their lunch to school should use disposable sacks and containers.
- Students will wash their hands prior to lunch, and hand sanitizer will be available in the cafeteria.
- Due to visitor restrictions, no outside guests will be allowed at lunchtime.
- After eating lunch, students will go outside to the playground if weather permits.
- Classes will remain separated to avoid cross contamination. Each class will have a designated area for play.

Important Note: Areas of the playground that will not allow for cleaning and disinfecting after each group will not be used. For example, the spider web will be off limits.

LUNCH & RECESS SCHEDULE

<table>
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<tr>
<th>Grade Level</th>
<th>Lunch Time</th>
<th>Recess Time</th>
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<tbody>
<tr>
<td>Kindergarten</td>
<td>10:00 am - 10:30 am</td>
<td>10:30 am - 10:50 am</td>
</tr>
<tr>
<td>Grade</td>
<td>Time</td>
<td>Time</td>
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<td>--------</td>
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</tr>
<tr>
<td>1st</td>
<td>10:35 am - 11:05 am</td>
<td>11:05 am - 11:25 am</td>
</tr>
<tr>
<td>2nd</td>
<td>11:05 am - 11:35 am</td>
<td>11:35 am - 11:55 am</td>
</tr>
<tr>
<td>3rd</td>
<td>11:35 am - 12:05 pm</td>
<td>12:05 pm - 12:25 pm</td>
</tr>
<tr>
<td>4th</td>
<td>12:05 pm - 12:35 pm</td>
<td>12:35 pm - 12:55 pm</td>
</tr>
<tr>
<td>5th</td>
<td>12:35 pm - 1:05 pm</td>
<td>1:05 pm - 1:25 pm</td>
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- To aid the flow of traffic, students will always enter the cafeteria from the Kindergarten hallway, exit tables opposite of the serving line, and exit on the right out the front of the cafeteria.
- Tables will be cleaned and disinfected between groups.

Important Note: Breakfast and lunch will be provided to virtual students at designated sites. The meal site locations will be shared on the District’s website and social media sites.

TRANSITIONS/HALLWAY PROCEDURES
Students must wear masks/face coverings in hallways and during transitions. Classes will walk/travel to the right, and everyone’s hands must remain at their sides. Social distancing will be closely monitored. Traveling as a whole class will be limited to specialists’ classes, lunch, recess, and restroom breaks. To further prevent congestion, classrooms will be designated as first, second, or third, and teachers will also practice lag/wait time.

RESTROOMS
- K-1 classrooms have their own bathrooms, and grades 2-5 will use restrooms with multiple stalls.
- A schedule will be created to provide whole class breaks, and allow students enough time to use restroom facilities and wash hands properly while social distancing.
- Students will be allowed to go if an additional need arises outside of scheduled times.
- Restrooms will be cleaned multiple times daily by our custodial team.
- Students will be monitored closely by adults.

WATER FOUNTAINS
Water fountains will remain operational and cleaned several times a day. Students will be allowed to bring clear water bottles from home and have their names written on them. This practice is encouraged.
SUPPLIES & BACKPACKS
All Otter Creek Elementary students will receive a Starter Supply Kit with basic school supplies at no charge for the start of school. There is a full list of supplies for each grade level. School Supply Lists may be found on the Otter Creek Elementary School webpage on the Little Rock School District's website. When viewing this document electronically, click here to view school supply lists. Also, there is a link to all school supply lists in the LRSD Ready for Learning Plan. The school will provide each In Person student with a plastic shoebox container to hold supplies at school. Supplies will not be shared by students. Virtual students may receive a Starter Supply Kit from the school. Kits will be available for pick up during the Technology Distribution.

Students will not be allowed to bring backpacks to school.

NURSE’S OFFICE/HEALTH ROOM - NON COVID-19 RELATED
Teachers will manage minor health needs in the classroom (runny nose, chapped lips, paper cuts, loose teeth, bug bites, etc.). Teachers will follow the Health Office Guidelines Flowchart to identify which students need to be sent to the nurse and which students can be managed in the classroom. Teachers will receive additional supplies in their first aid kits that include the necessary PPE to manage health needs.

When students develop signs of illness not related to Covid-19 or an injury during the day, the teacher will call the Health Room to notify the nurse to expect a student in need. The nurse will follow the Health Services Operations Manual for providing care. Students who receive treatment and are determined to be non-infectious will be sent back to class. When the nurse determines the student needs home care or further medical treatment, the parents/guardians will be called. Parents are expected to pick students up from school within the hour.

STUDENT DISCIPLINE PROCEDURES
All students (in-person and virtual) are expected to follow all school and LRSD Student Handbook rules. The Otter Creek School-Wide Discipline Plan will be revised to include safety protocols. Per LRSD guidance, if a student refuses to wear a mask/face covering, in the in-person learning environment, his/her parent/guardian will be notified. If the behavior continues, the student will be assigned to the virtual learning environment.

DISMISSAL PROCEDURES
Car riders may be released to parents/guardians starting at 2:00 p.m. for dismissal. To ensure physical distancing during dismissal from school, students will be released as follows:

- At 2:00 p.m. - Radio calls for Car Riders will begin. All car riders must use the main entrance to exit the building.
- At 2:20 p.m. - The office will call for the release of Walkers and CARE Students. All walkers must use the main entrance to exit the building. CARE students will report to the cafeteria.
- At 2:25 p.m. - The office will start calling for Bus Riders and Daycare Van Riders based on the order of the bus/van in the driveway. Buses and vans will be loaded one at a time. All bus and daycare van riders will exit the building through the doors by room 101 (west exit facing Otter Creek Parkway).

Teachers will hold all students inside classrooms until an announcement from the office to release a particular group of students is made.

LATE CHECK IN/EARLY CHECK OUT
Students must be signed in by a parent/guardian starting at 8:00 a.m., and if students are picked up before 2:00 p.m., they must be signed out. There will be a staff member at the front entrance with the Student Sign In/Out sheet for parents to complete. Parents will have to park, come to the front entrance, and wear a mask or face covering when signing students in and out of school.

EMERGENCY DRILLS
Safety drills will continue to be conducted during school year. Staff and students will practice revised procedures that adhere to Arkansas Department of Health guidance.

COMMUNICATION METHODS
- Information is posted to the Otter Creek Elem. webpage on the LRSD website
- Social Media - Be sure to like Otter Creek Elementary & LRSD on Facebook
- Parentlink - Used to send phone messages to all parents and staff at once
- Class Dojo - A common communication tool for teachers across all grade levels
- Phone & Email - Please ensure the school has correct email addresses and phone numbers on file.