

# LITTLE ROCK SCHOOL DISTRICT READY FOR LEARNING PLAN

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



LITTLE ROCK  
SCHOOL DISTRICT



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## INTRODUCTION

The Little Rock School District’s Ready for Learning Plan was created with input from parents, students, teachers, administrators and district level staff. Those who expressed interest in the initial parent/teacher survey and provided an email address were invited to participate in follow-up focus groups as the plan was developed. This plan is intended to aid in guiding the reopening of our school buildings. 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.

## COMPONENTS OF THE LRSD READY FOR LEARNING PLAN

In order to ensure the continued well-being of our LRSD community, the following guiding principles have been put in place:

1. Ensure a safe learning environment based upon the most current guidance from the Arkansas Department of Health (ADH).
2. Ensure the continuity of teaching and learning by providing a guaranteed and viable curriculum that addresses unfinished learning from the prior year, introduces new learning while utilizing technology to enhance regular classroom instruction.
3. Support teachers in providing virtual instruction by providing training in technology , blended learning (delivery of instruction), addressing social and emotional needs of students and self, and culturally responsive practices.
4. Provide guidance and support for educators, parents and students in the areas of health, safety, and social emotional learning.
5. Engage educators, parents, students, and the community.

## SECTION 1: SAFETY OF STUDENTS, STAFF, AND VISITORS

### TIMELINES and ACTIONS

The following steps have or will be taken in developing and communicating this plan.

Timing	Actions
June 2020	<ul style="list-style-type: none"> <li>● Distributed Stakeholder Survey about delivery in Spring 2020 and concerns for Fall 2020; (3,380 Parent Responses and 1,191 Teacher Responses)</li> <li>● Conducted Focus Groups (based upon survey feedback) with parents, teachers and administrators</li> <li>● Draft Ready for Learning Plan</li> <li>● Allocated CARES funding</li> <li>● Ordered devices and PPE</li> <li>● Prepare buildings and transportation for reopen with thorough cleaning and disinfecting</li> <li>● Teacher teams established Essential Standards in ELA and Math</li> <li>● Published parent and teacher Ready for Learning FAQs</li> <li>● Plan social emotional training for parents and educators</li> </ul>
July 2020	<ul style="list-style-type: none"> <li>● Teacher teams revise curriculum documents</li> </ul>

	<ul style="list-style-type: none"> <li>● Returned to limited onsite activities such as on-site training with restrictions based on ADH Directives and Guidance that include physical distancing, face coverings, limited capacity, etc.</li> <li>● Survey teachers and administrators (1,184 teacher responses and all principals provided time to give input during level meetings)</li> <li>● Parent Survey regarding method of delivery (10,500 results - 45% virtual and 55% on-site)</li> <li>● Engage stakeholders in providing feedback on Draft Ready for Learning Plan</li> <li>● Finalize Ready for Learning Plan</li> <li>● Provide training to lead teachers in District's LMS, Schoology</li> <li>● HR COVID-19 FAQs disseminated to employees</li> </ul>
August 2020	<ul style="list-style-type: none"> <li>● Determine what restrictions/guidelines stay in place.</li> <li>● Implement Ready for Learning Plan by expanding onsite operations based on recommendations and data from DESE, ADH, Arkansas Governor, and applicable state and local agencies</li> <li>● Provide ongoing Professional Development for educators</li> <li>● Provide ongoing support for parents and students</li> <li>● Open school (In-person &amp; Virtual options)</li> </ul>

## 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**. 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. ([Guide for proper use of masks/face coverings](#))

## VISITORS

LRSD will significantly limit normal visitation to our campuses and facilities once school sites are reopened. Campus and facility visitation will be 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. 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.

## TRAVEL RESTRICTIONS

LRSD has discontinued employees' out-of-state travel to conferences and workshops until further notice, unless pre-approved by the office of the Superintendent. Out-of-state travel for student-related activities has also been discontinued until further notice.

## EMPLOYEE HEALTH SCREENING AND PROTOCOLS

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. 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 symptoms below. 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 potentially coming in contact with a person who has tested positive will be notified in accordance with the Arkansas Department of Health (ADH) guidance.

## HEALTH PROTOCOL

All supervisors will utilize the [Communication Flow Chart](#) to determine appropriate course of action in the event of a suspected COVID-19 case.

## CONFIRMED COVID-19 CASE AND ISOLATION PROTOCOL

If an employee is diagnosed with COVID-19, they are to notify their supervisor. The supervisor 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 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 an employee is identified as a “probable close contact”, including any requirements for quarantine and cooperating for contact tracing.

The District Human Resources Department will send documents for Employee Leave: the Families First Coronavirus Response Act (FFCRA). HR COVID-19 FAQs Document is located [HERE](#).

LRSD will adhere to the most current guidance regarding the release from isolation when an individual has tested positive for COVID-19.

Employees returning to work from an approved medical leave should contact Human Resources and will be required to submit a healthcare provider's note before returning to work.

If a student is diagnosed with COVID-19, he or she should contact the school attendance secretary immediately. 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 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 campus/district **nurse's isolation room** and the case form will be completed. The following steps will be followed:

- The nurse must complete the **Suspected COVID19 Case Form** and call the local health authority to seek advice regarding transportation and location, only when there is a school-related positive case.
- The nurse and others attending the suspected infected person, should also wear a protective face covering, face shield, gloves and any additional PPE that has been provided 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 go home.
- The nurse and campus/district supervisor must identify persons who may have come in contact with the suspected infected person and await the confirmation of the test results. Individuals who have been tested for COVID-19 should self-quarantine until test results are provided. *Unless required by the local health authority, the name of the employee should not be provided.*
- The campus/district supervisor will advise employees that they may have been in contact with a suspected employee and to carry out self-screening and all safety precautions daily, and based on the results, contact the HR department. Probable Close Contacts will be contacted and advised to quarantine for 14 days awaiting a call from ADH for close contact confirmation.
- The isolation area and suspected employee's or student's work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.

- A notification process is being developed so that those who have potentially been exposed to a positive case will be contacted. The ADH protocol will be followed in the notification process.

## GUIDANCE, IF EXPOSED

If an employee has been notified as a Probable Close Contact of a confirmed COVID-19 case please do the following:

1. Quarantine in a specific room away from others in home for 14 days
2. Contact the following (in order of priority), notify them of the exposure to COVID-19, then follow their instructions.
  - a. Healthcare provider. Follow testing recommendations.
  - b. School nurse or LRSD's Health Service Department
  - c. Supervisor
3. Supervisor will work with HR to determine appropriate next steps.
4. If an employee learns of his or her exposure during the school day, immediately notify the school nurse who will contact other administrators per district protocol.

If a student has been notified as a Probable Close Contact of a confirmed COVID-19 case please do the following:

1. Quarantine in a specific room away from others in home for 14 days
2. Contact the following (in order of priority), notify them of the exposure to COVID-19, then follow their instructions.
  - a. Healthcare provider. Follow testing recommendations.
  - b. School attendance secretary.
3. School Nurse will work with building administration to determine appropriate next steps.
4. If a student learns of his or her exposure during the school day, immediately notify the school nurse who will contact other administrators per district protocol.

## PHYSICAL DISTANCING

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. Each building will establish a plan to ensure physical distancing to the extent possible. The plan may include - floor markings, signage, removal of unnecessary furniture, limited transitions, etc. Non-essential/informal congregating and visiting should be avoided.

## PERSONAL PROTECTIVE EQUIPMENT (PPE)

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 on buses and in all 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. ([Guide for proper use of masks/face coverings](#))

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

In addition to physical distancing and wearing face coverings, additional safety precautions will be taken without limitation:

- 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.

**An adequate supply of soap, disinfectant, hand sanitizer, paper towels, tissues, and a supply of PPE will be available at all sites.**

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

- Ensure that your student(s)' immunizations/ wellness checks are up-to-date
- Stress the importance of the utilization of masks/face coverings, adhering to social distancing, and regularly washing their hands, both at school and away from school. Please take time to demonstrate these actions with our younger students.
- Support the effective communication among students, parents, and staff members, which is even more critical now.

## **PERSONAL WORKSPACE/SHARED WORKSPACE**

LRSD is committed to providing a safe and clean environment. 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. LRSD has placed alcohol-based hand sanitizer throughout the workplace and in common areas. Cleaning sprays and wipes will be available to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards.

*Please note that the District will provide the proper equipment such as acceptable disinfectant and PPE.*

There will be limited access to certain workspaces to reduce exposure to risks and ensure employee safety. Workspace usage is as follows:

**Capacity** - LRSD will be monitoring the number of employees in the offices while the risk of infection exists and begins to diminish.

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

**Lounge/Break Rooms** - These spaces will remain open with limited capacity. Employees should not congregate in these areas for any reason.

## **FACILITIES/ TRANSPORTATION CLEANING**

Schools and buses have been completely cleaned and disinfected, and the District will continue to adhere to all necessary safety precautions. When onsite instruction resumes, the District's custodial staff will adhere to the general disinfection measures outlined in the table below.

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 DISINFECTION EXPECTATIONS

Category	Area	Frequency
<b>Workspaces</b>	Classrooms, Offices	At the end of each use/daily
<b>Appliances</b>	Refrigerators, Microwaves, Coffee Machines	Daily
<b>Electronic Equipment</b>	Copier machines, Shared computer monitors, TV's, Telephones, keyboards	At the end of each use/day and/or between use
<b>General Used Objects</b>	Door handles, light switches, sinks, water fountains, restrooms, elevator buttons, stair handrails, etc.	At least 4 times a day and at the end of each day.
<b>Buses</b>	Bus seats, handles/railing, belts, window controls	Twice a day
<b>Common Areas</b>	Cafeteria, Library, Conference rooms, Gyms, Common Areas	At the end of each use/daily; between groups

## GENERAL DISINFECTION PROTOCOL

General cleaning and disinfection protocols will be followed regularly by all custodial staff members. Added safety procedures for the disinfecting process during the COVID-19 pandemic include the following:

- Disposable gloves are to be worn to perform each of the following tasks and should be removed immediately after, handwashing is also required before and after wearing gloves:
  - **EACH** Classroom cleaning
  - **EACH** Restroom cleaning
  - Floor mopping
  - Office cleaning
- Properly labeled spray bottles (containing EPA, CDC, and the ADH approved disinfectants) are to be utilized to disinfect.
- Utilize a two-rag/ two-step protocol for disinfection.
- Buckets used to disinfect mop should be changed after each restroom cleaning is performed.

## DEEP CLEANING AND DISINFECTION PROTOCOLS

Deep cleaning and disinfecting protocols are initiated when an employee or student is identified as positive for COVID-19 based on testing.

General disinfection measures will be taken with additional measures to electrostatically fog affected spaces with disinfecting equipment/chemicals will be performed after students and staff have left the building.

## SIGNAGE

Signage will be placed throughout the offices and school. Electronic version of signage is located [HERE](#).

## 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 encouraged 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.

## PROCEDURES FOR COMMON AREAS

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 masks/face coverings, especially in areas when physical distancing is not allowable, is required.***

## RESTROOM USAGE DURING THE WORK DAY

Each LRSD building will establish maximum capacity for the facility that allows for physical distancing. Facilities will post the maximum capacity sign on the door. Disinfecting supplies will be provided for employees to maintain health and safety in staff only restrooms. Buildings will develop a plan for restroom schedules that will maximize physical distancing to the extent possible.

## LOCKER ROOMS

LRSD will adhere to all Arkansas Activities Association and ADH guidelines and directives pertaining to all extracurricular activities and physical education classes. While in locker rooms, students are to stay 3 to 6 feet from others as a normal practice. Eliminate contact with others,

such as handshakes, avoid touching surfaces touched by others to the extent feasible, and avoid anyone who is coughing, sneezing or appears to be sick.

### **STUDENT LOCKERS**

The use of student lockers will be limited. Each building will determine the extent to which lockers will be used.

### **CAFETERIA AND MEAL PERIODS**

Each building will develop a plan to incorporate physical distancing to the extent possible during lunch periods. This may include adding additional lunch periods, incorporating more grab & go options, utilizing any open space possible that will allow for appropriate physical distancing, assigning students to the same group each day to limit exposure, etc. Keypads will only be utilized by Child Nutrition staff.

### **CLASSROOM SPACE/MATERIALS**

Each building will develop a plan to incorporate physical distancing to the extent possible in the classroom. For any classroom where physical distancing cannot be achieved, face coverings will be required. Teachers should remove any unnecessary personal items from the room to maximize space available for physical distancing. Middle and High School school students will follow an A/B block schedule to minimize movement/transitions. Protocols for cleaning and accessing library books and resources are being developed. Additional measures may be implemented such as specialty classes being held in the student's homeroom, minimizing the need to share materials, reduce movement around the building, staggered transitions, etc.

## **SOCIAL EMOTIONAL WELL-BEING OF STUDENTS AND STAFF**

Social and Emotional Learning (SEL) is the process through which children and adults process and manage emotion. Counselors and Mental Health professionals will be working to provide a Multi-Tiered System of Support (MTSS) for all students, staff and parents. They have watched both global medical and Social Injustice pandemics. Some students, staff and parents have had support in processing the impact of COVID-19 and the current outcry for social justice but some have not and will need help processing to truly come to school ready to learn, teach and parent.

### **Tier I- Support for All Students**

LRSD understands the importance of ongoing professional development for all stakeholders to ensure capacity growth; therefore, the support will be scheduled throughout the school year.

- LRSD mental health providers will provide 1hour SEL workshops for staff during July 22-31, 2020. These training will also be available via Schoology throughout the school year. All teachers will be required to complete at least one workshop during pre-school PD.
- LRSD Mental Health Coordinator will provide Youth Mental Health First Aid professional development to school counselors.
- Counseling Coordinator will provide Trauma Informed Care and Implicit Bias training for counselors.
- LRSD mental health providers will be providing 1 hour SEL workshops to parents on August 3-4, 2020 in a virtual format. Registration will be available on the District's website and social media accounts.

- School counselors will provide SEL and multicultural based lesson plans.
- LRSD has partnered with Just Communities of Arkansas(JCA) to provide professional development during the District Convocation.

### **Tier II- Intervention**

Some students will need interventions to help them understand and be comfortable in this new normal.

- Counselors will provide personal or group counseling to students based on needs assessment. Ex. Grief, divorce, social injustice, etc.
- The referral process will be shared with site-based and virtual staff, parents and students so that all stakeholders know how to start the process to get mental help. Counselors will determine if an additional mental health referral is needed.
- Students who were seeing a mental health provider previously will continue with site-based or telehealth visits.

### **Tier III- Intensive Support**

LRSD will utilize needs assessments and work collaboratively with families to determine additional needs. For students who may need intensive support, the following will be provided:

- The School-Based Intervention Team (SBIT) will meet to establish next steps to provide intensive support.
- Individual screening of student needs by using the University of California at Los Angeles (UCLA) Brief COVID-19 UCLA screener for child/adolescent Post-Traumatic Stress Disorder (PTSD).
- LRSD partners that may be utilized include: Living Hope, Life Strategies, and Centers.

## **STAFF TRAINING**

It is important that all employees understand the safety requirements, protocols and expectations to ensure everyone and their communities stay safe and prevent the spread of the virus. A mixture of personalized and general professional development will be provided to all staff.

1. **Pre-return to school training**- Presented remotely and limited in-person to ensure understanding and preparedness to align with this manual
2. **First Day Training/Orientation** - Align local protocols and procedures with this manual; meeting area must adhere to social distancing protocols or present via digital platform such as Zoom
3. **Cleaning Crew Protocols** - Disinfection methods, comprehensive cleaning training

### **Custodial staff will receive training in the following:**

1. Health and Safety Protocols
2. Daily cleaning and disinfecting procedures

### **Administrators, Teachers, and Support staff will receive training in the following:**

1. The District's LMS- Schoology
2. Blended learning in the Content Area
3. Culturally Responsive Practices
4. Social Emotional Learning (SEL)

5. Health and Safety Protocols
6. Technology usage and tools for student engagement

**Parents and student will be offered virtual training or guidance in the following:**

1. The District's LMS- Schoology
2. Social Emotional Learning
3. Health and Safety Protocols

## COMMUNICATION METHODS

LRSD will use a variety of methods to communicate to all stakeholders. To stay updated on the most up-to-date information:

1. Check email often;
2. Visit our district website;
3. Follow our social media platforms;
4. Check Schoology daily; and
5. Watch for messages via ParentLink (please ensure your contact information is current with your child's school).

The District's communication plan can be found [here](#).

## SECTION II: ACADEMICS

One of LRSD's primary concerns is that all students' academic needs are met as we return to instruction. 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.

Prior to the end of the 2019-2020 school year, teacher teams from across the district identified essential standards in ELA and math. Throughout the summer, a subset of this team has revised pacing guides to highlight the essential standards which will provide the focus for instruction and intervention. Guidance will be provided to all teachers during pre-school PD on how to use the revised scope and sequence to address missed learning from the spring. It is expected that teachers will need to adjust their normal instructional sequence to provide time to adequately provide interventions as needed.

Teachers will use the diagnostic assessments found within the Arkansas Playbook, data from NWEA, curriculum-based assessments and other screeners to determine skill deficiencies for students and provide intervention as appropriate in whole or small group settings.

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.

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

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.

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.

LRSD teachers will be utilized to provide the online instruction. Principals will designate teachers from their building who will provide the fully virtual instruction. If a child changes their mode of instructional delivery, they may be assigned to a different teacher, but content and objectives will remain the same. The only exception might be in some secondary elective classes where virtual instructors may be utilized outside of LRSD. To the extent possible, teachers from the students' assigned school will be utilized to provide the virtual instruction.

## **CRITERIA FOR SELECTION OF VIRTUAL TEACHERS**

All teaching assignments will be made by the building principal in consultation with the building level Ready for Learning Team or interview team as determined by the principal. All teaching assignments are made at the final discretion of the building principal to best serve student needs. HR will intervene in a staff member's placement when the staff member has requested FMLA/ADA or related accommodation. Staffing decisions in relation to FMLA/ADA must be approved by the Executive Director of Human Resources.

### **Pre-K**

The LRSD Pre-K program will offer parents an option of in-person or virtual instruction. Students participating in-person will participate in a full day of age appropriate instruction with a teacher and paraprofessional. Students will be assigned to smaller groups or cohorts within the classroom, as a safety measure. These smaller cohorts will play and learn together. Pre-K students are not required to wear face coverings while in their classrooms; however all adults are required to wear a face covering according to the health guidelines.

Those who choose the virtual option will utilize [SeeSaw](#) to access the virtual lessons and to communicate with the teacher daily. SeeSaw is a simple way for teachers and parents to record

and share what is happening in the classroom. SeeSaw gives students a place to document their learning, be creative, and learn how to use technology. All students, in-person and virtual will have a journal where they can add evidence of their learning.

## **K-12**

K-12 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](#). Training for students, parents, and educators will be provided in the use of the system.

Schoology is a tool to enhance learning by bringing all resources to one place for teachers and students. Teachers can build entire lessons or parts of lessons inside of Schoology and incorporate a variety of learning experiences such as videos, student discussion boards, video conferencing, assessments, and collaborative projects. For parents, Schoology is the place to communicate, get assignments, monitor grades, and track their child's progress, all in one place. Schoology removes the need for using multiple apps. Students can submit their work as a shared document, video, picture or directly into the assignment response box as created by the teacher. The learning management system allows the District to prepare for a blended learning (virtual and in-person) experience when students and staff are not able to be physically present.

Support for teachers will be provided by the C&I team regularly throughout the school year during collaborative team meetings, virtual support sessions and faculty meetings. Collaborative teams will work together to build common lessons, assessments and share resources.

Teachers will utilize technology to enhance their lessons whether they are teaching students in-person or virtually. Teachers will NOT be required to teach a mixed classroom where some students are in-person and some are at home viewing the classroom live. Depending on the number of students who will be receiving full virtual instruction, teachers in grades 6-12 may have a period or more of full virtual instruction while other periods are in-person. Determination about who will teach virtually will be made closer to the start of school once the number of students who will require virtual delivery is finalized.

Teachers will enter grades into Schoology which will automatically populate in the Teacher Access Center (TAC).

No matter the mode of delivery, our main concern is that students demonstrate their learning and understanding of content.

## **VIRTUAL LEARNING**

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. Virtual learning will be a quality choice, however parents are encouraged to carefully weigh the options of in-person and virtual instruction. 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. Students will have the opportunity to enroll in the same courses (electives, AP, regular courses) regardless of their mode of delivery and may participate in any extracurricular activities. Students will have interaction with their teachers daily based on a set schedule that will be provided.

Teachers 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. 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. 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 LEARNING

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. **All K-12 students will be required to wear face coverings while transitioning in hallways or in common areas.** Teachers will provide instruction based on a set schedule. Schoology will be utilized regularly to enhance student learning and engagement. Middle and High schools will implement a A/B block schedule to minimize student movement.

## REMOTE LEARNING

In the event the district is required to implement remote learning district-wide or in one building, teachers 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. 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 their courses and will have interaction with their teachers daily based on a set schedule that will be provided.

## GRADING POLICY

### GRADING AND ATTENDANCE

LRSD grading policy 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. Teachers are required to enter at least one grade per subject per week. Student attendance will be taken daily in both the virtual and in-person setting.

## **COMPLETION PROTOCOLS**

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. 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.

## **STUDENT SERVICES/ SPECIAL PROGRAMS**

Students who receive special services such as Special Education, 504, English Language Learners, Dyslexia services, or 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.

### **SPECIAL EDUCATION**

- All students who have an Individualized Education Program (IEP) will receive special education services. Parents or guardians are encouraged to contact their child's teacher or school administrator with concerns.
- Secondary special education supervisors will meet with department chairs bi-monthly the first two months of the school year to provide technical assistance as needed.
- Elementary special education supervisors will meet monthly with Sped Teachers for technical assistance.
- Parents/ teachers may request conferences at any time to discuss programming.
- Parent notifications regarding IEPs will follow due process procedures as outlined in Procedural safeguards.
- Parents of children who receive special education services will be notified of any district-wide processes or changes as would all students (Parent Link).

### **RESOURCE SERVICES**

- Resource services will be provided according to a student's IEP. Resource teachers will provide/send modifications to general education teachers. General education teachers are required to implement/apply the modifications to the assigned classwork.
- Co-teachers should plan with the general education teachers in order to assist with instruction and modifications for students.

### **SPEECH AND OT/PT THERAPY**

- Speech and OT/PT-Therapy will be provided according to the IEPs. Telehealth therapy will be provided for students who choose the virtual instruction.

### **SELF-CONTAINED CLASSROOMS**

- CBI / Functional Curriculum self-contained teachers will implement IEPs, and will continue to utilize Unique Learning/N2Y curriculum for instruction.
- There will NOT be off-site field trips during the school year. This directive will be revisited should current conditions regarding the spread of COVID-19 improve during the 2020-21 school year.

- Self-contained students (Social Emotional/Behavior classes) will access the general education curriculum via Schoology.
- Secondary CBI/Functional curriculum students will not attend off-campus work sites and field trips. Vocational, domestic, recreation/leisure and community domains skills experiences will be simulated within the school and classrooms. Speech and OT therapists may assist with facilitating these skills.
- Virtual teachers may be different from the assigned classroom teacher at the student's schools. This will not affect the students' assigned schools or classrooms.
- Parents of virtual students may request conferences, meetings or support via Schoology, phone or email.

**504**

- Building coordinators will provide accommodation plans to teachers. Coordinators will provide individual 504 accommodation plans to his/her teachers, AP, counselor, interventionist, and any other person who serves the student.
- Teachers are expected to follow the accommodation plans as written in both the virtual and in-person environments.
- Professional Development for staff will be provided in the building.
- This virtual professional development will take the place of the usual in-person meeting.

**ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)**

Students receiving ESOL services will continue to receive those in both the on-site and virtual settings. These services are differentiated based on the student's level of English proficiency as measured with the ELPA 21 Screener or Summative results from 2020. The types of adaptations and modifications individual students receive are articulated in each English Learner's Annual Review. All data and review information is recorded in [Ellevation Education](#). The table below describes the support that may be provided based on the student's EL status. All supports will be outlined in the student's Language Proficiency Assessment Committee's (LPAC) plan. Virtual teachers will be utilized to provide appropriate instruction for Level 1 students at all grade levels. The district's virtual teachers will be trained in ESOL Methodologies as are appropriate for teaching ELs at different levels of English Proficiency.

Grade Levels	Level 1 - Newcomers	Level 2 – Intermediate	Level 3 - Proficient
K-5	<p>Rosetta Stone software will be used to help students acquire English proficiency.</p> <p>Teacher-led lessons in small groups to meet their growing proficiency needs will include a high emphasis on the student following activities led by their teacher to include listening and speaking initially.</p>	<p>Rosetta Stone software will be used to help students acquire English proficiency.</p> <p>Teacher-led lessons in small groups to meet their growing proficiency needs would include a high emphasis on students following activities led by a virtual teacher to include reading and writing interventions.</p>	<p>Rosetta Stone software may be offered for domain specific intervention.</p> <p>Lexia Core 5 software will be accessible online to students who need continued extension of their reading proficiency. English Learners will be monitored for usage by their virtual teacher. Mini lessons will be provided as needed by the virtual teacher.</p>

WORKING DOCUMENT- RELEASED FOR PUBLIC FEEDBACK

	<p>Modifications and adaptations to lessons as outlined in the LPAC.</p>	<p>Lexia Core 5 software will be accessible online to students who are ready to extend their learning to read opportunities. English Learners will be monitored for usage by their teacher. Mini lessons will be provided as needed by the teacher.</p> <p>Modifications and adaptations to lessons as outlined in the LPAC.</p>	<p>English Learners at this level may participate in whole group teacher-led activities and have small group interventions as needed.</p> <p>Modifications and adaptations to lessons as outlined in the LPAC.</p>
6-12	<p>Rosetta Stone software will be used to help students acquire English proficiency.</p> <p>Teacher-led lessons in small groups to meet their growing proficiency needs would include a high emphasis on students following activities led by a virtual teacher to include listening and speaking initially.</p> <p>Modifications and adaptations to lessons as outlined in the LPAC.</p> <p>English Language Development (ELD) classes will be organized around grammar instruction, vocabulary development, and building background for the ELA content taught in the ESOL English courses.</p>	<p>Lexia Core 5 software will be accessible online to students who are ready to extend their learning to read opportunities. English Learners will be monitored for usage by their teacher. Mini lessons will be provided as needed by the teacher.</p> <p>Modifications and adaptations to lessons as outlined in the LPAC.</p> <p>English Language Development (ELD) classes will be organized around grammar instruction, vocabulary development, and building background for the ELA content taught in the ESOL English courses.</p>	<p>Lexia PowerUp software will be accessible online to students who are ready to extend their learning to read opportunities. English Learners will be monitored for usage by their virtual teacher. Mini lessons will be provided as needed by the virtual teacher.</p> <p>English Learners at this level should be able to participate in lessons with some small teacher intervention and support. Virtual teachers will address domain specific needs based on the most recent ELPA 21 scores for individual students.</p>

**DYSLEXIA**

Dyslexia intervention will be provided by a LRSD teacher who has received training in providing dyslexia intervention. The dyslexia intervention programs used by the Little Rock School District are targeted intervention with Foundations in K-1 and Wilson Reading System in grades 2-12 with additional phonological awareness instruction with Heggerty and Equipped for Reading Success.

Students with characteristics of dyslexia typically struggle with phonological and phonemic awareness, therefore it is very important for students to see the teacher’s mouth position during

instruction. To accommodate for this and keep students and teachers safe, LRSD will provide dyslexia intervention providers with a clear face shield to wear during in-person intervention.

In the virtual environment, students will participate in live instruction with scheduled video conferencing sessions with their teacher. Physical components of the program may be modified to better meet the needs of virtual learners (ex. Using google slides to display word cards instead of holding paper word cards up to the camera). Students will need the following materials to participate in video conferencing lessons: student portfolio (includes student notebook, vocabulary, and dictation pages), current student reader(s), magnet board with letter tiles, paper, and a writing utensil. **Students who choose the virtual option will need to pick up their materials from their school.** In the event of a school closure, teachers will send the materials home with students.

The LRSD literacy team will continue to develop and improve resources to support students with characteristics of dyslexia during this time. We are committed to working with families to meet the needs of their students.

### GIFTED AND TALENTED

Students identified for services provided by LRSD Gifted programs in grades K-12 will continue to receive services as aligned with state guidelines:

Grade Level	Program Options- Traditional School	Program Options- Virtual Services
K-2	Weekly whole group enrichment lessons will be led by certified GT Specialists for ALL K-2 students.	Weekly enrichment activities will be provided via Schoology.
3-5	<p>Formally identified Gifted and Talented students will receive the equivalent to 150 minutes per week of instruction and support that is facilitated by a GT Specialist. Students will participate in 75 minutes of pull-out service and will receive 75 minutes of differentiated classroom support to meet their learning needs in the classroom.</p> <p>Students will be provided additional enrichment activities that may be offered virtually such as Destination Imagination and the Stock Market Game as they are developed and opened for participation.</p>	<p>Formally identified Gifted and Talented students in grades 3-5 participating in virtual instruction will receive 150 minutes of support service via the Schoology platform facilitated by a certified GT Specialist.</p> <p>Students will be provided additional enrichment activities that may be offered virtually such as Destination Imagination and the Stock Market Game as they are developed and opened for participation.</p>
6-12	<p>Identified Gifted and Talented students will receive support services via the following program options:</p> <ul style="list-style-type: none"> <li>● GT Seminar Classes</li> <li>● GT Course Content Classes</li> <li>● Pre-Advanced Placement Courses</li> </ul>	<p>Identified Gifted and Talented students will receive services through the program option for which they are participating via Schoology:</p> <ul style="list-style-type: none"> <li>● GT Seminar Classes</li> <li>● GT Course Content Classes</li> <li>● Pre-Advanced Placement Courses</li> </ul>

	<ul style="list-style-type: none"> <li>• Advanced Placement Courses</li> <li>• Monthly Affective Needs Support Meetings provided by secondary specialists</li> <li>• Additional Opportunities provided virtually through programs such as Destination Imagination and the Stock Market Game and others.</li> </ul>	<ul style="list-style-type: none"> <li>• Advanced Placement Courses</li> <li>• Monthly Affective Needs Support Meetings provided by secondary specialists</li> <li>• Additional Opportunities provided virtually through programs such as Destination Imagination and the Stock Market Game and others.</li> </ul>
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**ADULT EDUCATION PROGRAM**

LRSD Adult Education will follow the following guidelines:

- A health questionnaire will be completed by each student.
- Intake forms will be placed online to help reduce the contact time between office personnel and students.
- Hand sanitizer will be provided in the classroom and in various places in the hallways.
- Class sizes were reduced to allow for social distancing.
- Students will have the option for in-person classes or online (Distance Learning Classes) classes, and selected teachers will provide Zoom Classes from 12:30pm -3:30pm.
- Masks will be required.
- It is imperative that students remain home if they feel ill. Teachers will be provided shield, in addition to the mask.
- The number of test stations in the testing rooms was reduced to allow for social distancing. Students must wear masks and gloves while working on the computer.
- It has not been determined if classes at the satellite locations will resume. CACC, PCDC, and WORKFORCE are scheduled to be in session at each location. In addition, new locations will be the new Southwest High School and the new Emmanuel Baptist Community Center. These are in-person classes only.
- Parents are encouraged to not escort their children in the building, if possible.
- Online platforms will be Khan Academy, Aztec Learning, Burlington English or Rosetta Stone and the addition of Essential Education. As LRSD implements Schoology, teachers in Adult Education will be asked to incorporate this platform whenever possible.
- The schedule of classes is posted on our LRSD website under the LRSD Adulted tab.
- Teachers will continue to participate in professional learning on a virtual instructional platform. This will be incorporated into the classes so there can be a seamless transition in the event of a closure of the schools.

**ALTERNATIVE AGENCIES**

**DAY TREATMENT FACILITIES (Horizons and Methodist)**

LRSD contracts with day treatment facilities to serve students in their private facilities. LRSD provides transportation as well as OT, PT, Speech Therapy, and School Psychology Specialist services as needed and/or according to the student’s IEP. Both facilities will provide on-site and virtual learning opportunities to students and will follow CDC, LRSD, and facility guidelines. Since the facilities are private and serve several districts, the use of paper packets might be needed to supplement virtual learning for students. Both facilities will follow LRSD procedures regarding teaching new material, attendance, and grades as well as following IDEA regarding

students with IEPs. LRSD Coordinators will continue to provide technical support to the teachers and administrators at these facilities for students who receive services under IDEA or Section 504.

### **CORRECTIONAL FACILITIES (JDC and PCDC)**

LRSD provides educational services as well as services under IDEA for students who are detained in either facility to the age of 18 for general education students and age 21 for students served under IDEA. The Student Services Juvenile Detention Center Coordinator for LRSD will coordinate services with the local correctional facilities. LRSD personnel will continue to serve students either on-site and/or virtually as allowed by the facility and following CDC, PUCO, and LRSD guidelines.

### **RESIDENTIAL FACILITIES (including Easter Seals)**

LRSD Coordinators will continue to provide technical support to the teachers and administrators at these facilities for students who receive services under IDEA. These facilities employ their own teachers and therapists and provide educational and therapeutic services on a different schedule than LRSD.

### **UAMS PSYCHIATRIC RESEARCH INSTITUTE (PRI)**

LRSD employs a teacher who is placed at UAMS in the PRI program. This is a 10-bed unit and while it serves students from PK – 6th grade or ages 3 – 12, the teacher is only responsible for students who are school aged. The program runs for 28 days then students return to their previous school placement.

CDC, UAMS, and LRSD guidelines will be followed regarding wearing of face masks. Social Distancing is not possible in the current classroom due to such a small space. The students are split into 2 groups of 5 each and each group receives instruction once in the morning and once in the afternoon.

Should in-person instruction not be allowed, the teacher will work with LRSD Coordinators and UAMS-PRI administration to create a plan for continued education for the students.

## **SECTION III: HUMAN RESOURCES**

### **COVID-19 LEAVE AND PROTOCOLS**

#### ***FFCRA Family and Medical Leave Act Expansion/Paid Sick Leave***

Under the law, employees are eligible for paid sick leave if they are unable to work (or telework) for 2 weeks of normally scheduled hours. The Form for this type of Leave can be found [HERE](#). Listed are the qualifying reasons the employee is eligible to receive FFCRA Paid Sick Leave.

Under the law this act becomes part of the traditional FMLA which allows employees to access up to **12 weeks of total leave (this includes the 2 weeks of FFCRA Paid Sick Leave)**. Listed are the qualifying reasons the employee is eligible to receive Family and Medical Leave under the Families First Coronavirus Response Act (FFCRA).

Under the FFCRA, an employee qualifies for paid sick time if the employee is unable to work (**or unable to telework**) due to a need for leave because:

- **COVID LEAVE TYPE 1 (CL1):** The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19 (**up to 2 weeks paid leave**). Employees taking leave for this reason shall be paid at either their regular rate or the applicable minimum wage, whichever is higher, up to \$511 per day and \$5,110 in the aggregate;
- **COVID LEAVE TYPE 2 (CL2):** The employee has been advised by a health care provider to self-quarantine related to COVID-19 (**up to 2 weeks paid leave**). Employees taking leave for this reason shall be paid at either their regular rate or the applicable minimum wage, whichever is higher, up to \$511 per day and \$5,110 in the aggregate;
- **COVID LEAVE TYPE 3 (CL3):** The employee is experiencing COVID-19 symptoms and is seeking a medical diagnosis (**up to 2 weeks paid leave**). Employees taking leave for this reason shall be paid at either their regular rate or the applicable minimum wage, whichever is higher, up to \$511 per day and \$5,110 in the aggregate;
- **COVID LEAVE TYPE 4 (CL4):** The employee is caring for an individual subject to an order described in (1) or self-quarantine as described in (2) (**up to 2 weeks paid leave**). Employees taking leave for this reason shall be paid at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$2,000 in the aggregate;
- **COVID LEAVE TYPE 5 (CL5):** The employee is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19 (**up to 12 weeks paid leave**). Employees taking leave for this reason shall be paid at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$12,000 in the aggregate (over a 12-week period—two weeks of paid sick leave followed by up to 10 weeks of paid expanded family and medical leave); or
- **COVID LEAVE TYPE 6 (CL6):** The employee is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury (**up to 2 weeks paid leave**). Employees taking leave for this reason shall be paid at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$2,000 in the aggregate.

Employees should refer to the Little Rock School District HR COVID-19 Frequently Asked Questions (FAQ), most recently updated July 2, 2020. Please click the attached link: <https://www.lrsd.org/Page/5096>.

Note: As conditions change, this page may be updated at the discretion of the Superintendent of Schools and/or Executive Director of Human Resources.

## **SECTION IV: EXTRACURRICULAR**

LRSD will follow the most current ADH guidance related to extracurricular activities. All students will be allowed to participate in extracurricular activities.

### **ATHLETICS**

The Arkansas Activities Association is preparing to follow the athletic calendar for all fall athletics. The District will follow the guidance from AAA and ADH regarding all protocols. Students who participate in the Virtual Instruction option are able to participate in the District's Athletic program.

### **FINE ARTS**

The Arkansas Activities Association and officials at the Arkansas Department of Health have not yet established guidelines governing instrumental music, marching band, concert band, ensemble or inside rehearsals.

LRSD will continue to monitor for the most updated guidance on music instruction and will provide District guidance once ADC has issued the guidelines.

Elementary and Secondary art instruction will be offered on-site and virtually. Virtual visual art students will be provided minimal home art kits to accommodate a modified virtual art curriculum.

## **ADDITIONAL GUIDANCE:**

### **NURSE (NON-COVID SITUATIONS)**

Teachers will receive training in August to be able to 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 other signs of illness (not related to Covid) or 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.

All Vision and hearing screenings will be done while maintaining appropriate physical distancing to the extent possible. Face covering and shields will be worn at all times unless removed for brief interactions needed to conduct screening.

To support the health of our students, families and employees, the district nurses will coordinate School Flu Vaccine clinics with the Arkansas Department of Health.