

# MABELVALE MIDDLE SCHOOL



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



# TABLE OF CONTENTS

<b>INTRODUCTION</b>	3
Components of the LRSD Ready for Learning Plan	3
Section 1: Safety of Students, Staff, and Visitors	4-5
Timelines and Actions	
Support Needed from Parents/Guardians	
Employee and Student Safety	
Visitors	
Physical Distancing	
Section 2: Mabelvale Middle School Entry Plan	6-11
Bus Drivers/Bus Protocols	
Morning Drop Off	
Procedures for Common Areas	
Signage	
Class Rotations	
Cafeteria & Meal Periods	
Classroom Space/Materials	
Restroom Usage During the Work Day	
Locker Rooms	
Student Lockers	
Student Conduct Expectations	
Emergency School Drill Procedures	
Health Protocol	
Contact Tracing	
Personal Protective Equipment	
Personal Workspace/Shared Workspace	
Section 3: Facilities Cleaning	12-13
General Disinfection Expectations	
General Disinfection Protocol	
Deep Cleaning & Disinfection Protocols	
Section 4: Employee Health Screening and Protocols	13-15
Social Emotional Well-Being of Students and Staff	
Staff Training	
Communication Methods	
Section 5: Academics	15-19
Remote Learning	
Grading & Attendance	
Academic Plan	
Section 6: Extracurricular	20
Athletics	
Fine Arts	
Additional Guidance	21

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*Mabelvale Middle School is committed to ensuring that both teachers and students are prepared in the event we have to transition to virtual learning. Schoology (LMS) is the platform the district will use to ensure learning continues. Teachers, students and parent will be trained on how to navigate through Schoology. On-going support will be provided to all students, teachers and parents in the event of a transition to virtual learning.*

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## **LITTLE ROCK SCHOOL DISTRICT AND MABELVALE MIDDLE SCHOOL**

### **INTRODUCTION**

The Mabelvale Middle School Ready for Learning Plan was created from the input of students, parents, teachers, clerical staff, security officers, and administrators. This plan is intended to guide the opening of MMS. The guidelines referenced in this plan are based on guidance from the Arkansas Department of Elementary and Secondary Education (DESE) and the Arkansas Department of Health (ADH), and the Little Rock School District Ready for Learning Plan.

### **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 the 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
July 2020	<ul style="list-style-type: none"><li>• Conducted focus groups with parents, teachers, and administrators</li><li>• Ordered PPE</li><li>• Draft Ready for Learning Plan</li><li>• Plan for social-emotional training for parents and educators</li><li>• Plan professional development for staff in-person and virtual learning utilizing Schoology as the local management system LMS</li></ul>
August 2020	<ul style="list-style-type: none"><li>• Provide ongoing professional development</li><li>• Implement Ready for Learning Plan based on DESE, ADH, Arkansas Governor, and applicable state and local agencies</li><li>• Provide ongoing parent support for students and parents</li><li>• Utilize social media to message the plan to families (English and Spanish)</li><li>• Open school (In-person &amp; Virtual options)</li></ul>

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

- Select your student's learning environment option by August 7, 2020.  
<https://securek12.lrsd.org/MyChoiceFall2020/>
- Ensure that your student(s)' immunizations/ wellness checks are up-to-date
- Stress the importance of proactive measures for the utilization of masks/face coverings, adhering to 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.
- 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 to a COVID-19 case, they should not go to school. Follow guidance on what to do when someone has known exposure.
- Secure school supplies for the selected learning environment.
- Support the effective communication among students, parents, and staff members, which is even more critical now. Please take the time to update your contact information in Parent Link.

## **EMPLOYEE AND STUDENT SAFETY**

Per the Arkansas Department of Health, PPE (face coverings and shields) is an effective way to minimize exposure to COVID-19; therefore, **MMS 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. If students refuse to wear masks/face coverings, parents/guardians will be notified. If the behavior continues, the student will be assigned to the virtual learning environment. ([Guide for proper use of masks/face coverings](#))

## **VISITORS**

MMS 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.

## **PHYSICAL DISTANCING**

Physical distancing is an effective way to prevent potential infection. MMS 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.

## Section 2: Mabelvale Middle School Entry Plan

### 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 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.

### MORNING DROP OFF

- Duty Personnel Will Greet Students (AM, Lunch, PM)
- Signage for entrance
- Grab and go meals will be available in cafeteria and on black top. Personnel will assist students in scanning the QR code to track ID numbers for the cafeteria.
- Bus Drop Off (13) – Students who elect to eat will move to the cafeteria and then report to the following locations:
  - 6<sup>th</sup> grade car riders, walkers and bus riders: Cafeteria, Blacktop, or Gym (left side)
  - 7<sup>th</sup> – Outside or Main Gym (right side)
  - 8<sup>th</sup> – Outside or Main Gym (right side)
  - CBI drop off (w/paraprofessionals & teachers)
  - Right side of gym will be divided for social distancing
- Teacher Report Time – 8:35 am
  - Duty Personnel will report at 8:05 am for morning duty
- Schedule Pickup
  - Mail
  - HAC
  - Distribute during device pickup
- Departure – Students will be released by:
  - Bus riders will depart at 3:40 pm
  - Car riders and walkers will depart at 3:43 pm
  - After-school students will depart at the 3:45 pm bell

### 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.

## **SIGNAGE**

Signage will be placed throughout the offices and school.

## **CLASS ROTATION**

- Potentially staggered bell (release)
- Stickers will be placed on floor and wall
- Room numbers will be posted and visible

## **CAFETERIA AND MEAL PERIODS**

MMS has developed 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.

Students will utilize outside common areas and the designated spaces inside the school building for meal periods. 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.

### **Breakfast Plan**

- Duty Personnel Will Greet Students (AM, Lunch, PM)
- Breakfast
  - Teachers with 1<sup>st</sup> Period Prep (Assistance)
  - Grab and go meals will be available in cafeteria and on black top. Personnel will assist students in scanning the QR code to track ID numbers for the cafeteria.
  - Bus Drop Off (13) – Students who elect to eat will move to the cafeteria and then report to the following locations:
    - 6<sup>th</sup> grade car riders, walkers and bus riders: Cafeteria, Blacktop, or Gym (left side)
    - 7<sup>th</sup> – Outside or Main Gym (right side)
    - 8<sup>th</sup> – Outside or Main Gym (right side)
  - CBI drop off (w/paraprofessionals & teachers)
  - Right side of gym will be divided for social distancing
  - Student have tables to utilize outside
  - Staff will be outside to monitor physical distancing
  - Car Riders – Enter through the main lobby
  - Signage for Breakfast Zones
  - Trash Pickup and cleaning procedures

### **Lunch Plan**

- Times (3 lunch periods)
  - 10:25 – 10:55 – 8<sup>th</sup> grade
  - 11:10 – 11:40 – 6<sup>th</sup> grade
  - 12:05 – 12:35 – 7<sup>th</sup> grade
- Logistics (seating arrangement – min/max)

- Grab and go meals will be available in cafeteria and on black top. Personnel will assist students in scanning the QR code to track ID numbers for the cafeteria.
  - Students will pick up their lunch on the grade level wing
  - Students can report to cafeteria, media center, and outside on the blacktop
  - Seating labeled “Social Distancing”
  - Duty personnel, security officers, and administrators will work to ensure social distancing
- Signage for lunch zones – decals/tape placed on floor signaling 6ft

## **CLASSROOM SPACE/MATERIALS**

**Face coverings will be required in the classroom. Face shields will be provided to the teachers.** Teachers will remove any unnecessary personal items from the room to maximize space available for physical distancing. MMS students will follow an A/B block schedule to minimize movement/transitions. Protocols for cleaning and accessing library books and resources have been 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.

## **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. Administration will develop a plan for restroom schedules that will maximize physical distancing to the extent possible.

## **LOCKER ROOMS**

MMS 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**

MMS will not utilize lockers. The District will provide online textbooks, if the subject-area online textbook is available. All teachers will utilize the District’s Learning Management System, Schoology, to provide instructional learning and materials.

## **STUDENT CONDUCT EXPECTATIONS**

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



## **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.

## **HEALTH PROTOCOL**

All supervisors will utilize the [Communication Flow Chart](#) to determine the 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.

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

If a student is diagnosed with COVID-19, he or she (or the parent/guardian) 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. Each school nurse will be provided the proper PPE, i.e. goggles, face coverings, face shields, disposable medical gowns, etc. 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.

## **CONTACT TRACING PROCEDURES GUIDANCE, IF EXPOSED**

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.

## **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 and MMS 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.

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).

Modifications to professional attire expectations will be considered. Personnel staff should inquire about the options with his or her immediate supervisor.

*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. 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.

The District has purchased an additional supply of soap, disinfectant, hand sanitizer, paper towels, tissues, and PPE at all sites. Additionally, each school site will be provided an electrostatic disinfectant sprayer, to assist with disinfecting surfaces, including hard-to-reach areas.

## **PERSONAL WORKSPACE/SHARED WORKSPACE**

MMS 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. MMS has placed alcohol-based hand sanitizers 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.

## Section 3: FACILITIES 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, MMS 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.

Protocols for cleaning and accessing library books and resources are being developed.

### GENERAL DISINFECTION EXPECTATIONS

Category	Area	Frequency
Workspaces	Classrooms, Offices	At the end of each use/daily
Appliances	Refrigerators, Microwaves, Coffee Machines	Daily
Electronic Equipment	Copier machines, Shared computer monitors, TV's, Telephones, keyboards	At the end of each use/day and/or between use
General Used Objects	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.
Buses	Bus seats, handles/railing, belts, window controls	Twice a day
Common Areas	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.
- The following items have been purchased for use in the classrooms and restrooms: hand sanitizer, disinfectant wipes, paper towels, and soap.
- Cleaning Checklist will be provided for the custodial staff and school administration; the checklist will be kept in the individual classrooms.
- All spaces will be cleaned on a daily basis.
- All water fountains will not be in use. Staff and students are encouraged to bring water bottles filled with water. Water bottles will be provided by MMS, if needed.
- 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.

## **Section 4: 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. Although employees typically come to work even when they feel sick, in this environment, it is imperative that employees stay home if they exhibit any of the COVID-19 symptoms. Employees are to contact their Primary Care Physician (PCP) to determine if testing is needed.

The signs and symptoms of COVID-19 include:

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

Employee medical information must remain confidential. LRSD will not share the name of any employee with a confirmed or suspected COVID-19 diagnosis. However, those who have been

identified as probable close contacts of a person who has tested positive will be notified in accordance with the Arkansas Department of Health (ADH) guidance

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

Social and Emotional Learning (SEL) is the process through which children and adults understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions. Counselors and Mental Health professionals will be working to provide a Multi-Tiered System of Support (MTSS) for all students, staff and parents in both the virtual and in-person learning environment. 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 assistance in processing to truly come to school ready to learn, teach and parent. 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.

## **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 a 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**

MMS 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. SMORE
5. Check Schoology daily; and
6. Watch for messages via Parent Link (please ensure your contact information is current).

## **Section 5: ACADEMICS**

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

### **Virtual Learning:**

- Teacher created lessons
- Video conferencing will be required
- Schoology will be utilized for all resources/lessons/assignments

- Electives will be available - but may look slightly different

**In-Person Learning:**

- Teacher created lessons
- Schoology will be utilized for resources/lessons/assignments
- Electives will be available

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.

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.

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.

MMS teachers will teach on-site and virtual students during the designated class period on the student's schedule. 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.

MMS teachers will utilize the district's Learning Management System (LMS), Schoology, daily to enhance instruction and student engagement. All students will have the opportunity to check out a technology device. Parents will be expected to complete a technology agreement. 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.

Teachers will utilize technology to enhance their lessons whether they are teaching students in-person or virtually. Depending on the number of students who will be receiving full virtual



instruction, teachers may have a period or more of full virtual instruction while other periods are in-person.

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.

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, PAP, 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. A student must log in prior to midnight on school days. Grades will be taken on assignments required by their teacher. Students who are not engaging in the learning will be supported according to the MMS '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.

MMS 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 MMS students will be required to wear a face covering at all times, including during the transitions 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.

Student interactions in the classroom will be monitored by assigning students to smaller groups within the classroom. Materials, surfaces and play equipment will be cleaned and sanitized between use and throughout the day. Attendance will be taken daily.

## **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 MMS'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 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. Students will receive zeros for incomplete assignments. Teachers are required to enter grades weekly. Student attendance will be taken daily in both the virtual and in-person environment. In the virtual environment, students/parents will have until 12 midnight daily to login to the District's Learning Management System for attendance purposes and complete the daily assignment.

### **Red Raider Academic Plan**

The academic plan will be based on the in-person and virtual instruction needs. The students/families will have access to the instructional programs and services described in the Little Rock School District Ready for Learning Plan.

### **Teacher Training (*Schoology*)**

- Media Specialists (Shan Kemp), Teachers (Heidi Campbell and Kelan Watson) will participate in training provided by LRSD.
  - Teachers will be provided with a laptop and docking station.
  - The trainers will train staff at MMS.
  - Each department will have a designated person to serve as a support during in-person learning and virtual learning (if applicable).

### **Student Training (*Schoology*)**

- Students will be provided with a personal device to utilize during in-person learning and virtual learning (if applicable).
- Teachers will train students on navigating *Schoology* during Week 1. Students will continue to practice navigating Schoology daily.

### **Parent Training (*Schoology*)**

- Parents will receive training on navigating *Schoology*.
- Administration will work closely with the Parent Community Liaison and Technology Specialist, to ensure that parents are provided with ongoing training to navigate the *Schoology*.
- Parents will be provided with the expectation of student learning during in-person learning and virtual (if applicable).

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*Students will be provided support through various academic programs. This support will continue if virtual learning occurs. A brief explanation of each academic program will be provided below.*

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### **LEXIA (Power Up Literacy)**

- This research-based reading acceleration program is comprised of three instructional strands: (1) Word Study, (2) Grammar, and (3) Comprehension. Vocabulary is woven throughout all three strands.
- LEXIA Power Up will be embedded into the English Curriculum.
- Teachers will receive training on navigating LEXIA.
- Students will receive training and support on LEXIA.

### **ST Math**

- Students will have access via their Verizon Chromebook
- Teachers will assign goals to each student

### **Wilson Reading Systems**

- Students who are currently identified as dyslexic will receive support (Tier 3 Intervention).
- *Just Words* (Tier 2 Intervention) will provide support to students who are identified based on NWEA scores.
- *The reading teacher will provide reading instructional assistance in-person and virtual.*

### **ELlevation**

- The program provides instructional support and performance analysis for our ESOL students.
- Teachers will receive training on how to navigate ELlevation.
- This program will be utilized by teachers to develop lessons based on student needs.

### **Special Education**

- Students with an Individual Education plan will continue receive instruction from special education staff based on identified learning needs.
- Therapeutic services such as, speech language development, Occupational, and Physical therapies will provide on campus in-person and virtual (if applicable).

### **Gifted and Talented**

- Students will receive monthly support through pull outs, monthly meetings, and progress monitoring.
- Teachers will submit documents that support their implementation of GT strategies with lesson plans reflective a rigorous challenging curriculum.

## **Section 6: EXTRACURRICULAR**

MMS 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. MMS will follow the guidance from AAA and ADH regarding all protocols. Students who participate in the Virtual Instruction option are able to participate in MMS 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.

## **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 noninfectious 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.

## **Mabelvale Middle School Virtual School Commitment**

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

#### **Virtual Platform**

Students will use Schoology as the virtual platform. Students who do not have access to an electronic device will be provided one through the school. Students are expected to log on at the first bell of the school day as attendance will be taken at that time. With virtual instruction more independent work should be expected. The screen time will be determined each day by the teacher and the assignment. A distribution day for virtual students receiving Chromebooks and textbooks will be held before school starts in August.

#### **Grading & Attendance Policy**

Student work will be graded by the student's teacher; all Little Rock School District grading policies will be followed. Students not making progress or opting not to participate during virtual instruction will be provided support from the teacher and principal. If non-participation continues, the student will be subject to failing the year/course. The students will be eligible for summer school or virtual summer school to make up credits. Attendance will be taken daily based on participation in online assignments and access to Schoology.

#### **Extracurricular Participation**

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

#### **Academic Integrity**

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

- All work must be completed by the student alone. Students should not allow others to copy their work.
- Any collaboration among students must be pre-approved by the teacher.
- Cheating is not allowed in any form. (See Little Rock School District student handbook for details.)
- Content from the internet will not be misused or misrepresented.
- Students are expected to log on at the time of the in-person class and remain in that class until the teacher directs them otherwise. Students will stay on their regular school schedule (Ex. Lunch times and bell schedules)

**Mabelvale Middle School**  
**Virtual School Agreement Acknowledgement Form**

**Video Agreement**

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

**Parent Agreement**

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

**Student Agreement**

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

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

Student Name (print): \_\_\_\_\_ Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Name(print) \_\_\_\_\_ Parent Signature \_\_\_\_\_ Date \_\_\_\_\_