

LITTLE ROCK SCHOOL SOUTHWEST HIGH SCHOOL
READY FOR LEARNING PLAN
IN RESPONSE TO COVID-19
FOR THE
2020-2021 SCHOOL YEAR



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LRSW High 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.

LITTLE ROCK SCHOOL DISTRICT AND LITTLE ROCK SOUTHWEST MAGNET HIGH SCHOOL

INTRODUCTION

The Little Rock Southwest Magnet High School Ready for Learning Plan was created from input students, parents, teachers, clerical staff, security officers, and administrators. This plan is intended to guide the opening of LRSWMHS. 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"> • Conducted focus groups with parents, teachers, and administrators • Reviewed stakeholder qualitative and quantitative data responses from surveys to start the initial drafting of the LRSW Ready for Learning Plan • Conduct tours of the building demonstrating to staff the organizational management design for instruction, social distancing, building preparation, cleaning and disinfecting • Ordered devices and PPE • Draft Ready for Learning Plan • Plan for social-emotional training for parents and educators • Plan professional development for staff in-person and virtual learning utilizing Schoology as the local management system LMS • Prepare staff for emergency shutdown (emergency instructional backpack) • Preparing buildings and transportation for reopen with thorough cleaning and disinfecting
August 2020	<ul style="list-style-type: none"> • Revise and finalize Ready for Learning Plan based on feedback from stakeholder groups • Provide ongoing professional development • Implement Ready for Learning Plan by expanding onsite operations based on DESE, ADH, Arkansas Governor, and applicable state and local agencies • Provide ongoing parent support for students and parents • Provide a virtual tour of the facility • Utilize social media to message the plan to families (English and Spanish) • Open school (In-person & Virtual options)



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, LRSWHS 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.

VISITORS

LRSWHS 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. LRSWHS 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 and LRSWHS 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. 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.

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 the time to demonstrate these actions with our younger students.
- Support effective communication among students, parents, and staff members, which is even more critical now.

Section 2: Little Rock Southwest High 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.

TRANSPORTATION CLEANING

Schools and buses have been completely cleaned and disinfected, and the District and school will continue to adhere to all necessary safety precautions. During and after onsite instruction, the School's custodial staff will adhere to the general disinfection measures.

MORNING DROP OFF/PICK UP

- Duty Personnel (AM, Lunch, PM) will greet students
- Signage for student entrance to/from the building will be posted
- Bus Drop Off – Students who elect to eat will move to the cafeteria and then report to the following locations:
 - 9th – Cafeteria
 - 9th Grade athletic students report to gym/fieldhouse
 - 10th – Main Gym East Side
 - 11th – Main Gym West Side
 - 12th – Auxiliary Gym
 - CBI drop off (w/teachers)
- Teacher Report Time – 8:35 am
 - Duty Personnel will report at 8:05 am for morning duty
- Schedule Pickup
 - Scheduled will be mailed at prior to the first day of school
 - Security and staff will assist with schedule and HAC distribution

- Schedules will be located in the same location as grade level breakfast
- Distribution of ID cards – Guidance from LRSB
 - Students will be required to utilize their ID cards to avoid additional touching when getting their breakfast, lunch, and checking out books in Media Center
- Departure – Students will be released by floors (3,2,1, Gym/Fieldhouse)

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

- Students will walk **clockwise** to ensure a one-directional traffic flow
 - Video, demonstrations, social media post, and friendly reminders will be offered
- Stickers will be placed on floor and wall
- Room numbers will be posted and visible
- Diagram of the floor at the end of each hallway

CAFETERIA AND MEAL PERIODS

LRSWHS 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.

Breakfast Plan

- Track breakfast/lunch
 - Setting up 3 lines – 9th (4 lines), 10th (2 lines), 11/12 (1 line)
 - CBI student's w/teacher

- Teachers with 1st Period Prep (Assistance)
- 9th - Cafeteria
- 10th/11th - Main Gym
- 12th – Auxiliary Gym
- Car Riders – Enter through the main lobby
- Signage for Breakfast Zones
- Trash Pickup and cleaning procedures

Lunch Plan

- Times (Tentative schedule)
 - 10:30 – 11:00 -10th/11th
 - 11:15 – 11:45 – split lunch 9th grade
 - 12:00 – 12:30 – 11th/12th
- Number and location for each grade level (Master Schedule)
- Look at how classes are scheduled to determine lunch
- Logistics (seating arrangement – min/max)
 - 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

Our building has developed 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 have removed any unnecessary personal items from the room to maximize space available for physical distancing. LRSWHS students will follow an A/B block schedule to minimize movement/transitions. If we are unable to meet in person, please see *Little Rock Southwest High School Organizational Ready for Learning Plan*.

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

LRSWHS 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. Please check with your grade level administrator, classroom teacher and/or coach for details.

Section 3: FACILITIES CLEANING

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.

PERSONAL WORKSPACE/SHARED WORKSPACE

LRSWHS 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. LRSWHS 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.

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.
- 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 worksite. 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 the appropriate course of action in the event of a suspected COVID-19 case. This communication flow chart can be found in the LRSD Ready for Learning Plan.

SIGNAGE

Signage will be placed throughout the offices and school.

SOCIAL EMOTIONAL WELL-BEING OF STUDENTS AND STAFF

Social and Emotional Learning (SEL) is the process through which children and adults process and manage emotions. 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.

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

LRSWHS 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^[1]_{SEP} (please ensure your contact information is current).

Little Rock Southwest High School Re-Entry Organizational Ready for Learning Plan

Transition Plan

- Schoology Local Management System (LMS)
 - Teacher/Student Training in the first week of school
 - Weekly practice (2x/week)
- Exit Plan/Shutdown
- Departmental Lead – Trainer of Trainers
- Virtual teacher list – Guidance from District
- Tech/Media Specialists – Point of Contact for LMS
- Staff Role – Attendance Clerks, Counselors, Registrar)
- Edmentum – Credit Recovery online program
- Recurring Meeting
 - Smart Monitor
 - Live Feed
 - Zoom/Microsoft Teams/Google
- ESOL – school-based personnel will work to address ESOL family needs ESOL Chairperson and ESOL Liaison)
- SPED – school-based personnel will work to address needs of the special education students. Department Chairperson, Speech Therapist, Physical Therapist, Occupational Therapist, and outside agencies
- Tutoring (21st Century)
- Parent/Student Expectations (FAQs)
- Athletics – Extracurricular

Contingency Plan

- Tech Specialists - Trainers
- Media Specialists - Trainers
- Department Chair – Designated Trainer
- Plan for immediate release
 - Teacher emergency backpack
 - Teacher schedule
 - Virtual Instruction Plan
- One-to-One device
- Public Relations (Burton/P. Smith)
- Infected students/staff protocol – LRSD Ready for Learning Plan
- Re-entry Plan from a shutdown
- Remind 101, Devices, FAQ

Sick Staff/Student Protocol – LRSD Ready for Learning Plan

- Reliable Sublist
- District protocol (COVID FAQs)
- Immediate Response Plan
- Contact Tracing
 - Training for Administration
- Isolation room
 - Nurse Plan
 - PPE
 - Nurse Station
- Staff Role
- Communication Plan (Create on paper)
 - Parents
 - Students
 - Teachers
 - Stakeholders
 - Family Engagement Specialist
 - Family Engagement Facilitator
 - Family Engagement Liaison
 - Social Media

Academics 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 Improvement Plan.

Gryphon Academic Plan

Teacher Training (*Schoolology*)

- Technology Specialists (Seketa Ross, Michelle Smith), Media Specialists (Jessica Ballou, and Cathy Koehler), will participate in training provided by LRSD.
 - Teachers will be provided with a laptop and docking station.
 - The trainers will train staff at LRSW.
 - Each department will have a designated person to serve as a support during in-person learning and virtual learning (if applicable).

Student Training (*Schoolology*)

- 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 *Schoolology* during Week 1. Students will continue to practice navigating *Schoolology* at least twice per week.

Parent Training (*Schoolology*)

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

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.

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.

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 teaching will provide reading instructional assistance in-person and virtual.*

Rosetta Stone

- The support program will be utilized as a support for our ESOL population.
- The students will have access during the academic day and home virtually.

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.

High Reliability Schools (HRS)

- Level 1 – Providing a Safe, Supportive, and Collaborative Culture
 - LRSW will continue the work of HRS.
 - Teachers/Students/Parents will be provided with support during face to face learning and virtual learning (if applicable).

Critical Reading/Academic Reading/Reading Enrichment

- Students will be provided with additional support.
- This support will continue if learning is virtual.

Mashburn Center

- LRSW will continue our partnership with the Mashburn Center.
- SPED teachers will be trained on how to support students under IDEA.
- Co-Teachers will be trained on how to effectively plan with the core content teacher and how to provide additional support to both teacher and students while in the co-taught classroom.
- Teachers will be trained on how to provide support to the students if learning becomes virtual.

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).

ACT Prep

- ACT Prep will serve as a support for students during face to face instruction as well as virtual learning (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.

College and Career Learning Academies (Ford Next Generation Learning)

9th Grade Academy

- Freshman Seminar- acclimate students to the other career academies for a high learning focus, industry experiences, and college and career opportunities.
- Core Teacher Instructional Teaming

Academy of Business and Computer Sciences

Academy of Engineering, Aerospace and Biomedical Sciences

Academy of Community Leadership and Public Service and Teaching