

LITTLE ROCK SCHOOL DISTRICT  
OTTER CREEK  
ELEMENTARY SCHOOL  
READY FOR LEARNING PLAN  
IN RESPONSE TO COVID-19  
Updated 8-13-2021



*2021-2022*  
*SCHOOL YEAR*

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## INTRODUCTION

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

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

### **MASK/FACE COVERINGS**

Per Arkansas Department of Health, PPE (face covering and shields) is an effective way to minimize exposure to COVID-19; therefore, *LRSD requires the use of face coverings.*

**All students, employees, and visitors will be required to wear a mask inside the building.** Parents are encouraged to ensure that students have masks when they arrive at school; however, if a student forgets to bring it, a mask will be provided by the school.

### **VISITOR RESTRICTIONS**

Visitors will be limited to essential business only. Parents and guardians will have to schedule meetings in advance with school personnel. **The school office will help with scheduling appointments for parents and guardians for any necessary meetings with school staff.** All visitors will be screened prior to entering the building and **will be required to wear a face covering.** Face-to-face meetings will only be arranged when parents and guardians are unable to meet through a virtual platform such as Zoom.

### **HEALTH PROTOCOL**

OCES staff will adhere to **ALL** LRSD safety guidelines and take the appropriate course of action in the event of a suspected COVID-19 case. If a staff member or student becomes

a suspected case while at school, the steps listed will be followed. To see the entire Health Protocol plan, refer to the *LRSD Ready for Learning Plan*.

- Staff or students who become ill at school will report to the nurse's office or isolation room immediately. The nurse will assess and follow district protocol for reporting potential cases.
- The nurse will direct the ill employee to leave work or call the parent of the student to be picked up and go home.
- The school nurse and principal will then follow district and state protocols for reporting potential cases and contact tracing.

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

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

## **SOCIAL DISTANCING**

Physical or social distancing is an effective way to prevent potential infection. LRSD employees, students, parents, and visitors should practice social distancing whenever possible. Floor markings and signage in common areas will be displayed throughout the school. Students will be spread out in classrooms and cafeteria as much as possible.

## **SECTION II: ACADEMICS**

### **ON-SITE INSTRUCTION ONLY**

On-site or in-person learning is the only method of instruction offered at each LRSD elementary school campus. All students will follow the safety protocols established for on-site instruction. This includes physical distancing, maintaining a clean environment, and wearing face coverings which is an LRSD requirement.

Teachers will provide direct instruction based on a set schedule. Schoology, the online learning platform for LRSD, will be utilized regularly to enhance student learning and engagement. All students in kindergarten through fifth grade will be assigned a laptop computer. This will also ensure students will be familiar with the Schoology platform and prepared for potential transition to a virtual environment when school is closed due to COVID-19, inclement weather, a power outage, or some other unscheduled event.

### **LRSD IGNITE DIGITAL ACADEMY (VIRTUAL OPTION)**

This is the only virtual option in the district. Enrollment is available to all students in grades K-6 in the Little Rock School District. Parents/Guardians must apply on behalf of their student in order to attend LRSD's Digital Learning Academy.

All students enrolled in Ignite Digital Academy will follow the same LRSD attendance policies and guidelines as onsite learners.

The LRSD Elementary Ignite Digital Academy will provide students in grades K-6 with a virtual learning experience that allows for school choice. Students enrolled in the Ignite Digital Learning Academy will have flexible learning options, and enriching learning experiences.

For more information about Ignite Digital Academy, visit LRSD's website.

### **DIFFERENTIATED INSTRUCTION**

Teachers will provide small group instruction to address students' deficit areas on a daily basis. Students assigned to these groups will be based on their skill proficiency levels.

Students who have IDEA or 504 plans will continue their services, and classroom teachers will provide accommodations and modifications as required.

### **SPECIALISTS' CLASSES**

The number of students in the hallway during transitions for art, music, and P.E. classes will be reduced by using lag time and alternative travel routes. Students will remain in their classrooms for computer class and use their school issued devices instead of transitioning to the computer lab. P.E. classes will be held outside whenever the weather is permitting.

All other specialists (Special Education, Speech, Gifted & Talented, Reading Interventionist, Academic Interventionist, Library Media Specialist, and Counselor) will provide face-to-face direct instruction to students. Scheduling will be staggered to prevent cross-contamination and allow time for sanitizing areas between groups.

## **GRADING & ATTENDANCE**

LRSD grading and attendance policies will be followed for **ALL** students. All students are expected to complete assignments daily. Students will receive at least one grade per subject each week based on completed assignments.

## **SUBSTITUTE TEACHERS**

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

## **AFTER SCHOOL ACTIVITIES**

OCEs will follow all district and state safety guidelines for after school activities. The CARE Program is available for registration.

## **FIELD TRIPS**

Field trips will be permitted for school groups. Health and safety guidelines will be used to prevent the transmission of germs and support the potential need for contact tracing. Virtual field trips will also be encouraged to allow students experience and exposure to the greater community.

## **SECTION III: BUILDING ROUTINES**

### **ARRIVING TO SCHOOL PROCEDURES**

School begins at 7:40 a.m., and **doors will open at 7:15 a.m.** Students may not be dropped off before 7:15 a.m. unless they are enrolled in the CARE Program. The CARE Program starts at 7:00 a.m., and registration and payment are required in advance. The CARE office is located in the Oakhurst Building at 4800 West 26<sup>th</sup> Street, Little Rock, Arkansas 72204. **The number to the CARE office is (501) 447-1880.**

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

All students will sanitize their hands as they enter the building. **Masks/face coverings are required.** If a student is not wearing a mask, he/she will go directly to the main office to receive one. Students should stay at least 3-6 feet away from others when possible. Staff members will be present to greet students and assist them with getting to class.

**Important Notes:**

- *Students may no longer stand around under the awning at the front entrance until the doors open. They must wait inside their vehicles until the doors open or wait until 7:15 a.m. to arrive to school. If students arrive to school before school starts at 7:40 a.m., they will social distance in assigned areas until school starts.*
- *Due to visitor restrictions, parents will not be able to enter the building to walk students to class.*

**BREAKFAST IN THE CLASSROOM**

- **All meals are made available to all students at no charge.**
- Students will begin breakfast when they get to their classrooms. There will be teachers and staff present to assist them and ensure safety guidelines are being followed.
- **Students must arrive before 8:00 a.m. to receive breakfast.**

**LUNCH & RECESS**

- The cafeteria and classrooms will be used for lunch. Students will sit in assigned seats. Social distancing will be used as much as possible.
- Markers will be placed on the floor to allow for physical distancing while in line for food and dispensing trash.
- Students will wash their hands prior to lunch, and hand sanitizer will be available in the cafeteria.
- **Due to visitor restrictions, no outside guests will be allowed at lunchtime.**
- After eating lunch, students will go outside to the playground if weather permits.
- Classes will remain separated to avoid cross contamination. Each class will have a designated area for play.

### LUNCH & RECESS SCHEDULE

Grade Level	Lunch Time	Recess Time
Kindergarten	10:00 am - 10:30 am	10:30 am - 10:50 am
1 <sup>st</sup> Grade	10:30 am - 11:00 am	11:00 am - 11:20 am
2 <sup>nd</sup> Grade	11:00 am - 11:30 am	11:30 am - 11:50 am
3 <sup>rd</sup> Grade	11:30 am - 12:00 pm	12:00 pm - 12:20 pm
4 <sup>th</sup> Grade	12:00 pm - 12:30 pm	12:30 pm - 12:50 pm
5 <sup>th</sup> Grade	12:30 pm - 1:00 pm	1:00 pm - 1:20 pm

- To aid the flow of traffic, students will always enter the cafeteria from the Kindergarten hallway, exit tables opposite of the serving line, and exit on the right out the front of the cafeteria.
- Tables will be cleaned and disinfected between groups.

### TRANSITIONS/HALLWAY PROCEDURES

Classes will walk/travel to the right, and everyone's hands must remain at their sides. Social distancing will be closely monitored. Traveling as a whole class will be limited to specialists' classes, lunch, recess, and restroom breaks. To further prevent congestion, classrooms will be designated as first, second, or third, and teachers will also practice lag/wait time.

### RESTROOMS

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

### WATER BOTTLE FILLING STATIONS

The use of water bottle filling stations will replace the use of water fountains. Water fountains will be off limits. Students will be allowed to bring clear water bottles from home and have their names written on them. This practice is encouraged.



## **SUPPLIES & BACKPACKS**

School Supply Lists may be found on the Otter Creek Elementary School webpage on the Little Rock School District's website. Also, there is a link to all school supply lists in the *LRSD Ready for Learning Plan*. Supplies will not be shared by students. **Students will be allowed to bring backpacks to school.**

## **NURSE'S OFFICE/HEALTH ROOM - NON COVID-19 RELATED**

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

When students develop signs of illness not related to Covid-19 or an injury during the day, the teacher will call the Health Room to notify the nurse to expect a student in need. The nurse will follow the Health Services Operations Manual for providing care. Students who receive treatment and are determined to be non-infectious will be sent back to class.

When the nurse determines the student needs home care or further medical treatment, the parents/guardians will be called. Parents are expected to pick students up from school within the hour.

## **STUDENT DISCIPLINE PROCEDURES**

All students are expected to follow all school and LRSD Student Handbook rules. The Otter Creek School-Wide Discipline Plan will include safety protocols.

## **DISMISSAL PROCEDURES**

To ensure physical distancing during dismissal from school, release times will be staggered, and students will have designated areas to wait until loaded into bus, car, or daycare van. Students will be released from class as follows:

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

2. **Car Riders** - Designated staff members will use two-way radios to call into classrooms for the release of students as their parents pull into driveway for pick up.

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

## **LATE CHECK IN/EARLY CHECK OUT**

Students must be signed in by a parent/guardian starting at 8:00 a.m., and if students are picked up before 2:25 p.m., they must be signed out. There will be a staff member at the **front entrance** with the *Student Sign In/Out* sheet for parents to complete. **Parents will have to park and come to the front entrance when signing students in and out of school. Late check-ins (tardies) and early check-outs are strongly discouraged. To optimize learning, students must attend school from 7:40 a.m. to 2:25 p.m. daily. Students who arrive late or leave early miss valuable instruction and lose the opportunity for a smooth start and finish to the school day.**

**It is definitely our desire that parents refrain from checking students out after 2:00 p.m.**

## **EMERGENCY DRILLS**

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

## **COMMUNICATION METHODS**

- Information is posted to the **Otter Creek Elem. webpage** on the LRSD website.
- **Social Media** - Be sure to *like* Otter Creek Elementary & LRSD on **Facebook**.
- **Parentlink** - Used to send phone messages to all parents and staff at once.
- **Class Dojo** - A common communication tool used by teachers across all grade levels.
- **Agenda Book** - A parent/teacher communication tool & planner that the school provides free of charge to all students in grades K-5.
- **Phone & Email** - Please ensure the school has correct email addresses and phone numbers on file.