# Booker Arts Magnet School
## Parent’s Guide to
### Ready for Learning Plan
#### 2020-2021

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<td><strong>Needs Assessment:</strong></td>
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<td>Booker Arts Magnet School’s Guiding Coalition and parents reviewed the Little Rock School District’s Ready for Learning Plan, building procedures, and the challenges faced in providing a safe and nurturing academic and social emotional learning environment upon re-entry to school for both virtual and in-person learning. The Guiding Coalition and parents worked collaboratively together to develop Booker Arts Magnet School’s Ready for Learning Plan that focuses upon safety for all stakeholders, continuity of instruction, professional development, guidance and support for all stakeholders, and engagement of all stakeholders.</td>
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**Goal:**

To ensure that students, staff, and parents/guardians work collaboratively to provide a safe and nurturing academic and social emotional learning environment upon re-entry to school for both virtual and in-person learning.

[Please click here for the entire Ready for Learning Plan.]
Component 1. Provide a safe and nurturing learning environment for virtual and in-person learning upon re-entry to school.

### SAFETY MEASURES

#### CLEANING PROTOCOLS
- Professional development provided August 11-19, 2020 to all staff members focusing upon health and safety protocols, disinfection methods, and daily comprehensive cleaning procedures.

#### FACILITIES CLEANING
- The following cleaning and disinfecting supplies are provided by the Little Rock School District: disinfectant spray, disinfectant wipes, and electrostatic disinfectant sprayer.
- All areas of the building will be cleaned and disinfected as follows: classrooms and offices—daily; electronic equipment—at the end of each use/day and/or between use; commonly used objects (handles, light switches, and sinks)—at least four times a day and at the end of each day; buses—twice a day; common areas (Cafeteria, Gym, and hallways)—at the end of each use/day and between groups; and restrooms—once hourly.
- The Little Rock School District has contracted with an outside company to provide additional deep cleaning and disinfecting.

#### USE OF FACE COVERINGS
- All staff members, kindergarten through fifth grade students, parents/guardians, and visitors must wear face coverings at all times in the building, on the buses, on the playgrounds, and on the Track. The face covering must fully cover the mouth and nose of the person wearing it.
- Pre-kindergarten students are not required to wear face coverings.

#### VISITOR RESTRICTIONS
- Campus visitation will be limited to conducting essential business only.
- All visitors (including parents) will be screened prior to entering the building and must wear face coverings at all times while on the campus.
- All visitors (including parents) are to call the school office at (501)447-3800 to schedule an appointment.
### STUDENT CONDUCT
- Students in virtual and in-person learning environments adhere to the Little Rock School District’s Student Handbook.
- If a student refuses to follow safety protocols, including wearing a face covering in the in-person learning environment, the parent/guardian will be notified.
- If the behavior continues, the student may be changed to the virtual learning environment.

### ENTRANCE PROCEDURES
- **Staff members** will enter through the main entrance and complete a self-screening that includes the COVID-19 Screening Questionnaire and a temperature check each day.
- **Pre-kindergarten students’** parents/guardians will park in the west parking lot facing I-30, and call their student’s teacher at 447-3809 to inform her of the students’ arrival. A pre-kindergarten staff member will exit through the main entrance, check the student’s temperature, provide the sign-in sheet to the parent/guardian for completion, and escort the student to the classroom. Pre-kindergarten students participating in the CARE program will be escorted to their classroom by CARE employees and signed-in by CARE staff.
- **Kindergarten-fifth grade students transported to school by bus** will enter the building through the southeast door. Staff members will escort students to the Gym and supervise them until they are picked up at 7:40 AM by their teachers.
- **Kindergarten-fifth grade students transported to school by car/van** will enter the building through the main entrance. They will be escorted to the Gym by staff members who will supervise them until they are picked up at 7:40 AM by their teachers. No students transported by car/van may be dropped off at the northeast, southeast, or southwest entrances. Students participating in the CARE Program’s parents/guardians will park in the west parking lot facing I-30, and call the CARE Program to notify CARE staff of their student’s arrival. A CARE employee will escort the student to the Cafeteria until students are picked up by their teachers at 7:40 AM.

### BREAKFAST PROCEDURES
- Breakfast in the Classroom meals will be delivered to all pre-kindergarten through second grade students in their classrooms. Third-fifth grade students will pick up their pre-packaged breakfast items in the Cafeteria, and they will eat their meals in their classrooms. Students participating in the virtual learning environment may pick up their pre-packaged breakfast.

### MORNING RECESS/GROSS MOTOR PROCEDURES
- Morning Recess for kindergarten-fifth grade students will be from 8:00-8:20 AM each Day. Pre-kindergarten four-year-old students will have their Morning Gross Motor Period from 9:15-9:45 AM daily on the Small Playground.
- The Morning Recess schedule for kindergarten through fifth grade students utilizes the Small Playground, the Large Playground, the Track, and the Gym on a rotating basis. The schedule is listed in the Ready for Learning Plan.
- Staff members supervising students will ensure that the students wear face coverings, maintain the appropriate physical distancing guidelines, and wash their hands after each recess/gross motor period.

### LUNCH PROCEDURES
- Students will have lunch in the Cafeteria according to the following schedule:
  - Pre-kindergarten 10:40-11:10 AM
  - First Grade 11:10-11:30 AM
  - Third Grade 12:15-12:35 PM
  - Fifth Grade 12:40-1:00 PM
  - Kindergarten 10:45-11:05 AM
  - Second Grade 11:30-11:50 AM
  - Fourth Grade 11:55 AM-12:15 PM
- All students will wash their hands prior to entering the Cafeteria. Pre-Kindergarten through fifth grade students will enter the Cafeteria and sit at their assigned seats. Once seated, kindergarten through fifth grade students will be called to pick up their lunches. Pre-kindergarten students will have
their lunches brought to their assigned seats. Additional chairs and tables will be added to provide appropriate physical distancing. The tables utilized for meal service will be disinfected after each lunch period.

**AFTERNOON/LUNCH RECESS/ GROSS MOTOR**

- Students will have Afternoon/Lunch Recess/Gross Motor Period according to the following schedule:
  - Pre-kindergarten 1:40-2:10 PM
  - Kindergarten 11:05-11:30 AM
  - First Grade 10:45-11:10 AM
  - Second Grade 11:50 AM-12:15 PM
  - Third Grade 12:35-1:00 PM
  - Fourth Grade 11:30-11:55 AM
  - Fifth Grade 12:15-12:40 PM

- Pre-kindergarten four-year-old students will have their Afternoon Gross Motor Period daily on the Small Playground.
- The Afternoon/Lunch Recess/Gross Motor Recess schedule for kindergarten through fifth grade students utilizes the Small Playground, the Large Playground, the track, and the Gym on a rotating basis. The schedule is listed in the Ready for Learning Plan.
- Staff members supervising students will ensure that the students wear face coverings, maintain the appropriate physical distancing guidelines, and wash their hands after each recess/gross motor period.

**RESTROOM PROCEDURES**

- Staff members will escort students to the restroom and ensure that they maintain the appropriate physical distancing while utilizing the facilities and waiting to enter or exit the restroom area, and while washing their hands.
- A Restroom Break Schedule will be utilized to ensure that students do not congregate and student engagement time is maximized.

**TRANSITION PROCEDURES**

- Fine Arts and Instructional Specialists will push-in to classrooms to provide instruction, interventions, and special services as much as possible to minimize student movement throughout the building.
- When this is not possible, alternate instructional spaces will be designated in as close proximity as possible to students.
- When it is necessary for students to move through the hallways, they will walk on the right side on the first full square (floor tile) while maintaining a distance of six feet between students without touching the lockers.

**WATER FOUNTAIN PROCEDURES**

- All water fountains will not be utilized.
- Students and staff members are encouraged to bring water bottles filled with water. The lid and bottle are to be labeled with the student’s name.
**DISMISSAL PROCEDURES**

- School-wide announcements including information about transportation changes and bus arrival will be made over the intercom at 2:15 PM daily.
- No early checkout will be allowed after 1:00 PM.
- All transportation changes must be communicated to the Office no later than 1:00 PM, except in case of emergency.
- The Dismissal Bell will ring at 2:25 PM. Classroom teachers will escort kindergarten through fifth grade students to their dismissal areas at 2:25 PM. The classroom teachers will ensure that students maintain the appropriate physical distancing requirement. Other staff members will supervise students as they move to their assigned areas.
- **Bus riders** will exit the building through the northeast and southeast doors to the Bus Loading Zone. Staff members will inform students of the location of their buses. Signs indicating bus locations will be placed at the northeast hallway exit and on the Bus Loading Zone.
- **Car/Van Riders** will be escorted by their classroom teachers to the Gym where they will await the arrival of their transportation. As their rides enter the west parking lot and proceed to the curved drive near the flagpole, they will display in their vehicle front window a placard indicating the student(s) to be picked up. The staff member stationed outside the main entrance will radio the staff members supervising students in the Gym to notify them that the students’ transportation has arrived.
- **Pre-kindergarten-fifth grade CARE students** will be escorted to the Cafeteria by their classroom teachers.
- **Pre-kindergarten students not participating in the CARE Program** will remain in their classrooms until the persons transporting them home arrive at the school. The persons providing pre-kindergarten students’ afternoon transportation will park in the west parking lot facing I-30, and call their student’s teacher at 447-3809 to inform her of the student’s arrival. A pre-kindergarten staff member will exit through the main entrance, escort the student to their ride, secure the sign-out procedures, and release the student to their afternoon ride. Pre-kindergarten students not signed out by 2:45 PM will be brought to the Office and supervised by pre-kindergarten staff. The pre-kindergarten staff member will contact the parents/guardians of any students not signed out to notify them that the students have not been picked up.

**Component 2.** Ensure the continuity of learning by providing a safe and viable curriculum that addresses unfinished learning from the prior year and introduce new learning while utilizing technology to enhance regular classroom instruction.

**INSTRUCTION**

### VIRTUAL INSTRUCTION

- Teacher-created lessons uploaded to Schoology
- Student/teacher interaction through video conferencing required
- Electives available but may look slightly different
- Devices will be provided for any student who needs one to participate in virtual instruction

### IN-PERSON INSTRUCTION

- Teacher-created lessons uploaded to Schoology
- Electives available in adherence with the Arkansas Department of Health guidelines
- Devices will be provided for any student who needs one to participate in in-person instruction

**GRADING**

- The Little Rock School District grading policy will be followed for all students.
- Grades will be calculated based on student work completed. Students will receive zeroes for incomplete assignments.
- Teachers will enter grades weekly into Schoology that will automatically populate into the Home Access Center (HAC).

### ATTENDANCE

- Attendance will be taken daily in the virtual and in-person environments.
- Students in the virtual learning environment will have until 12:00 AM (midnight) daily to login to Schoology for attendance purposes and to complete assignments.
- Students who are not making progress or opting not to participate during virtual instruction will be provided support from their teacher, parent/guardian, and principal as described in the Virtual Learning Protocol.
- The Little Rock School District Pre-kindergarten Attendance Policy will be followed for all students. Continuous absenteeism will result in action taken by the Director of Early Childhood and could include dismissal from the Little Rock School District Pre-kindergarten program.

### VIRTUAL LEARNING PROTOCOL

- The first time a kindergarten through fifth grade student does not log onto Schoology and the parent/guardian has not reported that the student is absent in accordance with the Little Rock School District Attendance Policy, the student’s teacher will notify the parent/guardian that the student is counted as absent and that the assigned work is to be completed.
- The second time a kindergarten through fifth grade student does not log onto Schoology, and does not have a reported absence, a parent/guardian/teacher/administrator/student conference will be held via Zoom. The expectation for student engagement and the completion of student work will be discussed. The parent/guardian and student will have the opportunity to request additional teacher assistance.
- The third time a kindergarten through fifth grade student does not log onto Schoology, and does not have a reported absence; a Virtual Learning Support Plan will be collaboratively created by the parent/guardian, teacher, administrator, counselor, and student. The Virtual Learning Support Plan will include daily parent/guardian contact with the teacher; additional support for the student such as virtual conferences, study guides, supplemental on-line resources, and additional textbooks; and formal checkpoints every two weeks to discuss the student’s progress.
- If the student makes sufficient progress with their Virtual Learning Support Plan, it will be discontinued.
- If the student makes little or no progress with their Virtual Learning Support Plan due to suspected learning needs, the student will be referred to the School-Based Intervention Team to establish the next steps for providing extensive support to the student.
- If the student does not progress due to failure to complete assignments, lack of attendance, or lack of engagement, the student will be considered for a change in the delivery of instruction.

### SPECIAL SERVICES

- Students receiving services such as Special Education, Resource class, 504, English Speakers of Other Languages, Dyslexia, Speech Therapy, Occupational Therapy, Physical Therapy, Self-Contained behavior Classes, or Gifted and Talented services will receive their instruction in both the virtual and in-person learning environments.
- Additional information regarding the delivery of these services and the referral process for early childhood students suspected of having a disability are listed in the Little Rock School District Ready for Learning Plan.

### FINE ARTS INSTRUCTION

- Creative Movement, Drama, Music, and Visual Arts classes will be offered to kindergarten through fifth grade students on-site and virtually in adherence to the Arkansas Department of Health, the Division of Elementary and Secondary Education, and the Little Rock School District guidelines.
- Booker Arts Magnet School will utilize the Quaver program to provide fine arts’ instruction in the virtual learning environment.
INTERVENTIONS TO ADDRESS STUDENT ACADEMIC LOSS DUE TO PANDEMIC

- All students will be assessed to determine their current instructional levels, strengths, and needs (NWEA Reading Fluency Screener, Word Identification and Spelling Test, Test of Silent Word Reading Fluency).
- Small group instruction will be provided to all students through Heggerty, Fundations, Wit and Wisdom and Go Math instruction.
- Targeted small group instruction will be provided to identified students through Wit and Wisdom DVR, Just Words, and Gifted and Talented instruction.
- Instruction accommodation and modifications will be provided for 504 and English Speakers of Other Languages.
- Intensive targeted small group instruction will be provided to identified students through Wilson Reading Systems and Special Education services (Resource Class, Self-Contained Special Education Behavior Classes, Speech Therapy, Occupational Therapy, and Physical Therapy).
- Student progress on targeted skills will be measured by common formative assessments and the NWEA MAP Growth K-5 Fall, Winter, and Spring assessments.
- All students will receive small group interventions during the daily School-Wide Acceleration Period.
- Identified students will receive targeted small group interventions during the daily Push-In Intervention Periods.

Component 3: Support educators in providing virtual instruction through training in technology, blended learning, addressing social and emotional needs of students and staff, and culturally responsive practices.

Component 4: Provide guidance and support for educators, parents/guardians, and students in the areas of health, safety, and social emotional learning.

Component 5: Engage educators, parents/guardians, students, and the community.

STAFF TRAINING

| Schoology (Kindergarten through fifth grade) | Social Emotional Learning | Arkansas History |
| SeeSaw (Pre-kindergarten) | Health and Safety Protocols | Anti-Bullying |
| Blended Learning in Content | Technology Usage and Tools for Student Engagement | Disinfection Measures |
| Culturally Responsive Practices | Restorative Practices and De-Escalation Interventions | |

PARENTS/GUARDIANS AND STUDENT TRAINING AND ENGAGEMENT OPPORTUNITIES

- These parent and student engagement opportunities will be provided through virtual training sessions, parent workshops, Family Nights, and parent conferences.

SOCIAL EMOTIONAL LEARNING GUIDANCE AND SUPPORT

- Support for all students: Teachers will receive professional development in Social Emotional Learning. Counselor will provide Social Emotional Learning and multicultural-based lessons.
- Support for identified students: The counselor and school-based mental health providers will conduct individual and small group sessions with identified students. The referral process for mental health services will be shared with all staff, parents/guardians, and students.
Intensive support for identified students: The School-Based Intervention Team will meet to develop support plans for identified students that may include, but are not limited to, the screening of students and observations by school-based mental health providers, in collaboration with parents/guardians.

**SUPPORT NEEDED FROM PARENTS/GUARDIANS**

- Select your student’s learning environment option by August 7, 2020. [https://securek12.lrsd.org/MyChoice Fall 2020/](https://securek12.lrsd.org/MyChoice Fall 2020/)
- Please ensure that your student’s immunizations and wellness checks are up to date.
- Stress to your student the importance of the utilization of face coverings, adhering to physical distancing, and regularly washing their hands, at school and away from school. Please take time to demonstrate these actions with your student.
- Check in with your child each morning for signs of illness. If your child has a temperature of 100.4 degrees or higher without the use of fever reducing medication, he/she should not come to school.
- If your child has had close contact with a COVID-19 case, he/she should not go to school. **Please call Close Contact for COVID at (800)803-7847 to report the close contact.** Follow the additional guidance on what to do when someone has known exposure as listed in the Little Rock School District Ready for Learning Plan.
- Engage in effective communication among students, parents, and staff members to ensure safety protocols are followed.