BOOKER ARTS MAGNET SCHOOL
READY FOR LEARNING PLAN

BOOKER ARTS MAGNET SCHOOL
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</tbody>
</table>
INTRODUCTION

Booker Arts Magnet School’s Ready for Learning Plan was created with input from parents, teachers, and administrators. This plan is intended to aid in guiding the reopening of our school so that employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to the school. The guidelines referenced in this plan are based on guidance from the Arkansas Department of Elementary and Secondary Education, the Arkansas Department of Health, the governor of Arkansas, and the Little Rock School District. Note that this plan will be updated as new Arkansas Department of Health guidance is received.

COMPONENTS OF THE READY FOR LEARNING PLAN

In order to ensure the continued well-being of our employees the following guiding principles have been established:

1. Provide a safe learning environment based upon the most current guidance from the Arkansas Department of Health.
2. Ensure the continuity of teaching and learning by providing a guaranteed and viable curriculum that addressed unfinished learning from the prior year and introduces new learning while utilizing technology to enhance regular classroom instruction.
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.
4. Provide guidance and support for educators, parents/guardians, and students in the areas of health, safety, and social emotional learning.
5. Engage educators, parents/guardians, students, and the community.

SECTION I: SAFETY OF STUDENTS, STAFF, AND PARENTS

TIMELINES AND ACTIONS

Information and direction about the phases and timeline will be sent to all employees, students, and parents/guardians before implementation. Please see below for a summary of the phases and timelines.

- **PLANNING—JULY 2020**
  - Prepare building and grounds for reopening with thorough cleaning
  - Develop the Ready for Learning Plan with input from Guiding Coalition and parents
  - Plan professional development sessions for staff and parents

- **AUGUST 2020**
  - Provide professional development for staff and parents
  - Implement Ready for Learning Plan
  - Provide instruction through in-person and virtual options

- **TO BE DETERMINED**
  - Expand use of in-person instruction based on recommendations and data from the Arkansas Department of Health, the Governor of Arkansas, the Little Rock School District, and applicable state and local agencies
• TO BE DETERMINED
  o Open school for all in-person instruction
  o Expand to full operation based on recommendations and data from the Arkansas Department of Health, the Governor of Arkansas, the Little Rock School District, and applicable local and state agencies
  o Determine what restrictions and guidelines remain in place

EMPLOYEE AND STUDENT SAFETY
USE OF FACE COVERINGS
Booker Arts Magnet School will require the use of face coverings by all kindergarten through fifth grade students, staff members, parents/guardians, and visitors as a preventative measure to minimize exposure to COVID-19. Pre-kindergarten students will not be required to wear face coverings. Face coverings must cover the nose and face of the person wearing the face covering. If students refuse to wear face coverings, parents/guardians will be notified. If the behavior continues, the student may be assigned to the virtual learning environment. See the Little Rock School District Ready for Learning Plan for additional details.

VISITOR RESTRICTIONS
Booker Arts Magnet School will significantly limit visitation to the campus. As in the Little Rock School District Ready for Learning Plan, campus visitation will be limited to essential business only. All visitors (including parents) will be screened prior to entering the building and will be required to wear a face covering. The school office will schedule appointment for parents and guardians for any necessary meetings with school staff. Please call (501)447-3800 to schedule a meeting. Arkansas Department of Health guidelines will be followed for the health and safety of all participants.

TRAVEL RESTRICTIONS
Booker Arts Magnet School has discontinued staff travel to conferences and workshops until further notice unless pre-approved by the Office of the Superintendent.

EMPLOYEE HEALTH SCREENING AND PROTOCOLS
To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees, Booker Arts Magnet School will require all employees to complete a self-screening that includes completing the COVID-19 Screening Questionnaire and a temperature check before they enter the building. All employee health screening information will be confidential. All other employee health screenings and protocols are as listed in the Little Rock School District Ready for Learning Plan.

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. All other health protocols are as listed in the Little Rock School District Ready for Learning Plan.

CONFIRMED COVID-19 CASE AND ISOLATION PROTOCOL
Confirmed COVID-19 Case and Isolation Protocol is as listed in the Little Rock School District Ready for Learning Plan. Isolation rooms have been identified.
SUSPECTED COVID-19 CASE AND ISOLATION PROTOCOL
Suspected COVID-19 Case and Isolation Protocol is as listed in the Little Rock School District Ready for Learning Plan. Isolation rooms have been identified.

GUIDANCE IF EXPOSED TO COVID-19
If students or employees are exposed to COVID-19, the protocol listed in the Little Rock School District Ready to Learn Plan will be followed.

PHYSICAL DISTANCING
Physical distancing is an effective way to prevent potential infection. Booker Arts Magnet School’s employees, students, parents, and visitors should practice staying approximately 6 feet away from others and eliminating contact with others whenever possible.

- Traffic Flow – Taped lines on the floor will mark the walking direction throughout the building in order to maintain the physical distancing requirement of six feet.
- Transitions will be limited for students.
- Unnecessary furniture will be removed to facilitate maintaining the physical distancing requirement of six feet.
  - Non-essential/informal meetings and visiting should be avoided.

USE OF PERSONAL PROTECTIVE EQUIPMENT (PPE)
Booker Arts Magnet School will require the use of face coverings on buses, in the building, and on the grounds. Parents are encouraged to ensure that students have face coverings when they arrive at school. Face coverings will be provided for students who do not arrive at school with them.

The following items have been purchased for use at Booker Arts Magnet School: face shields, face masks, disposable safety gowns (for nurse), hand sanitizer, disinfectant spray and wipes, N95 masks (for nurse), and goggles (for nurse).

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, the following additional safety precautions will be taken:

- Wash your hands often with soap and water for at least twenty seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available.
- Avoid touching your eyes, nose, and mouth.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.

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. Please also call the school nurse at 447-3805 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.

PERSONAL WORKSPACE/SHARED WORKSPACE
Booker Arts Magnet School is committed to providing a safe and clean environment. Our custodial staff will clean and disinfect workplaces at the designated cleaning times. Employees are encouraged to disinfect their own personal workspace (desk, phone, computer, SMART Board, etc.) throughout the day giving special attention to commonly touched surfaces. All Personal Workspace protocols are as listed in the Little Rock School District Ready for Learning Plan.

There will be limited access to certain workspaces to reduce the risk of exposure and to ensure employee safety. There will be limited access to the Teacher Workroom and Staff Lounge. Employees should not gather in these areas for any reason. Signage indicating closure/capacity limits will be placed on the Conference Room doors. Any employee wishing to utilize the Conference Room must schedule its use by contacting the principal. All other meetings will be conducted through virtual conferencing.

FACILITIES/TRANSPORTATION CLEANING
The safety of our employees and students are our first priority. Upon reopening, our schools have been completely cleaned and disinfected and we will continue to adhere to all necessary safety precautions as outlined in the Little Rock School District Ready for Learning Plan. Our school will be provided an electrostatic disinfectant sprayer to assist with disinfecting surfaces, including hard-to-reach places.

GENERAL DISINFECTION EXPECTATIONS

<table>
<thead>
<tr>
<th>Category</th>
<th>Area</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workspaces</td>
<td>Classrooms, Offices</td>
<td>At the end of each use/day</td>
</tr>
<tr>
<td>Appliances</td>
<td>Refrigerators, Microwaves, Coffee Machines</td>
<td>Daily</td>
</tr>
</tbody>
</table>
### 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

| Handles, light switches, sinks, restrooms |
| At least four times a day and at the end of each day. The main restrooms will be cleaned once every hour and after school. |

### Buses

| Bus seats, handles/railing, belts, window controls |
| Twice a day |

### Common Areas

| Cafeteria, Library, Conference rooms, Gyms, Common Areas, Playgrounds |
| At the end of each use/day; between groups |

### General Disinfection Protocol

General measures will be followed regularly by all custodial staff members as listed in the Little Rock School District Ready to Learn Plan. The six main student restrooms and handicapped restroom will be disinfected once an hour beginning at 8:00 AM and ending at 3:00 PM. Custodial staff will enter the time the restroom is cleaned on a log that will be posted on each of these restroom doors. Pre-kindergarten restrooms will be cleaned four times a day or in accordance with the Department of Human Services guidelines, whichever is greater. Staff members are to clean the adult restrooms after their personal use. In addition, the custodial staff will clean the adult restrooms daily. Employees are expected to disinfect their own personal workspace (desk, phone, computer, SMART Board, etc.) throughout the day, giving special attention to commonly touched surfaces according to protocols listed in the Little Rock School District Ready for Learning Plan and as outlined in the Little Rock School District Health/Safety Guidance professional development provided to all employees during Pre-School Professional Development.

### Deep Cleaning and Disinfection Protocol

Deep cleaning and disinfection protocols as outlined in the Little Rock School District Ready for Learning Plan are initiated when an active employee or student is identified as positive for COVID 19 based on testing. The Little Rock School District has contracted with an outside cleaning company to provide additional deep cleaning and disinfecting at Booker Arts Magnet School.

### Signage

Signage will be placed throughout the offices and school, as outlined in the Little Rock School District Ready for Learning Plan to indicate:

- Restroom disinfection, Cafeteria disinfection, Bus disinfection, and Facility disinfection
- Physical distancing
- Maximum capacity
• Temperature checkpoint
• Entry checkpoints
• No visitor notification
• Isolation room

BUS DRIVERS/BUS PROTOCOLS
Booker Arts Magnet School will continue to provide bus transportation to students who live within the Little Rock School District. All students who choose to ride a bus will be required to wear a face covering. Hand sanitizer will be available on all buses. Additional bus transportation protocols are as listed in the Little Rock School District Ready for Learning Plan.

RESTROOM USAGE DURING THE WORK DAY
The Guiding Coalition at Booker Arts Magnet School will establish maximum capacity for the facility that allows for physical distancing. The maximum capacity sign will be posted on the doors. Supplies will be provided for employees to clean up after themselves in staff only restrooms.

PROCEDURES FOR COMMON AREAS
Physical distancing and wearing face coverings, especially in areas when physical distancing is not possible, is required.

ENTRANCE PROCEDURES FOR STAFF
Booker Arts Magnet School staff members are to enter and exit the building through the main entrance facing I-30. Staff members will complete a self-screening that includes a temperature check and completion of the COVID-19 Screening Questionnaire prior to entering the building. After completing the self-screening, staff members may utilize their identification badges to enter the building. Staff members who are not COVID-19 symptom-free must follow the protocol listed in the Little Rock School District Ready for Learning Plan.

ENTRANCE PROCEDURES FOR STUDENTS
PRE-KINDERGARTEN STUDENTS
The person transporting a pre-kindergarten student will enter the school grounds via the main driveway facing I-30 and park in the West Parking lot. He/she will call the student’s teacher at 447-3809 to let her know that the student has arrived. The teacher or instructional aide will exit the building through the main entrance door, check the student’s temperature, provide the sign-in sheet for the student’s designated transporter to complete, and escort the student to class. Pre-kindergarten student’s temperatures will be checked periodically throughout the day. They will not be required to wear face coverings. Pre-kindergarten students participating in the CARE Program will be escorted to the classrooms by CARE employees and signed in by CARE staff.

KINDERGARTEN THROUGH FIFTH GRADE STUDENTS
Kindergarten through fifth grade students transported to school by bus will enter the building through the southeast door. Staff members will escort them to the Gym where they will be supervised until they are picked up at 7:40 AM by their teachers.
Kindergarten through fifth grade students transported to school by car/van will enter the west parking lot near the main entrance facing I-30 and will enter the Gym where they will be supervised until their teacher picks them up at 7:40 AM. All students transported by car/van must enter the building via 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 or van may be dropped off at the northeast, southeast, or southwest entrances. All students transported by car or van must enter the building through the main entrance facing I-30.** Students utilizing the CARE Program must also enter the building through the main entrance. Their 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 classrooms, and they will eat their meals in their classrooms. Students in third though fifth grades will pick up their pre-packaged breakfast items in the Cafeteria and eat them in their classrooms. All desks/tabletops utilized for breakfast will be disinfected according to protocols listed in the Little Rock School District Ready for Learning Plan and as outlined in the Little Rock School District Health/Safety Guidance professional development provided for all employees during Pre-School Professional Development.

**MORNING RECESS/GROSS MOTOR PROCEDURES**

Kindergarten-fifth grade students are engaged in Morning Recess from 8:00-8:20 AM every day. The locations for the Morning Recess are as listed:

<table>
<thead>
<tr>
<th></th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>SMALL</td>
<td>K/1ST</td>
<td>2ND/3RD</td>
<td>4TH</td>
<td>5TH</td>
<td>K/1ST</td>
</tr>
<tr>
<td>PLAYGROUND</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LARGE</td>
<td>2ND/3RD</td>
<td>4TH</td>
<td>5TH</td>
<td>K/1ST</td>
<td>2ND/3RD</td>
</tr>
<tr>
<td>PLAYGROUND</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TRACK</td>
<td>4TH</td>
<td>5TH</td>
<td>K/1ST</td>
<td>2ND/3RD</td>
<td>4TH</td>
</tr>
<tr>
<td>GYM</td>
<td>5TH</td>
<td>K/1ST</td>
<td>2ND/3RD</td>
<td>4TH</td>
<td>5TH</td>
</tr>
</tbody>
</table>

Pre-Kindergarten Four-Year Old from 9:15-9:45 AM daily on the Small Playground.

In the case of inclement weather, teachers are to utilize designated alternate locations for Kindergarten-Fifth Grade Morning Recess. In the case of inclement weather, the Pre-Kindergarten Morning Gross Motor Period will follow the same schedule and be located in the Indoor Gross Motor Room 204.

Teachers and instructional aides supervising Morning Recess/Gross Motor Period will ensure that students wear face coverings, maintain the proper physical distancing, and wash their hands after the Morning Recess/Gross Motor period as outlined in the Little Rock School District Ready for Learning Plan.
The equipment in each Morning Recess/Gross Motor location will be disinfected according to protocols listed in the Little Rock School District Ready for Learning Plan and as outlined in the Little Rock School District Health/Safety Guidance professional development provided for all employees during Pre-School Professional Development.

**LUNCH PROCEDURES**

Students will have lunch in the Cafeteria according to the following schedule:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Kindergarten</td>
<td>10:40-11:10</td>
</tr>
<tr>
<td>Kindergarten</td>
<td>10:45-11:05</td>
</tr>
<tr>
<td>First Grade</td>
<td>11:10-11:30</td>
</tr>
<tr>
<td>Second Grade and Ms. Hanson</td>
<td>11:30-11:50</td>
</tr>
<tr>
<td>Third Grade</td>
<td>12:15-12:35</td>
</tr>
<tr>
<td>Fourth Grade and Mr. Leach</td>
<td>11:55-12:15</td>
</tr>
<tr>
<td>Fifth Grade</td>
<td>12:40-1:00</td>
</tr>
</tbody>
</table>

All students will wash their hands prior to entering the Cafeteria. Pre-Kindergarten through Fifth Grade students will be seated 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 tables and chairs will be added to provide appropriate physical distancing. The tables utilized for meal service will be disinfected after each lunch period according to protocols listed in the Little Rock School District Ready for Learning Plan and as outlined in the Little Rock School District Health/Safety Guidance professional development provided for all employees during Pre-School Professional Development.

Meals will be provided to students whose parents/guardians have selected the Virtual Learning option at designated sites. The meal site locations will be shared on the Little Rock School District’s website and social media sites.

**AFTERNOON/LUNCH RECESS AND GROSS MOTOR PROCEDURES**

All students will have an Afternoon/Lunch Recess according to the following daily schedule:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Kindergarten Four-Year Old</td>
<td>1:40-2:10 PM</td>
</tr>
<tr>
<td>Kindergarten</td>
<td>11:05-11:30 AM</td>
</tr>
<tr>
<td>First Grade</td>
<td>10:45-11:10 AM</td>
</tr>
<tr>
<td>Second Grade</td>
<td>11:50 AM-12:15PM</td>
</tr>
<tr>
<td>Third Grade</td>
<td>12:35-1:00 PM</td>
</tr>
<tr>
<td>Fourth Grade</td>
<td>11:30-11:55 AM</td>
</tr>
<tr>
<td>Fifth Grade</td>
<td>12:15-12:40 PM</td>
</tr>
</tbody>
</table>

In the case of inclement weather, teachers are to follow the same schedule and utilize designated alternate locations for Kindergarten-Fifth Grade Afternoon/Lunch Recess. In the case of inclement weather, the Pre-Kindergarten Morning Gross Motor Period will follow the same schedule and be located in the Indoor Gross Motor Room 204.

The locations for the Afternoon/Lunch Recess are as listed:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Kindergarten Four-Year Old</td>
<td>Small Playground, Monday-Friday</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>SMALL</td>
<td>K/2nd</td>
<td>3rd/4th</td>
<td>1st/5th</td>
<td>K/2nd</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3rd/4th</td>
</tr>
</tbody>
</table>
PLAYGROUND

LARGE
PLAYGROUND 1st/4th  K/2nd/5th  3rd  1st/4th  K/2nd/5th

TRACK  3rd/5th  1st  K/2nd/4th  3rd/5th  1st

Teachers and instructional aides supervising Morning Recess/Gross Motor Period will ensure that students wear face coverings, maintain the proper physical distancing, and wash their hands as outlined in the Little Rock School District Ready for Learning Plan.

The equipment in each Afternoon/Lunch Recess location will be disinfected according to protocols listed in the Little Rock School District Ready for Learning Plan and as outlined in the Little Rock School District Health/Safety Guidance professional development provided for all employees during Pre-School Professional Development.

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
In an effort to minimize student movement throughout the building and grounds, Fine Arts Specialists, the Library Media Specialist, the Counselor, the Gifted and Talented Specialist, Resource Teacher, Reading Intervention Teacher, the Academic Intervention Specialist, the Behavior Intervention Specialist, the Occupational Therapist, the Speech Therapist, and the Physical Therapist will push-in to classrooms to provide their instruction and interventions. When this is not possible, alternate instructional spaces will be designated in as close proximity as possible to students to reduce movement and increase student engagement time. 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 physical distance of six feet without touching the lockers.

WATER FOUNTAIN PROCEDURES
All water fountains will not be utilized. Staff and students are encouraged to bring water bottles filled with water. The water bottle must be labeled with the student’s name on the lid and bottle.

DISMISSAL PROCEDURES
School-wide announcements with information about transportation changes and bus arrival will be made over the intercom at 2:15 PM daily. The dismissal bell will ring at 2:25 PM. Kindergarten through fifth grade students will be escorted to their dismissal areas by their classroom teachers at 2:25 PM. The classroom teachers will ensure that students maintain the appropriate physical distance as outlined in the Little Rock School District Ready for Learning Plan. Other teachers and administration will supervise students as they move to their assigned dismissal areas.
BUS RIDER PROCEDURES
Classroom teachers will escort kindergarten through fifth grade students riding buses to the northeast and southeast exit doors at 2:25 PM. Staff members will inform students of the location of their buses, as well as to post bus locations near in the northeast hallway exit door and outside on the Bus Loading Zone.

CAR/VAN RIDER PROCEDURES
Classroom teachers will escort kindergarten through fifth grade students transported home by car or van to the Gym area where they will await the arrival of their transportation. Parents of students transported to and from school by car or van will receive a placard to place in their window indicating the name of the student that they will be picking up. The persons providing transportation for the student will make a right turn at the end of the driveway facing the main entrance, follow the driveway around the parking lot, and stop by the flagpole. They will then display the placard. The staff member stationed outside of the main entrance will radio staff members supervising students in the Gym area to notify them that the student’s transportation has arrived.

CARE PROCEDURES
Classroom teachers will escort kindergarten through fifth grade students to the Cafeteria where the CARE Program is housed. Pre-kindergarten staff members will escort their students participating in the CARE Program to the Cafeteria and will sign them into CARE.

PRE-KINDERGARTEN DISMISSAL PROCEDURES
Pre-kindergarten students not participating in the CARE program will remain in their classrooms until the persons transporting them home arrive at school. The persons transporting pre-kindergarten students will enter the school grounds via the main driveway facing I-30 and park in the West Parking Lot. The persons will then call the students’ teacher at 447-3809 to let them know that the students’ home transportation have arrived. The pre-kindergarten staff member will escort the student and exit the building through the main entrance door, provide the sign-in sheets for the students’ designated transporters to complete the sign-out procedure, and release the students to the designated transporters. 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 members will contact the parents/guardians of any students who have not been signed-out to notify them that they have not been picked up.

CLASSROOM SPACE/MATERIALS
Classroom teachers will remove any unnecessary items from their classrooms to maximize available space for physical distancing. Face coverings will be required in the classrooms. Face shields will be provided to our teachers. The staff at Booker Arts Magnet School will utilize large spaces and outdoor spaces for instructional use, when possible.

Students will store their personal school supplies in gallon storage bags and utilize only their own instructional supplies. Students who are receiving virtual instruction will be provided with supplies for visual arts class, Just Words reading intervention, and Wilson Reading System reading intervention. All students will be issued an electronic device to complete on-line instruction.
EMERGENCY SCHOOL DRILL PROCEDURES
Safety drills will continue to be conducted during the school year in adherence to the Arkansas Department of Health guidelines.

SOCIAL EMOTIONAL WELL-BEING OF STUDENTS AND STAFF
Social and Emotional Learning is the process through which children and adults process and manage emotions. Booker Arts Magnet School’s Counselor, Mental Health providers, and Parent Involvement Facilitator will work to provide a multi-tiered support system for all students, their parents, and staff members in both the virtual and in-person learning environments. A list of Social Emotional resources and supports focusing upon mental health, parents and students, teachers and school staff is listed in the Little Rock School District Ready for Learning Plan.

TIER I-SUPPORT FOR ALL STUDENTS, STAFF, AND PARENTS
Booker Arts Magnet School understands the importance of providing on-going professional development to support Social Emotional Learning for all stakeholders.

- Professional development for staff members focusing upon Social Emotional Learning, Restorative Practices and De-Escalation Interventions, and Anti-Bullying
- Counselor and Mental Health providers will provide counseling and Social Emotional Learning lessons to students
- Parent Involvement Coordinator will provide training to parents focusing upon Social Emotional Learning, Schoology, and Seesaw

TIER II-SUPPORT FOR ALL STUDENTS
Some students will need interventions to help them in transitioning back to in-person or virtual instruction.

- Counselor will provide individual or group counseling to students based on their needs as identified on needs assessment.
- Students who were receiving mental health services previously will continue with on-site or telehealth visits.
- The referral process for mental health services will be shared with staff members, students, and parents so that all stakeholders will understand how to initiate the process.

TIER III-INTENSIVE SUPPORT
Booker Arts Magnet School staff members will utilize needs assessments and work together with parents/guardians to identify additional needs. For students who may need intensive support, the following will be provided:

- The School-Based Intervention Team will meet to establish the next steps to provide intensive support.
- Living Hope and other school-based mental health providers will provide Tier III support.
- The University of California at Los Angeles Brief COVID-19 Screener for child/adolescent Post-Traumatic Stress Disorder will be utilized to screen identified students.

STUDENT CONDUCT EXPECTATIONS
Students in virtual and in-person learning environments will adhere to all expectations and guidelines listed in 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.

**STAFF TRAINING**

**PRE-RETURN TO SCHOOL TRAINING**

Professional development will be presented remotely and limited in-person to ensure understanding and preparedness to align with this manual.

**FIRST DAY TRAINING/ORIENTATION**

Professional development will align local protocols and procedures with this manual. The meeting area for in-person professional development must adhere to physical distancing protocols or be presented via a digital platform such as Zoom.

**CLEANING CREW PROTOCOLS**

Professional development will be provided focusing upon health and safety protocols, disinfection methods, and daily comprehensive cleaning procedures.

**ADMINISTRATOR, TEACHER AND SUPPORT STAFF TRAINING:**

1. Schoology (Kindergarten through fifth grade)
2. SeeSaw (Pre-Kindergarten)
3. Blended Learning in the Content Areas
4. Culturally Responsive Practices
5. Social Emotional Learning
6. Health and Safety Protocols
7. Technology usage and tools for student engagement
8. Restorative Practices and De-Escalation Interventions
9. Arkansas History
10. Anti-Bullying
11. Disinfection Measures

**PARENT/GUARDIAN AND STUDENT TRAINING OFFERINGS:**

1. Schoology (Kindergarten through fifth grade)
2. SeeSaw (Pre-Kindergarten)
3. Social Emotional Learning
4. Health and Safety Protocols

**COMMUNICATION METHODS**

Booker Arts Magnet School will utilize a variety of methods to communicate with all stakeholders and assist them in staying updated on the most up-to-date information:

1. Teachers, students, and parents need to check their e-mail often.
2. Visit our district website;
3. Follow our social media platforms;
4. Check SeeSaw (Pre-Kindergarten) and/or Schoology (Kindergarten through fifth grade) daily; and
5. Watch for messages (phone, e-mail, and text) via ParentLink. Please make sure that your contact information is up-to-date.
SECTION II: ACADEMICS

The staff at Booker Arts Magnet School is concerned that all students’ academic needs are met in the 2020-2021 school year. In-person and virtual instruction will be offered to all Pre-kindergarten through fifth grade students in accordance with their parents’ survey responses. Parents will have until August 7, 2020 to finalize their student’s learning option by completing the survey at https://securek12.lrsd.org/MyChoiceFall2020/. If no response is received, Booker Arts Magnet School will plan for the student to attend school in-person.

Booker Arts Magnet School teachers will provide both in-person and virtual instruction. In extenuating circumstances, parents will be allowed to change their students’ learning environment. The criteria for making this change and the steps for doing so are as listed in the Little Rock School District Ready for Learning Plan. If a student’s mode of delivery changes, he/she may be assigned to a different teacher, but the content and objectives will remain the same.

Students receiving services such as Special Education, Speech Therapy, Occupational Therapy, Physical Therapy, Dyslexia, English for Speakers of Other Languages, and Gifted and Talented will receive these services in both environments. Specific information regarding the delivery of these services is listed in the Little Rock School District Ready for Learning Plan.

VIRTUAL LEARNING

- Teacher-created lessons
- Video conferencing will be required
- Schoology will be utilized for all resources, lessons, and assignments
- Electives will be available, but may look slightly different

IN-PERSON LEARNING

- Teacher-created lessons
- Schoology will be utilized for all resources, lessons, and assignments
- Electives will be available

PRE-KINDERGARTEN INSTRUCTION

Booker Arts Magnet School will provide in-person instruction for students. Students will participate in a full day of age appropriate instruction provided by a teacher and a paraprofessional. Additional information regarding the delivery Pre-Kindergarten instruction is located in the Little Rock School District Ready for Learning Plan.

KINDERGARTEN-FIFTH GRADE INSTRUCTION

Kindergarten through fifth grade teachers will utilize Schoology regularly to enhance instruction and student engagement. Attendance will also be recorded through Schoology. Training in the use of Schoology will be provided to students, parents, and educators. All students will have the opportunity to check out a District technology device. Parents will complete a technology agreement.

Teachers will utilize Schoology to enhance their lessons whether they are teaching students in-person or virtually. They will enter grades into Schoology. These grades will
automatically upload into the Teacher Access Center and be visible to parents in the Home Access Center. The determination as to which teachers will teach virtually will be made closer to the start of the school year when the identification of students who will receive virtual instruction is finalized. Regardless of the mode of delivery, the Booker Arts Magnet School staff’s main concern is that our students will demonstrate their learning and understanding of content.

VIRTUAL LEARNING

Booker Arts Magnet School will provide the use of a device for any student who needs one in order to participate in virtual learning. The Little Rock School District is working with multiple partners to find solutions to broadband connectivity. Students participating virtually will require more direct support from parents or guardians. Parents are strongly encouraged to participate in training on SeeSaw and/or Schoology to prepare them to support their child’s virtual learning experience. Teachers will provide support and instruction, but will not have the same level of direct supervision of students working on assignments. Students will have interaction with their teachers daily based on a schedule that will be provided. Students will have the opportunity to enroll in the same courses and may participate in extra-curricular activities.

Teachers will monitor student learning and engagement via Schoology and hold virtual sessions with students in whole group, small group, or individual settings. Grades will be taken on assignments required by the teacher. Attendance will also be recorded daily. Students who are not engaging in the learning will be supported according to Booker Arts Magnet School’s Virtual Learning Protocol.

VIRTUAL LEARNING PROTOCOL

Booker Arts Magnet School staff and parents developed the following Virtual Learning Protocol to ensure that students are provided the support that they need to be successful with the virtual learning mode of instruction.

- The first time that a student does not log onto Schoology (Kindergarten through fifth grade) and the student’s parent 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 student’s parent/guardian that the failure to log onto the virtual learning platform has resulted in an unresolved absence and that the assigned work is to be completed.
- The second time that a student does not log onto the appropriate virtual learning platform and has not reported an 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 during this conference.
- The third time that a student does not log into the appropriate virtual learning platform and has not reported an absence; a Virtual Learning Support Plan will be collaboratively created by the parent/guardian, teacher, administrator, counselor, and student. The steps of the Virtual Support Plan follow:
  - The parent/guardian will check in with the teacher daily to discuss student progress.
  - The teacher and appropriate specialists will provide additional support for the student such as, but are not limited to virtual conferences,
study guides, supplemental on-line materials, and additional
textbooks.
- The teacher and parent/guardian will conduct formal checkpoints every
two weeks to discuss the student’s progress.
- If the student makes sufficient progress with his/her Virtual Learning
Support Plan, the Virtual Learning Support Plan will be discontinued.
- If the student makes little or no progress with his/her 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 intensive 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.

IN-PERSON LEARNING
Families who chose 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. Teachers will utilize Schoology regularly to
enhance student learning and engagement.

PRE-KINDERGARTEN STUDENT ASSESSMENTS
The Early Screening Inventory will be administered to students while at school. Additional
information about pre-kindergarten student assessments are listed in the Little Rock School
District Ready for Learning Plan.

REMOTE LEARNING
In the event our school is required to implement remote learning school-wide, teachers will
provide virtual instruction as indicated in the Virtual Learning section of our Ready for
Learning Plan.

GRADING POLICY
GRADING AND ATTENDANCE
The Little Rock School District grading policy will be followed for all students. Grades will be
calculated based on student work completed in Schoology. Teachers will enter at least one
grade per subject each week. Student attendance will be taken daily in the virtual and in-
person environments. In the virtual environment, students will have until 12:00 AM
(midnight) daily to login to SeeSaw or Schoology for recording their attendance and
completing their daily assignments. The Little Rock School District Attendance policy for
pre-kindergarten students will be followed for all students. Excessive absences for in-
person or virtual students will be documented, and a parent/guardian conference will be
required. Continuous absenteeism will result in action taken by the Director of Early
Childhood that may include possible dismissal from the Little Rock School District Pre-
Kindergarten program.

COMPLETION PROTOCOLS
The Little Rock School District attendance policy will be followed for all students. Attendance
will be recorded daily based on participation in on-line assignments and access to Schoology
and SeeSaw. Additional information about completion protocols as listed in the Little Rock
Pre-Kindergarten parents/guardians or teachers may request conferences to discuss student growth and development. All conferences (other than on the district-required parent conference dates) will be scheduled with the approval of the principal and are conducted by appointment following all health and safety guidelines and procedures.

**STUDENT SERVICES/SPECIAL PROGRAMS**

Students who receive special 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 environments. Additional information regarding these services and the referral process for early childhood students suspected of having a disability are as listed in the Little Rock School District Ready for Learning Plan.

**SECTION III: HUMAN RESOURCES**

**COVID-19 LEAVE AND PROTOCOLS**

COVID-19 Leave and protocols are as listed in the Little Rock School District Ready for Learning Plan. If an employee is on COVID-19 leave, he/she will not be required to utilize his/her Little Rock School District-provided sick leave.

**SECTION IV: EXTRACURRICULAR**

**FINE ARTS**

Creative Movement, Drama, Music, and Visual Arts classes will be offered to kindergarten through fifth grade students on-site and virtually according to Arkansas Department of Health, the Division of Elementary and Secondary Education, and Little Rock School District guidelines. Booker Arts Magnet School will utilize the Quaver program and ArtofEd Flex curriculum to provide fine arts’ instruction in the virtual learning environment.

**AFTER-SCHOOL ACTIVITIES**

Booker Arts Magnet School will offer after-school activities according to Arkansas Department of Health, the Division of Elementary and Secondary Education, and Little Rock School District guidelines.

**ADDITIONAL GUIDANCE**

**NURSE (NON-COVID 19 SITUATIONS)**

Teachers will engage in professional development in August to ensure that they can manage minor health needs in the classroom. They will also follow the Health Office Guidelines Flowchart to identify the students who need to receive the services of the nurse and those who can be treated by the teachers in the classrooms. Teachers will receive the necessary supplies and Personal Protective Equipment to treat their students minor health needs in their classrooms. All other treatment of students in non-COVID-19 is as listed in the Little Rock School District Ready for Learning Plan.