HALL STEAM MAGNET
HIGH SCHOOL
READY FOR LEARNING PLAN

IN RESPONSE TO COVID-19 FOR
THE 2020-2021 SCHOOL YEAR
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INTRODUCTION

The Little Rock School District’s Ready for Learning Plan was created with input from parents, students, teachers, administrators and district level staff. Those who expressed interest in the initial parent/teacher survey and provided an email address were invited to participate in follow-up focus groups as the plan was developed. This plan is intended to aid in guiding the reopening of our school buildings. The guidelines referenced in this plan are based on guidance from the Arkansas Department of Elementary and Secondary Education (DESE) and Arkansas Department of Health (ADH). Regular updates will be based on information provided by the ADH, DESE, and applicable federal, state and local agencies.

COMPONENTS OF THE HALL STEAM MAGNET HIGH SCHOOL 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 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.

<table>
<thead>
<tr>
<th>Timing Actions</th>
<th>June 2020</th>
<th>July 2020</th>
<th>August 2020</th>
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<td></td>
<td>● Prepare the building for reopen with removal of unnecessary furniture and cleaning classrooms.</td>
<td>● Return onsite limited activities ● Review district teacher and student survey data</td>
<td>● Continue to evaluate plan regarding restrictions and guidelines based on information from LRSD, ADE, adn ADH</td>
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SUPPORT NEEDED FROM PARENTS/GUARDIANS

- Select your student’s learning environment option by August 7, 2020. [https://securek12.lrsd.org/MyChoiceFall2020/](https://securek12.lrsd.org/MyChoiceFall2020/)
- Ensure that your student(s)’ immunizations/ wellness checks are up-to-date
- Stress the importance of proactive measures for the utilization of masks/face coverings, adhering to social distancing, and regularly washing their hands, both at school and away from school. Please take time to demonstrate these actions with our younger students.
- Check in with your child each morning for signs of illness. If your child has a temperature of 100.4 degrees or higher, they should not go to school.
- Make sure your child does not have a sore throat or other signs of illness, like a cough, diarrhea, severe headache, vomiting, or body aches.
- If your child has had close contact to a COVID-19 case, they should not go to school. Follow guidance on what to do when someone has known exposure.
- Secure school supplies for the selected learning environment.
- Support the effective communication among students, parents, and staff members, which is even more critical now. Please take the time to update your contact information in ParentLink.

EMPLOYEE AND STUDENT SAFETY

Per Arkansas Department of Health, PPE (face coverings and shields) is an effective way to minimize exposure to COVID-19; therefore, Hall STEAM Magnet High School (HSMHS) will require the use of face coverings. Parents are encouraged to ensure that students have masks when they arrive at school; however, masks will be provided if someone forgets to bring it to the school/office. If students refuse to wear masks/face coverings, parents/guardians will be notified. If the behavior continues, the student will be assigned to the virtual learning environment. (Guide for proper use of masks/face coverings)

VISITORS HSMHS 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.

**TRAVEL RESTRICTIONS** HSMHS has discontinued employees’ out-of-state travel to conferences and workshops until further notice, unless pre-approved by the office of the Superintendent. Out-of-state travel for student-related activities has also been discontinued until further notice.

**EMPLOYEE HEALTH SCREENING AND PROTOCOLS**

To support the health of all employees and students each employee will complete the COVID-19 Screening Questionnaire daily before entering the work site. If an employee has any of the COVID-19 symptoms or has been exposed to COVID-19 they are to stay home and follow the procedure for notifying their supervisor. 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. HSMHS 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 appropriate course of action in the event of a suspected COVID-19 case.
CONFIRMED COVID-19 CASE AND ISOLATION PROTOCOL

If an employee is diagnosed with COVID-19, they are to notify their supervisor. The supervisor will then contact the Director of Health Services, Director of Safety and Security, and Director of Employee Relations & Benefits Administration. The Director of Health Services will notify the School Hotline for COVID-19. A list of Probable Close Contacts will be identified and provided to the Arkansas Department of Health. Probable Close Contact is defined as an individual who was likely to have been within 6 feet for 15 cumulative minutes or longer within a 24 hour period to a person who has tested positive for COVID-19. Probable Close Contacts will be notified as directed by the Arkansas Department of Health. LRSD will follow the most current guidance from ADH when an employee is identified as a “probable close contact”, including any requirements for quarantine and cooperating for contact tracing.

The District Human Resources Department will send documents for Employee Leave: the Families First Coronavirus Response Act (FFCRA).

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

Employees returning to work from an approved medical leave should contact Human Resources and will be required to submit a healthcare provider’s note before returning to work.

If a student is diagnosed with COVID-19, he or she should contact the school attendance secretary immediately. The attendance secretary will inform the principal and school nurse. The school nurse will then contact the Director of Health Services, Director of Safety and Security, and Director of Employee Relations & Benefits Administration. The Director of Health Services will notify the School Hotline for COVID-19. A list of Probable Close Contacts will be identified and provided to the Arkansas Department of Health. Probable Close Contact is defined as an individual who was likely to have been within 6 feet for 15 cumulative minutes or longer within a 24 hour period to a person who has tested positive for COVID-19. Probable Close Contacts will be notified as directed by the Arkansas Department of Health. LRSD will follow the most current guidance from ADH when a student is identified as a “probable close contact”, including any requirements for quarantine and cooperating for contact tracing.

SUSPECTED COVID-19 CASE AND ISOLATION PROTOCOL

If an employee or student becomes ill on campus/district, he/she will immediately report to the campus/district nurse’s isolation room and the case form will be completed. The following steps will be followed:

- The nurse must complete the Suspected COVID19 Case Form and call the local health authority to seek advice regarding transportation and location, only when there is a school-related positive case.
- The nurse and others attending the suspected infected person, should also wear a protective face
covering, face shield, gloves and any additional PPE that has been provided while working with the suspected infected person.

- The nurse will direct the ill employee to leave work or call the parent of the student to be picked up and go home.
- The nurse and campus/district supervisor must identify persons who may have come in contact with the suspected infected person and await the confirmation of the test results. Individuals who have been tested for COVID-19 should self-quarantine until test results are provided. *Unless required by the local health authority, the name of the employee should not be provided.*
- The campus/district supervisor will advise employees that they may have been in contact with a suspected employee and to carry out self-screening and all safety precautions daily, and based on the results, contact the HR department. Probable Close Contacts will be contacted and advised to quarantine for 14 days awaiting a call from ADH for close contact confirmation.
- The isolation area and suspected employee’s or student’s work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.
- A notification process is being developed so that those who have potentially been exposed to a positive case will be contacted. The ADH protocol will be followed in the notification process.

**GUIDANCE, IF EXPOSED**

If an employee has been notified as a Probable Close Contact of a confirmed COVID-19 case please do the following:

1. Quarantine in a specific room away from others in home for 14 days
2. Contact the following (in order of priority), notify them of the exposure to COVID-19, then follow their instructions.
   b. School nurse or LRSD’s Health Service Department
   c. Supervisor
3. Supervisor will work with HR to determine appropriate next steps.
4. If an employee learns of his or her exposure during the school day, immediately notify the school nurse who will contact other administrators per district protocol.

If an student has been notified as a Probable Close Contact of a confirmed COVID-19 case please do the following:

1. Quarantine in a specific room away from others in home for 14 days
2. Contact the following (in order of priority), notify them of the exposure to COVID-19, then follow their instructions.
b. School attendance secretary.

3. School Nurse will work with building administration to determine appropriate next steps.

4. If a student learns of his or her exposure during the school day, immediately notify the school nurse who will contact other administrators per district protocol.

**PHYSICAL DISTANCING**

Physical distancing is an effective way to prevent potential infection. LRSD employees, students, parents, and visitors should practice staying approximately 6 feet away from others and eliminating contact with others whenever possible. HSMHS will have floor marking and signage to assist students in social distancing. Unnecessary furniture has been removed and transitions will be limited with A/B scheduling. 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 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. Schools have the autonomy to purchase any additional PPE items, pending approval from the Executive Directors of Elementary and Secondary Education. ([Guide for proper use of masks/face coverings](#))

The following items have been purchased for use in the school buildings: face shields, face masks, disposable safety gowns (for nurses), hand sanitizer, disinfectant spray and wipes, N95 masks (for nurses), and goggles (for nurses).

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

*Please note that physical distancing should still be practiced even with the use of face coverings.*

In addition to physical distancing and wearing face coverings, additional safety precautions will be taken without limitation:

- Good hand hygiene; wash your hands often with soap and water for at least 20 seconds. ([Guide for proper handwashing techniques](#)) 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;

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

PERSONAL WORKSPACE/SHARED WORKSPACE

LRSD and HSMHS are 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. Alcohol-based hand sanitizer will be placed throughout the workplace and in common areas. Cleaning sprays and wipes will be available to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards.

*Please note that the District will provide the proper equipment such as acceptable disinfectant and PPE.*

There will be limited access to certain workspaces to reduce exposure to risks and ensure employee safety. Workspace usage is as follows:

**Capacity** - HSMHS will be monitoring the number of employees in the offices while the risk of infection exists and begins to diminish.

**Copy Room** - There will be limited access to the copy room.

**Lounge/Break Rooms** - These spaces will remain open with limited capacity. Employees should not congregate in these areas for any reason.

FACILITIES/ TRANSPORTATION CLEANING

Schools and buses have been completely cleaned and disinfected, and the District will continue to adhere to all necessary safety precautions. When onsite instruction resumes, the District’s custodial staff will adhere to the general disinfection measures outlined in the table below.

During the day all employees will be responsible for maintaining their space. At the end of each day custodial staff will follow daily disinfecting and cleaning guidance.

**GENERAL DISINFECTION EXPECTATIONS**

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<th>Areas</th>
<th>Frequency</th>
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<td>Classrooms, Offices</td>
<td>At the end of each use/daily</td>
</tr>
<tr>
<td>Appliances</td>
<td>Refrigerators, Microwaves, Coffee Machines</td>
<td>Daily</td>
</tr>
<tr>
<td>Electronic Equipment</td>
<td>Copier machines, Shared computer</td>
<td>At the end of each use/day and/or</td>
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<th></th>
<th>Monitors, TV’s, Telephones, keyboards</th>
<th>between use</th>
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<tr>
<td><strong>General Used Objects</strong></td>
<td>Door handles, light switches, sinks, water fountains, restrooms, elevator buttons, stair handrails, etc.</td>
<td>At least 4 times a day and at the end of each day.</td>
</tr>
<tr>
<td><strong>Buses</strong></td>
<td>Bus seats, handles/railing, belts, window controls</td>
<td>Twice a day</td>
</tr>
<tr>
<td><strong>Common Areas</strong></td>
<td>Cafeteria, Library, Conference rooms, Gyms, Common Areas</td>
<td>At the end of each use/daily; between groups</td>
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**GENERAL DISINFECTION PROTOCOL**

General cleaning and disinfection protocols will be followed regularly by all custodial staff members. Added safety procedures for the disinfecting process during the COVID-19 pandemic include the following:

- Disposable gloves are to be worn to perform each of the following tasks and should be removed immediately after, handwashing is also required before and after wearing gloves:
  - **EACH** Classroom cleaning
  - **EACH** Restroom cleaning
  - Floor mopping
  - Office cleaning

- Properly labeled spray bottles (containing EPA, CDC, and the ADH approved disinfectants) are to be utilized to disinfect.

- Utilize a two-rag/ two-step protocol for disinfection.

- The following items have been purchased for use in the classrooms and restrooms: hand sanitizer, disinfectant wipes, paper towels, and soap.

- Cleaning Checklist will be provided for the custodial staff and school administration; the checklist will be kept in the individual classrooms.

- All spaces will be cleaned on a daily basis.

- All water fountains will not be in use. Staff and students are encouraged to bring water bottles filled with water. Water bottles will be provided by the District, if needed.

- Buckets used to disinfect mop should be changed after each restroom cleaning is performed.

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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. The District has contracted with an outside cleaning company to provide additional deep cleaning and disinfecting at all District sites.

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.

SIGNAGE

Signage will be placed throughout the offices and school. Electronic version of signage is located HERE.

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 individual 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.

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.

RESTROOM USAGE DURING THE WORK DAY

HSMHS will establish maximum capacity for the facility that allows for physical distancing. Maximum capacity signs will be posted on the doors. Disinfecting supplies will be provided for employees to maintain health and safety in staff only restrooms. As needed, a plan for restroom class visits will be developed that will maximize physical distancing to the extent possible.
LOCKER ROOMS
HSMHS 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
HSMHS will not utilize student lockers. The District will provide online textbooks, if the subject-area online textbook is available. All teachers will utilize the District’s Learning Management System, Schoology, to provide instructional learning and materials.

CAFETERIA AND MEAL PERIODS
HSMHS will establish two lunch periods utilizing grab and go option for students. Marking will be placed on tables, in the courtyard, and in the gym directing students where to sit in order to maintain social distancing. Students will be required to wear their masks until they are seated and eating. Keypads will only be utilized by Child Nutrition staff. Students will utilize outside common areas and the designated spaces inside the school building for meal periods. Meals will be provided to students who have selected the virtual learning options at designated sites. The meal site locations will be shared on the District’s website and social media sites.

CLASSROOM SPACE/MATERIALS
HSMHS will maximize classroom space by removing all unnecessary items. Student seating will be distanced to the extent possible in the classroom. For any classroom where physical distancing cannot be achieved, face coverings will be required. Teachers will remove any unnecessary personal items from the room to maximize space available for physical distancing. Students will follow an A/B block schedule to minimize movement/transitions. Students will receive individual copies of textbooks. If library books are accessed, they will be cleaning before being reshelved. Face coverings will be required in the classroom. Face shields will be provided to the teachers. HSMHS will use large spaces and outdoor space for instructional use, when possible.

EMERGENCY SCHOOL DRILL PROCEDURES
Safety drills will continue to be conducted during the school year. The District’s Safety and Security officers will disseminate the revised procedures for conducting the various safety drills, in adherence to the ADH guidance.

SOCIAL EMOTIONAL WELL-BEING OF STUDENTS AND STAFF
Social and Emotional Learning (SEL) is the process through which children and adults understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions. Counselors and Mental Health professionals will be
working to provide a Multi-Tiered System of Support (MTSS) for all students, staff and parents in both the virtual and in-person learning environment. They have watched both global medical and Social Injustice pandemics. Some students, staff and parents have had support in processing the impact of COVID-19 and the current outcry for social justice but some have not and will need help processing to truly come to school ready to learn, teach and parent. To help our community better process recent events, LRSD, in conjunction with our Mental Health Providers, will be offering SEL workshops on the following topics: Effects of Prolonged Stress on Children, Realistic Expectations-Mindfulness; What to Do if You Suspect a Student has Experienced Trauma; Establishing a New Normal: Setting up Routines and Structure for Yourself and Students

**Tier I- Support for All Students** LRSD and HSMHS understand the importance of ongoing professional development for all stakeholders to ensure capacity growth; therefore, the support will be scheduled throughout the school year.

- LRSD Mental Health Coordinator will provide Youth Mental Health First Aid professional development to school counselors.
- Counseling Coordinator will provide Trauma Informed Care and Implicit Bias training for counselors.
- LRSD mental health providers will be providing 1 hour SEL workshops to parents on August 3-4, 2020 in a virtual format. Registration will be available on the District’s website and social media accounts.
- School counselors will provide SEL and multicultural based lesson plans.
- LRSD has partnered with Just Communities of Arkansas(JCA) to provide professional development during the District Convocation.

**Tier II- Intervention** Some students will need interventions to help them understand and be comfortable in this new normal.

- Counselors will provide personal or group counseling to students based on needs assessment. Ex. Grief, divorce, social injustice, etc.
- The referral process will be shared with site-based and virtual staff, parents and students so that all stakeholders know how to start the process to get mental help. Counselors will determine if an additional mental health referral is needed.
- Students who were seeing a mental health provider previously will continue with site-based or telehealth visits.

**Tier III- Intensive Support** LRSD will utilize needs assessments and work collaboratively with families to determine additional needs. For students who may need intensive support, the following will be provided:

- The School-Based Intervention Team (SBIT) will meet to establish next steps to provide intensive support.
- Individual screening of student needs by using the University of California at Los Angeles (UCLA) Brief COVID-19 UCLA screener for child/adolescent Post-Traumatic Stress Disorder (PTSD).
- LRSD partners that may be utilized include: Living Hope, Life Strategies, and Centers.
Social and Emotional Resources and Supports:

Mental Health
- Dr. Jelena Kecmanovic Arlington/DC Behavior Therapy Institute [7 Science-Based Strategies to Cope With Coronavirus Anxiety]
- Centers for Disease Control and Prevention (CDC) [Mental Health and Coping During COVID-19]
- The Jed Foundation [Tips for Self-Care and Managing Stress]
- Psychology Today [Helping Older Adults Find Happiness During COVID-19]
- Care for Your Coronavirus Anxiety [Virus Anxiety Resources]
- World Health Organization [Doing What Matters in Times of Stress]

Parents and Students
- The Child Mind Institute [Talking to Kids about the Coronavirus]
- The Child Mind Institute [Helping Children Cope After a Traumatic Event]
- Centers for Disease Control and Prevention (CDC) [Helping Children Cope]
- Psychology Today [Worried About Sending Your Child Back to School?]
- Coalition to Support Grieving Students* (6th-12th Grade) [Peer Support]

Teachers and School Staff
- Centers for Disease Control and Prevention (CDC) [Returning to School After an Emergency or Disaster: Tips to Help Your Students Cope]
- Yale Center for Emotional Intelligence and Yale Child Study [Center Managing Anxiety Around COVID-19: Tips for You and Your School Community]
- Psychology Today [3 Steps to Navigate COVID-19 Anxiety]
- Teaching Tolerance [Speaking Up Against Racism Around the New Coronavirus]
- The Character Tree [How, Not "If": Promoting Social-Emotional Learning and Character Development in Young Children is a Necessity]
- WestEd Social and Emotional Learning and School Safety: [Self-Care Strategies for Educators During the Coronavirus Crisis: Supporting Personal Social and Emotional Wellness]

STUDENT CONDUCT EXPECTATIONS

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

HSMHS 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

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SECTION II: ACADEMICS

HSMHS will offer two delivery options in all classes - Virtual or In-person. Students who receive special services such as Special Education (SPED), Speech, Occupational Therapy (OT), Physical Therapy (PT), English for Speakers of Other Languages (ESOL), Dyslexia, and Gifted and Talented (GT) will receive their services in both environments. The specifics of how services will be provided are found below. Additional instructional support staff such as City Year, tutors, mental health providers, etc. will continue to support students in both environments.

Prior to the end of the 2019-2020 school year, teacher teams from across the district identified essential standards in ELA and math. Throughout the summer, a subset of this team has revised pacing guides to highlight the essential standards which will provide the focus for instruction and intervention. Guidance will be provided to all teachers during pre-school PD on how to use the revised scope and sequence to address missed learning from the spring. It is expected that teachers will need to adjust their normal instructional sequence to provide time to adequately provide interventions as needed.

Training and Support Opportunities:

- Teachers
  - Tech Tuesday
  - 24 hrs. during back to school PD
  - Ongoing support
- Parents
  - Digital Literacy
  - Schoology 101
  - Partners - SWLR Health Unit, Innovation Hub
- Students
  - Classroom tutorials
  - Help line - City Year, Tutors

Teachers will use the diagnostic assessments found within the Arkansas Playbook, data from NWEA, curriculum-based assessments and other screeners to determine skill deficiencies for students and provide intervention as appropriate in whole or small group settings.

Virtual Learning:

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

In-Person Learning:

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

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Parents will have until August 7, 2020 to finalize their student’s learning options (virtual or in person). Fill out the form by clicking the following link: https://securek12.lrsd.org/MyChoiceFall2020/ .

If no response is received, the school will plan for the student to attend school in person. Students will be required to remain in their chosen learning environment until the end of the quarter (9 weeks). Students will be able to request to be moved between virtual and in-person instruction. All efforts will be made to provide a smooth transition; however, depending on the grade level and content area, the teacher of record may or may not remain the same. In extenuating circumstances, parents will be allowed to change their student’s learning environment.

The following criteria will be considered if a student requests a change in instructional methods (in-person or virtual):

1. The student tests positive for COVID-19;
2. The student has a family member or someone in the home who tests positive for COVID-19;
3. The student has been in close contact with someone who has tested positive for COVID-19;
4. Students with certain underlying medical conditions who are considered at risk for severe for illness from COVID-19 as defined by the CDC; and/or
5. Parent/guardian provides written documentation that the child can no longer be supervised in the home due to parent/guardian work/employment status.

The parent or guardian should make a request in writing to the child’s principal requesting the change in delivery method that includes the reason for the requested change. The change request will be reviewed by the principal or designee to determine the feasibility of the requested change. The parent/guardian will be notified of next steps. The child will continue to participate in the original mode of delivery until the request has been finalized and the parent notified of the change.

LRSD teachers will be utilized to provide the online instruction. Principals will designate teachers from their building who will provide the fully virtual instruction. If a child changes their mode of instructional delivery, they may be assigned to a different teacher, but content and objectives will remain the same. The only exception might be in some secondary elective classes where virtual instructors may be utilized outside of LRSD. To the extent possible, teachers from the students’ assigned school will be utilized to provide the virtual instruction.

**CRITERIA FOR SELECTION OF VIRTUAL TEACHERS**

All teaching assignments will be made by the building principal in consultation with the building level Ready for Learning Team or interview team as determined by the principal. All teaching assignments are made at the final discretion of the building principal to best serve student needs. HR will intervene in a staff member’s placement when the staff member has requested FMLA/ADA or related accommodation. Staffing decisions in relation to FMLA/ADA must be approved by the Executive Director of Human Resources. All teachers, both

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in person and virtual, will participate in training on the District’s Learning Management System, Schoology.

**HSMHS Teachers**

Teachers will utilize the district’s Learning Management System (LMS), Schoology, regularly to enhance instruction and student engagement. All students will have the opportunity to check out a District technology device. Parents will be expected to complete a technology agreement. Schoology was selected based on stakeholder input because it easily integrates with eSchool, provides a central location for communications between teachers and families, and allows for integration of resources into one place. More information about Schoology can be accessed here: [Getting Started with Schoology](#). Training for students, parents, and educators will be provided in the use of the system.

Schoology is a tool to enhance learning by bringing all resources to one place for teachers and students. Teachers can build entire lessons or parts of lessons inside of Schoology and incorporate a variety of learning experiences such as videos, student discussion boards, video conferencing, assessments, and collaborative projects. For parents, Schoology is the place to communicate, get assignments, monitor grades, and track their child’s progress, all in one place. Schoology removes the need for using multiple apps. Students can submit their work as a shared document, video, picture or directly into the assignment response box as created by the teacher.

Support for teachers will be provided by the C&I team regularly throughout the school year during collaborative team meetings, virtual support sessions and faculty meetings. Collaborative teams will work together to build common lessons, assessments and share resources.

Teachers will utilize technology to enhance their lessons whether they are teaching students in-person or virtually. Teachers will NOT be required to teach a mixed classroom where some students are in-person and some are at home viewing the classroom live. Depending on the number of students who will be receiving full virtual instruction, teachers in grades 6-12 may have a period or more of full virtual instruction while other periods are in-person. Determination about who will teach virtually will be made closer to the start of school once the number of students who will require virtual delivery is finalized.

Teachers will enter grades into Schoology which will automatically populate in the Teacher Access Center (TAC).

No matter the mode of delivery, our main concern is that students demonstrate their learning and understanding of content.

**VIRTUAL LEARNING**

HSMHS will provide a device for any student who needs one in order for them to participate in virtual learning. The district is currently working with multiple partners to find solutions to broadband connectivity.
Virtual learning will be a quality choice, however parents are encouraged to carefully weigh the options of in-person and virtual instruction. Students participating virtually will require more direct support from parents or guardians. The school will provide support and instruction, but will not have the same level of direct supervision of students working on assignments. Students will have the opportunity to enroll in the same courses (electives, AP, regular courses) regardless of their mode of delivery and may participate in any extracurricular activities. Students will have interaction with their teachers daily based on a set schedule that will be provided.

Teachers will monitor student learning and engagement via Schoology as well as hold virtual sessions with students in whole group, small group or one-on-one settings. Teachers will provide daily assignments and assessments regularly via Schoology. Students will be expected to login to Schoology daily as attendance will be taken based on student access and completion of daily assignments. Grades will be taken on assignments required by their teacher. Students who are not engaging in the learning will be supported according to the building’s established Virtual Learning protocol. Students who are not successful in the virtual environment for attendance, lack of engagement, or other factors will be monitored and supported or change of delivery mode should be considered.

**IN-PERSON LEARNING**

Families who choose in-person instruction will also be choosing to follow the safety protocols established for on-site instruction. This includes the use of face coverings, physical distancing and maintaining a clean environment. All K-12 students will be required to wear face coverings while transitioning in hallways or in common areas. Teachers will provide instruction based on a set schedule. Schoology will be utilized regularly to enhance student learning and engagement. HSMHS will implement a A/B block schedule to minimize student movement.

**REMOTE LEARNING**

In the event the district is required to implement remote learning district-wide or in one building, teachers will monitor student learning and engagement via Schoology as well as hold virtual sessions with students in whole group, small group or one-on-one settings. Teachers will provide daily assignments and assessments via Schoology. Students will be expected to login to Schoology daily and attendance will be taken based on student access and completion of daily assignments. Grades will be taken on assignments required by their teacher. Students who are not engaging in the learning will be supported according to the building’s established Virtual Learning protocol. Students will remain enrolled in their courses and will have interaction with their teachers daily based on a set schedule that will be provided.

**GRADING POLICY**

**GRADING AND ATTENDANCE** LRSD grading policy will be followed for all students. To receive credit for the courses enrolled, students are expected to complete their assignments. Grades will be calculated based
on student work completed. Teachers are required to enter at least one grade per subject per week. Student attendance will be taken daily in both the virtual and in-person setting. Student attendance will be taken daily in both the virtual and in-person environment. In the virtual environment, students/parents will have until 12 midnight daily to login to the District’s Learning Management System for attendance purposes and complete the daily assignment.

**COMPLETION PROTOCOLS** LRSD attendance policy will be followed for all students. Students not making progress or opting not to participate during virtual instruction will be provided support from the teacher and principal. If non-participation continues, the student will be subject to failing the year/course. The students will be eligible for summer school or virtual summer school to make up credits. Attendance will be taken daily based on participation in online assignments and access to Schoology.

**STUDENT SERVICES/ SPECIAL PROGRAMS**

Students who receive special services such as Special Education, 504, English Language Learners, Dyslexia services, or Gifted and Talented services will receive their instruction in both the virtual and in-person environments. It is important to work with parents and students to identify barriers during this transition.

**SPECIAL EDUCATION**

- All students who have an Individualized Education Program (IEP) will receive special education services. Parents or guardians are encouraged to contact their child’s teacher or school administrator with concerns.
- Secondary special education supervisors will meet with department chairs bi-monthly the first two months of the school year to provide technical assistance as needed.
- Elementary special education supervisors will meet monthly with Sped Teachers for technical assistance.
- Parents/teachers may request conferences at any time to discuss programming.
- Parent notifications regarding IEPs will follow due process procedures as outlined in Procedural safeguards.
- Parents of children who receive special education services will be notified of any district-wide processes or changes as would all students (Parent Link).

**RESOURCE SERVICES**

- Resource services will be provided according to a student’s IEP. Resource teachers will provide/send modifications to general education teachers. General education teachers are required to implement/apply the modifications to the assigned classwork.
- Co-teachers should plan with the general education teachers in order to assist with instruction and modifications for students.
SPEECH AND OT/PT THERAPY

○ Speech and OT/PT-Therapy will be provided according to the IEPs. Telehealth therapy will be provided for students who choose the virtual instruction.

SELF-CONTAINED CLASSROOMS

○ CBI / Functional Curriculum self-contained teachers will implement IEPs, and will continue to utilize Unique Learning/N2Y curriculum for instruction.
○ There will NOT be off-site field trips during the school year. This directive will be revisited should current conditions regarding the spread of COVID-19 improve during the 2020-21 school year.
○ Self-contained students (Social Emotional/Behavior classes) will access the general education curriculum via Schoology.
○ Secondary CBI/Functional curriculum students will not attend off-campus work sites and field trips. Vocational, domestic, recreation/leisure and community domains skills experiences will be simulated within the school and classrooms. Speech and OT therapists may assist with facilitating these skills.
○ Virtual teachers may be different from the assigned classroom teacher at the student’s schools. This will not affect the students’ assigned schools or classrooms.
○ Parents of virtual students may request conferences, meetings or support via Schoology, phone or email.

504

○ Building coordinators will provide accommodation plans to teachers. Coordinators will provide individual 504 accommodation plans to his/her teachers, AP, counselor, interventionist, and any other person who serves the student.
○ Teachers are expected to follow the accommodation plans as written in both the virtual and in-person environments.
○ Professional Development for staff will be provided in the building.
○ This virtual professional development will take the place of the usual in-person meeting.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) Students receiving ESOL services will continue to receive those in both the on-site and virtual settings. These services are differentiated based on the student’s level of English proficiency as measured with the ELPA 21 Screener or Summative results from 2020. The types of adaptations and modifications individual students receive are articulated in each English Learner’s Annual Review. All data and review information is recorded in Ellevation Education. The table below describes the support that may be provided based on the student’s EL status. All supports will be outlined in the student’s Language Proficiency Assessment Committee’s (LPAC) plan. Virtual teachers will be utilized to provide appropriate instruction for Level 1 students at all grade levels. The district’s virtual teachers will be trained in ESOL Methodologies as are appropriate for teaching ELs at different levels of English Proficiency.

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<table>
<thead>
<tr>
<th>Grade Levels</th>
<th>Level 1- Newcomers</th>
<th>Level 2- Intermediate</th>
<th>Level 3- Proficient</th>
</tr>
</thead>
<tbody>
<tr>
<td>9-12</td>
<td>Rosetta Stone software will be used to help students acquire English proficiency. Teacher-led lessons in small groups to meet their growing proficiency needs would include a high emphasis on students following activities led by a virtual teacher to include listening and speaking initially. Modifications and adaptations to lessons as outlined in the LPAC. English Language Development (ELD) classes will be organized around grammar instruction, vocabulary development, and building background for the ELA content taught in the ESOL English courses.</td>
<td>Lexia Core 5 software will be accessible online to students who are ready to extend their learning to read opportunities. English Learners will be monitored for usage by their teacher. Mini lessons will be provided as needed by the teacher. Modifications and adaptations to lessons as outlined in the LPAC. English Language Development (ELD) classes will be organized around grammar instruction, vocabulary development, and building background for the ELA content taught in the ESOL English courses.</td>
<td>Lexia PowerUp software will be accessible online to students who are ready to extend their learning to read opportunities. English Learners will be monitored for usage by their virtual teacher. Mini lessons will be provided as needed by the virtual teacher. English Learners at this level should be able to participate in lessons with some small teacher intervention and support. Virtual teachers will address domain specific needs based on the most recent ELPA 21 scores for individual students</td>
</tr>
</tbody>
</table>

**DYSLEXIA** Dyslexia intervention will be provided by a LRSD teacher who has received training in providing dyslexia intervention. The dyslexia intervention programs used by the Little Rock School District at the high school level is the Wilson Reading System in grades 2-12 with additional phonological awareness instruction with Heggerty and Equipped for Reading Success.

Students with characteristics of dyslexia typically struggle with phonological and phonemic awareness, therefore it is very important for students to see the teacher’s mouth position during instruction. To accommodate for this and keep students and teachers safe, LRSD will provide dyslexia intervention providers with a clear face shield to wear during in-person intervention.

In the virtual environment, students will participate in live instruction with scheduled video conferencing sessions with their teacher. Physical components of the program may be modified to better meet the needs of virtual learners (ex. Using google slides to display word cards instead of holding paper word cards up to the camera). Students will need the following materials to participate in video conferencing lessons: student...
Students who choose the virtual option will need to pick up their materials from their school. In the event of a school closure, teachers will send the materials home with students.

**GIFTED AND TALENTED**

Students identified for services provided by LRSD Gifted programs will continue to receive services as aligned with state guidelines:

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Program Options- Traditional School</th>
<th>Program Options- Virtual Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>9-12</td>
<td>Identified Gifted and Talented students will receive support services via the following program options: ● GT Seminar Classes ● GT Course Content Classes ● Pre-Advanced Placement Courses ● Advanced Placement Courses ● Monthly Affective Needs Support Meetings provided by secondary specialists ● Additional Opportunities provided virtually through programs such as Destination Imagination and the Stock Market Game and others.</td>
<td>Identified Gifted and Talented students will receive services through the program option for which they are participating via Schoology: ● GT Seminar Classes ● GT Course Content Classes ● Pre-Advanced Placement Courses Advanced Placement Courses ● Monthly Affective Needs Support Meetings provided by secondary specialists ● Additional Opportunities provided virtually through programs such as Destination Imagination and the Stock Market Game and others.</td>
</tr>
</tbody>
</table>

**ALTERNATIVE AGENCIES**

**DAY TREATMENT FACILITIES (Horizons and Methodist)**

LRSD contracts with day treatment facilities to serve students in their private facilities. LRSD provides transportation as well as OT, PT, Speech Therapy, and School Psychology Specialist services as needed and/or according to the student’s IEP. Both facilities will provide on-site and virtual learning opportunities to students and will follow CDC, LRSD, and facility guidelines. Since the facilities are private and serve several districts, the use of paper packets might be needed to supplement virtual learning for students. Both facilities will follow LRSD procedures regarding teaching new material, attendance, and grades as well as following IDEA regarding students with IEPs. LRSD Coordinators will continue to provide technical support to the teachers and administrators at these facilities for students who receive services under IDEA or Section 504.

**CORRECTIONAL FACILITIES (JDC and PCDC)**

LRSD provides educational services as well as services under IDEA for students who are detained in either
facility to the age of 18 for general education students and age 21 for students served under IDEA. The Student Services Juvenile Detention Center Coordinator for LRSD will coordinate services with the local correctional facilities. LRSD personnel will continue to serve students either on-site and/or virtually as allowed by the facility and following CDC, PUCO, and LRSD guidelines.

**RESIDENTIAL FACILITIES (including Easter Seals)**

LRSD Coordinators will continue to provide technical support to the teachers and administrators at these facilities for students who receive services under IDEA. These facilities employ their own teachers and therapists and provide educational and therapeutic services on a different schedule than LRSD.

**SECTION IV: EXTRACURRICULAR**

LRSD will follow the most current ADH guidance related to extracurricular activities. All students will be allowed to participate in extracurricular activities.

**ATHLETICS**

The Arkansas Activities Association is preparing to follow the athletic calendar for all fall athletics. The District will follow the guidance from AAA and ADH regarding all protocols. Students who participate in the Virtual Instruction option are able to participate in the District’s Athletic program.

**FINE ARTS**

The Arkansas Activities Association and officials at the Arkansas Department of Health have not yet established guidelines governing instrumental music, marching band, concert band, ensemble or inside rehearsals.

LRSD will continue to monitor for the most updated guidance on music instruction and will provide District guidance once ADC has issued the guidelines.

Elementary and Secondary art instruction will be offered on-site and virtually. Virtual visual art students will be provided minimal home art kits to accommodate a modified virtual art curriculum.

**CAREER TECHNICAL EDUCATION COURSES**

Students, in both the virtual and in person learning environments, will be able to enroll in CTE courses. Due to the interactive nature of some of the CTE courses, students who are in the virtual learning environment may be required to attend courses in person that are held at Metropolitan Center. Students should speak with their counselor to see if they will be required to attend face-to-face CTE classes and determine if they should request a schedule change. Transportation will not be provided for virtual students.

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to attend face-to-face CTE classes, virtual students must provide their own transportation or choose a different elective course.

ADDITIONAL GUIDANCE:

NURSE (NON-COVID SITUATIONS)

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

When students develop other signs of illness (not related to Covid) or injury during the day the teacher will call the Health Room to notify the nurse to expect a student in need. The nurse will follow the Health Services Operations Manual for providing care. Students who receive treatment and are determined to be 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.

All Vision and hearing screenings will be done while maintaining appropriate physical distancing to the extent possible. Face covering and shields will be worn at all times unless removed for brief interactions needed to conduct screening.

To support the health of our students, families and employees, the district nurses will coordinate School Flu Vaccine clinics with the Arkansas Department of Health.