



El Dorado
SCHOOL DISTRICT

*Ready for Learning - Continuity of
Services*
FOR THE 2021-22 SCHOOL YEAR

WWW.ELDORADOPUBLICSCHOOLS.ORG

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INTRODUCTION

El Dorado School District's Ready for Learning Plan was created with input from parents, teachers, administrators and district level staff. This plan is intended to guide the re-opening of our school buildings and give information about Wildcat Online Academy and remote learning. The guidelines referenced in this plan are based on guidance from the Department of Elementary and Secondary Education (DESE) and the Arkansas Department of Health (ADH). Regular updates will be based on information provided by the ADH, DESE, and applicable federal, state and local agencies.

SECTION I: HEALTH, SAFETY & LOGISTICS FOR STUDENTS, STAFF & VISITORS

TIMELINE & ACTIONS

The following steps have or will be taken in developing and communicating this plan.

Timing	Actions
June 2021	<ul style="list-style-type: none">• Distributed Stakeholder Survey about delivery in Spring 2020 and concerns for Fall 2021• Conducted Focus Groups (based upon survey feedback) with parents, teachers and administrators• Draft Ready for Learning Plan• Allocated CARES funding• Ordered devices and PPE• Prepare buildings and transportation for reopen with thorough cleaning and disinfecting• Teacher teams established Essential Standards in ELA and Math• Published Instruction Options FAQs for Blended Learning and Wildcat Online Academy• Plan social emotional training for parents and educators
July 2021	<ul style="list-style-type: none">• Instructional Facilitators and District Chairs revise curriculum documents• Returned to limited onsite activities such as on-site training with restrictions based on ADH Directives and Guidance that include physical distancing, face coverings, limited capacity if recommended by ADH, etc.• Survey teachers and administrators• Parent Survey regarding method of delivery• Engage stakeholders in providing feedback on Draft Ready for Learning Plan• Finalize Ready for Learning Plan

August 2021	<ul style="list-style-type: none"> • Determine what restrictions/guidelines stay in place. • Implement Ready for Learning Plan by expanding onsite operations based on recommendations and data from DESE, ADH, Arkansas Governor, and applicable state and local agencies • Provide ongoing Professional Development for educators • Provide ongoing support for parents and students • Open school (In-person & Virtual options)
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HEALTH & SCREENING INFORMATION

The following guidelines are based on the Department of Elementary and Secondary Education (DESE) and the Arkansas Department of Health (ADH) guidelines. Should those guidelines change, the El Dorado School District guidelines will change as well.

STAFF SCREENING

Staff should stay at home if they are ill. Any staff member with a fever of 100.4 degrees or greater or symptoms of possible COVID-19 virus infection should not be present in school and the school nurse and administrator should be notified.

STUDENT SCREENING

All students are required to be screened and complete temperature checks prior to arriving at school daily. Parents should keep their child at home if they are ill. Any student with a fever of 100.4 degrees or greater or symptoms of possible COVID-19 virus infection should not be present in school and the school nurse should be notified.

ILLNESS PROTOCOLS

ESD is aligned with the ADH and CDC guidelines regarding symptom screening and what to do if a student or school staff member becomes sick with COVID-19 symptoms. Nurses will refer to the [school communication COVID-19 flow chart](#) if/when a student or staff member shows symptoms. The school nurse will have a separate room/area for ill students or staff to isolate them and utilize appropriate personal protective equipment (PPE). Students must be fever free for 48 hours after any sickness/illness before returning to school.

If a positive case of COVID-19 is confirmed from one of our schools, the District will follow the ADH and the [Arkansas Department of Education’s Response Levels](#) guidelines.

STAFF & STUDENT SAFETY

The safety of our students and staff is of the utmost importance to El Dorado Schools. The guidance below is based on that of the ADH and DESE to provide a safe and healthy environment for all who enter our buildings.

TRAVEL RESTRICTIONS

Travel to conferences and workshops are to be pre-approved by the office of the Superintendent.

MASKS/FACE COVERINGS

All staff and students will be required to wear masks/face coverings in common areas such as hallways and restrooms, during transitions between classes and on buses. All students grades K-12 will also be required to wear masks/face covering when social distancing is not feasible in the classrooms. Masks/face coverings may be removed in the cafeteria while eating and drinking and when outdoors. Masks/ face coverings must be accessible at all times.

All face masks must be worn properly and meet district policy in regard to clothing. According to the Student Handbook, clothing and accessories that are not allowed include, but are not limited to, the following: "Clothing that displays obscenities, promotes violence, including pictures of guns or other weapons, has sexual implication/content or has reference to alcoholic beverages, tobacco or illegal substances." The face covering material or depictions should not be a disruption to the learning environment.

TOUCHLESS SANITATION STATIONS

Hand Sanitizing Stations will be located at all building entrances, cafeteria entrances, restrooms, bus entrances, and in high traffic areas, such as hallways. Students will use these stations to sanitize one at a time.

SEATING

For the safety and well-being of our students and staff, seating charts, class lists, bus/class lines, and cafeteria seating will be specific at each school.

SANITATION TRAINING, PROTOCOLS & BUILDING PROCEDURES

[ESD COVID-19 Hygiene Video](#)

CLASSROOM SANITATION & SOCIAL DISTANCING

All high traffic surfaces in the classrooms will be thoroughly cleaned and sanitized daily by SSC (ESD's janitorial service). This includes all desks, chairs, pencils, pencil sharpeners, sanitation areas (tissue/hand sanitizer stations), door knobs, and other frequently touched surfaces being wiped down with approved disinfectant.

In classrooms, space will be maximized between desks and tables with furniture being arranged as far apart as feasible to accommodate social distancing.

Doors will be labeled for one way entering and exiting when feasible.

Performance Classes

ADH guidelines will be followed.

Technology

A Chromebook will be assigned to all 5th-12th grade students shortly after the beginning of school.

BUILDING PROCEDURES & PROTOCOLS

Hallways

Tape and arrows may be placed in the hallway to direct traffic and dots may be used to show appropriate social distancing. Since social distancing is not feasible during class changes, face masks will be required.

Restrooms

SSC will be responsible for restroom sanitization. Bathrooms will receive frequent cleaning and disinfection.

Masks/face coverings will be required in the restroom. Touchless faucets will be installed in all bathrooms. Hand Sanitation Stations will be located outside each restroom for students to sanitize when entering and exiting the restrooms.

Cafeteria

Cafeteria staff will sanitize all tables with soapy water before lunch shifts begin. The tables will be wiped between each lunch shift. The cafeteria staff will wear masks/face coverings and gloves while serving food. Elementary students will continue breakfast in the classroom with teacher, student, or cafeteria staff retrieving the carts but only the teacher or cafeteria staff handing out the food individually.

The teacher will ensure that the classroom tables are wiped before serving breakfast.

Cafeteria procedures for breakfast and lunch will be determined by each school. Start and end times for lunch will be staggered and will be determined by each school.

Cafeteria workers will be ready before time. This is crucial in order to have this run as smoothly as possible. Tape and arrows will be used to keep the flow of traffic moving while allowing for social distancing.

Hydration Stations/Water Bottles

Students are encouraged to bring a clear water bottle daily. Touchless water hydration stations will be available for students to refill water bottles.

Staff Workrooms/Lounges/Offices

Staff who use workrooms, lounges or shared offices will sanitize hands before and after the use of copy machines and other equipment. Staff may eat in lounge/teacher areas only when social distancing allows. School offices will allow for social distancing of personnel and will be arranged at six feet apart when feasible.

PARENT/VISITOR INFORMATION

For the health and safety of our staff, students and community, no visitors, including guardians/parents, will be permitted in classrooms, cafeterias, or common areas.

To limit the number of people in the building and to allow for better physical distancing, all meetings with administrators, counselors, nurses, etc. must be done by appointment. In all meetings with parents/guardians, masks must be worn. Parents/guardians will have the option for a virtual or tele-meeting if they are unable to attend in person.

STUDENT CHECK-IN/OUT

Parents/Guardians may check students in and out in the reception area after 8:00 a.m. Each building will determine how many people can be in the foyer/reception area at one time to allow for social distancing. Doors will be labeled for one-way entering and exiting when feasible. Parents are required to wear masks/face coverings when coming into the reception area.

PARENT-TEACHER CONFERENCES

For Parent/Teacher Conferences, teachers will prepare a progress report that shares information about the student to be given to homeroom teachers. Parents/guardians will meet with the homeroom teacher only. Homeroom teachers will schedule appointments with their homeroom students in order to avoid congregating in the halls. The parent/guardian may schedule an appointment in advance with the other teachers if needed.

RESOURCES FOR SECTION I

[COVID-19 Planning Considerations: Guidance for School Re-entry](#)

[PLANNING FOR RE-ENGAGEMENT](#)

https://www.healthy.arkansas.gov/images/uploads/pdf/COVID-19_No_Entry.pdf

[Screening Questions](#)

[School Communication Flow Chart-COVID-1](#)

SECTION II: ACADEMICS

One of ESD's primary concerns is that we are able to continue Teaching and Learning for All, meeting the academic needs of each student as we return to instruction. El Dorado School District is offering two school options for the 2020-21 school year: 1) Blended On-site Instruction and 2) 100% Online Instruction through Wildcat Online Academy. Please go to eldoradopublicschools.org for more information

BLENDED ON-SITE INSTRUCTION

On-site instruction will be provided at all of our schools in a setting that follows the guidelines of the Arkansas Department of Health (ADH).

Blended on-site learning is a combination of face-to-face instruction along with online instruction in the classroom that allows for an easy transition to online learning in the event of school closures. A Google Chromebook will be provided to each student in grades 5-12 for the 21-22 school year. Parents and students who choose Blended On-Site Instruction agree to adhere to the health and safety protocols as outlined in Section I of this plan.

In the event that the district has to pivot to remote learning for one building or district-wide, students will continue learning through Google Classroom, monitored and taught by their El Dorado School District teachers.

EXPECTATIONS & PREPARATIONS FOR REMOTE LEARNING

Teachers

The El Dorado School District will provide training and support to teachers to help prepare for Remote Learning.

- Professional Development will be provided to teachers in August on blended learning, Google Classroom, recording of lessons and Google Meets, etc. Each principal will identify needed PD sessions and coordinate with their staff and Vartek staff to offer them.
- Professional Growth Plans will focus on the development and implementation of blended learning instructional strategies. Administrators will support teachers during the year through observation of live-taught and recorded lessons as well as Google Classrooms.

When transitioning to Remote Learning, teachers will be expected to maintain current expectations already in place. These expectations include:

- Lesson plans submitted by Monday 8 a.m.
- Grades from the previous week updated in eSchool by the end of day Tuesday.
- Attendance entered by the end of the following day.
- Participate in all PLC and faculty meetings.
- Follow 504s and IEPs. Ask for help when needed.

- Respond to emails within one school day.
- Contact parents as needed for students in danger of failing/underperforming. Maintain a contact log.

Expectations for teachers that are specific to Remote Learning include:

- Be on-campus as noted per grade level schedule during remote learning. If a teacher needs to bring their school aged child with them to campus, that child must follow the same health screening procedures as staff and stay with the teacher at all times.
- Set after school office hours per grade level schedule. The specific hour will be consistent and shared with the principal. (5pm-9pm)
- Record attendance for the previous day. Use an attendance ticket if no other assignment is posted for that day.
- Class time should include new learning. Remote learning is not just review time waiting to return to on-site.
- Online tools used need to follow the approved list for remote learning. This is a parent-focused requirement to minimize the number of tools a parent needs to learn to assist their student during remote learning days. If a teacher discovers a new instructional tool, the tool must be presented to their technology committee representative for approval.

Students

Students will be required to complete online assignments and participate in online meetings to receive credit for attendance and grades. Student expectations for Remote Learning will include:

- Grades will be earned and based on new learning.
- Log-in and review Google Classroom and email daily.
- Complete lessons and any attendance lessons by 8 a.m. the following school day.
- Follow the assigned schedule.
- Attend live lessons unless unable to do so due to illness or internet issues. Contact teacher within 24 hours of the conflict.
- Make-up class/work missed within school guidelines: A day to make up work for a day missed.
- Contact teachers as needed for additional assistance with digital lessons or issues with technology/device.
- Follow behavioral expectations and norms outlined in the school handbook and established in each classroom.
- Follow appropriate behavior for Google meets (mic turned off, etc)
- Follow academic honesty when submitting work. For example, no submitting another student's work or cheating during assessments.

Parents

Remote learning for the 2021-22 school year will be rigorous and aligned with the curriculum being taught in El Dorado Schools if/when it becomes necessary for schools to close. New

curriculum will be introduced during Remote Learning and your child's participation and motivation to stay on track will be critical.

The El Dorado School District will help parents prepare for remote learning by:

- Parents will be asked to sign an acknowledgement on a separate Remote Learning/Pivot Strategy information sheet at the beginning of the school year. The sheet will include parent, student, and teacher expectations along with the weekly schedule for remote learning days.
- Each building will ensure each student is comfortable with using Google Classroom if the need to pivot occurs.
- The district/grade level will prepare a Parent Guide to Remote Learning. This handout will include the sites and steps to log-in to the technology/tools for their campus as well as parent and student expectations.

Parents of Remote Learning Students should expect the following:

- New learning will occur during remote learning. A student can fail if work is not completed and/or assessments receive a failing grade.
- Monitor your student's learning by checking Google Classroom for lessons and assignments and checking HAC for attendance and grades.
- Contact the teacher or school office if your student is having trouble with their device, internet, or logging into platforms such as Google Classroom.
- If the student is sick and unavailable to complete assignments, contact the school office.
- Teachers will respond to parent emails within one school day. Emails sent during the weekend may not be replied to until the end of the following Monday.

To help your child succeed with Remote Learning, look at the tips for Video Conferencing in Section IV of this plan.

SECTION III: HUMAN RESOURCES

LEAVE OF ABSENCE

El Dorado School District has an unpaid Leave of Absence policy for anyone needing to take leave due to reasons not covered by other policies. The Leave of Absence request is due to the Assistant Superintendent by Friday, July 31. Click here for more information on the [Leave of Absence](#) policy.

SECTION IV: HELPFUL RESOURCES

DEFINITIONS OF IMPORTANT TERMS in SECTION I	
POINT OF CONTACT (P.O.C.)	A district employee appointed by the Superintendent to be responsible for contacting the School Hotline when a Confirmed Positive is identified within the district. This person will work with other school personnel to identify Probable Close Contacts within the district and share information with and be the liaison between the school district and Department of Elementary and Secondary Education. This person must be accessible after hours and weekends. (School Communication Flow Chart: COVID-19) **Debbie McAdams is ESD's assigned P.O.C.
PROBABLE CLOSE CONTACT	District identified individuals that have likely 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, unless face coverings are used by both people. This person(s) will be expected to self-quarantine immediately for 10 days from the last date of contact with the positive case.
CLOSE CONTACT	An individual confirmed by ADH Contact Tracing who was within 6 feet for 15 cumulative minutes or longer within a 24-hour period a person who has tested positive for COVID-19 during the infectious period, unless face coverings are used by both people. The Close Contact will be required to self-quarantine for 10 days from the last date of contact with the infected person.
SECONDARY CONTACT	An individual who has had contact with someone identified as a Close Contact to a person who has tested positive for COVID-19. These individuals do not require quarantine.
QUARANTINE	In accordance with new CDC guidelines, quarantine can end after 10 days without testing if no symptoms have occurred. Or, it can end after 7 days if no symptoms have occurred and a test returned a negative result. Note that the test sample must have been collected at least 5 days after exposure. Send-off PCR tests are preferred, but rapid PCR or antigen tests are acceptable. If you are exposed again during quarantine, the period must start over again. If you develop symptoms or test positive for COVID-19

	during the quarantine period, you must follow the instructions for isolating yourself.
ISOLATION	Required for someone who has tested positive for COVID-19. This person must attempt to completely separate themselves from others for a minimum of 10 days; however, other criteria may apply when the person is either symptomatic or asymptomatic.
FEASIBLE	capable of being done or accomplished
TRANSITION	movement or change from one position to another

DEFINITIONS OF IMPORTANT TERMS in SECTION II	
PIVOT	To turn on a fixed point. Our fixed point is providing instruction to students. When directed by the DESE/ADH to close school on-site, we will pivot to remote learning (AMI) in order to continue providing instruction for students.
BLENDED (ON-SITE) LEARNING	Students attend school regularly, learning through online media as well as face-to-face teaching. This instructional approach will be intentionally implemented for on-site learning to facilitate a smooth transition, when needed, to remote learning.
REMOTE LEARNING	Students attend class online through Google Classroom from their home. If a school is closed, students would be able to continue school through remote learning.
GOOGLE CLASSROOM	An online platform used on-site and remotely for online learning.
LEARNING MANAGEMENT SYSTEM (LMS)	The LMS is the system used for online learning. It will be used to correspond between teacher and student, receive and turn in assignments and receive feedback from teachers. The LMS El Dorado Schools will use is Google Classroom.

HOME ACCESS CENTER (HAC)	The portal used by ESD to allow parent/guardian access to their student's attendance and grades. Parents/Guardians are able to see student schedules and contact teachers via email as well.
STANDARDS BASED REPORTING (SBR)	In Kindergarten through 2nd grade, students' academic performance is measured relative to the grade level standards. Standards specify what all students should know and be able to do, as well as the level at which they need to know it.