

Cutter Morning Star
Ready for Learning Plan
2020-2021 School Year

1. Letter from Superintendent

Dear Cutter Morning Star Family:

Cutter Morning Star remains committed to providing a high-quality education for all students. Health, safety, and security will always be our greatest priority for our students. However, as we approach the new school year, in a time no one could have imagined, we know that all students, staff, and families will have many questions and concerns for what the new school year will look like. While we do not have all of the answers, our hope is that this document will provide some answers to your questions. We will continue to update this document as new information arrives.

The information in this document has been created from the latest information and feedback from the Governor's Office, Arkansas Department of Health, Division for Elementary and Secondary Education, educational leaders, health care professionals, and various organizations and groups..

The information within this document is subject to change. However, it is our desire to continue to receive feedback from our community of teachers, parents, students, and community members as we move closer to the start of school on August 24th.

Our kids need our teachers. Our teachers need to connect with our students. Teachers are a vital part of the growth of our students for their academic and social/emotional development. We need our students in school every day to be able to support them in all the ways they need us.

The Journal of American Medical Association reports that children younger than 10 years account for only 1% of COVID-19 cases. While that may be comforting to some it does not reduce our commitment to protecting your child and our teachers. Furthermore, the social/emotional impact on students from this pandemic could be more damaging than the virus itself. Therefore, we need to remain vigilant and united to do the best we can to start school on August 24th.

[The American Academy of Pediatrics strongly advocates that all policy considerations for the coming school year should start with a goal of having students physically present in school. The importance of in-person learning is well-documented, and there is already evidence of the negative impacts on children because of school closures in the spring of 2020. Lengthy time away from school and associated interruption of supportive services often results in social isolation, making it difficult for schools to identify and address important learning deficits as well as child and adolescent physical or sexual abuse, substance use, depression, and suicidal

ideation. This, in turn, places children and adolescents at considerable risk of morbidity and, in some cases, mortality. Beyond the educational impact and social impact of school closures, there has been substantial impact on food security and physical activity for children and families.

Policy makers must also consider the mounting evidence regarding COVID-19 in children and adolescents, including the role they may play in transmission of the infection. SARS-CoV-2 appears to behave differently in children and adolescents than other common respiratory viruses, such as influenza, on which much of the current guidance regarding school closures is based. Although children and adolescents play a major role in amplifying influenza outbreaks, to date, this does not appear to be the case with SARS-CoV-2. Although many questions remain, the preponderance of evidence indicates that children and adolescents are less likely to be symptomatic and less likely to have severe disease resulting from SARS-CoV-2 infection. In addition, children may be less likely to become infected and to spread infection. Policies to mitigate the spread of COVID-19 within schools must be balanced with the known harms to children, adolescents, families, and the community by keeping children at home.

Finally, policymakers should acknowledge that COVID-19 policies are intended to mitigate, not eliminate, risk. No single action or set of actions will completely eliminate the risk of SARS-CoV-2 transmission, but the implementation of several coordinated interventions can greatly reduce that risk. For example, where physical distance cannot be maintained, students (over the age of 2 years) and staff can wear face coverings (when feasible).]

Therefore, we need to remain vigilant and united to do the best we can to start school on August 24th.

Sincerely,

Dr. Nancy Anderson

2. Frequently Ask Questions

Parent Information Guide

Will bus transportation be provided for our students?

- Yes, we are planning to run our normal bus routes at the normally scheduled times. However, **all** students will be required to wear face coverings on school buses per the Governor's order regarding transportation.

What safety measures will be implemented in regard to cleaning and sanitizing our schools and classrooms?

- We will sanitize classrooms, buildings, and playground equipment before, during, and after school hours.
- Support services personnel will thoroughly clean all areas of our school.

How will our classrooms be sanitized throughout the school day?

- Staff will be expected to assist in sanitizing their own work areas, prior to transitioning to another area. Students may assist, where appropriate.
- Each classroom, office, and larger areas will have a spray bottle of disinfectant, gloves, and hand sanitizer.

School buses?

- Each bus will have a spray bottle of disinfectant and/or disposable disinfecting wipes, gloves, and hand sanitizer.
- Sanitizing will occur after each route is completed and students are no longer on the bus.

Will I be able to eat lunch with my student? or bring lunch from a restaurant?

- Until further notice, parents/guardians will not be allowed to eat lunch with their students. The delivery of restaurant food will not be allowed.

Visitation Policy?

- CMS will suspend the parent visitation policy until further notice.

What is the first day of school for students?

- School will begin on Monday, August 24, 2020, as proclaimed by AR Governor on July 9, 2020. This date will not change unless guidance from the Arkansas Department of Health or the Governor's Office advises districts to do so.

Who will be required to wear face coverings?

- Effective July 20, 2020, the Governor's executive order mandates wearing face-coverings in all public places where social distancing is not possible. Therefore, students 5th grade and above will wear a face covering when social distancing is not possible. We recommend that students 4th grade and below wear face coverings.
- CMS will continue to follow the latest guidance from the Governor's Office, Arkansas Department of Health (ADH), and the Division for Elementary and Secondary Education (DESE). We encourage every student to purchase or make a face-covering they are

comfortable wearing. The district will provide one washable, reusable, face-covering per student who may need one. Face coverings will follow current dress code expectations.

- In order to reduce the number of student passengers on our buses, we are asking families to consider taking their children to school, if at all possible.

What will the school day look like for our students?

- Our goal is to have as normal a school day as possible for our students. We will make adjustments depending on what we are being advised to do by our state experts. The district has a contingency plan that may be implemented based upon current guidance or recommendations. We are working on a plan for the younger students to help with transitions. Building principals and classroom teachers will be sending this information home as soon as possible.

Will my elementary student have recess?

- Yes, but we may limit the number of students who go outside for recess. This may require us to have multiple recess schedules or kids will play in small groups or stations in our elementary schools. We will also be using other areas for play areas; MPB, band room, historical gym, space behind after school care, behind administration building, etc.

Will physical or social distancing guidelines be observed?

- Yes, to the extent possible in a public school setting. We realize that there are many situations where this is not practical or best for student learning. We will do what we can to arrange classrooms differently in order to observe physical distancing as much as possible.
- Currently, the guidance is to keep students 6 feet apart in a classroom setting. However, there are physical limitations with some of our classrooms where this would not be possible.

What will happen if a teacher, staff member, or student tests positive for COVID-19?

- If anyone should test positive, we will follow the latest guidance and protocols from the ADH. Our District Point of Contact is **Mrs. Tasha McGhee**, School Nurse. She and her team will work closely with the Department of Health on how to proceed. Her contact number is: **501-385-3719**

Will teachers, students and staff be monitored daily?

- Teachers, students and staff will be monitored. Any persons that are not regularly at school will be screened by our screening tool (substitutes, school personnel from other campuses, student professional services, etc.)
- Parents will be asked to screen their children daily before going to school. Parents should check their child for the following:
 - Fever (100.4 or greater)
 - Cough
 - Shortness of breath
 - Loss of smell or taste
- Further details will follow when they become available

What happens if students are running a fever?

- Our updated procedures are that if any adult or student is running fever must go home and be fever free for 48 hours without medication before they can return. However, we will follow ADH guidelines as recommended related to COVID-19.

Test Exemption practice?

- All students will participate in State Mandated Testing for the 2020-2021 school year.

What will extracurricular activities look like in the fall (i.e. sports, band, choir, theatre, etc.)?

- Our current plans are to have all extracurricular activities begin as scheduled. We are waiting for guidance from the Arkansas Activities Association and DESE.

Where will my student eat lunch if physical distancing is to be followed?

- Lunch plans may look differently at each building. Building principals are exploring how they might schedule a limited number of students in the cafeteria while other students may eat in their classroom or another appropriate location.
- We will continue to have this discussion-based upon new information from our state experts.
- As required students will have assigned seating during the lunch period to help limit contacts.
- Breakfast in the classroom will be expected on the elementary campuses.
- Grab and go breakfast and lunch will be available for some campuses.

If my student chooses Eagles Virtual Academy or Eagles with Options and they qualify for free or reduced lunch, will they be provided a meal?

- Lunch will be provided for pickup on a weekly basis at a central location during specific hours to be announced.
- ***WE MUST HAVE FREE AND REDUCED LUNCH FORMS ON EVERY STUDENT***

3. Building Procedures-Facilities Cleaning Procedures

Facilities Cleaning Procedures for 2020-2021 School Year

In order to comply with the latest sanitation/cleaning requirements, the following procedures will be in place before the start of this school year. We will adjust as guidance and circumstances change.

THE FOLLOWING PROCEDURES WILL BE IN PLACE FOR:

CLASSROOM

- Desks and common areas will be wiped down by (non-custodial) staff at the required times throughout the day, using towels and spray bottles provided.
- Hand sanitizer and disinfectant bottles will be refilled by non-custodial staff as needed.
- Used towels will be placed within the provided trash bag, turned into the building office by 2:30 at the end of the day. Towels will be washed and picked up by non-custodial staff in the building offices the next morning when you check in.

WATER FOUNTAINS

- Use of traditional push-bar/button water fountains will be eliminated.
- We have installed bottle fillers in every building to allow students to fill/refill their water bottles.
- Students will bring their water bottles from home.

PLAYGROUND EQUIPMENT

- Playground equipment will be cleaned throughout the day using a disinfectant. (CDC approved)
- Playground equipment. will be disinfected after the school day is over and ready for use the following day.

BUILDING PROCEDURES & PROTOCOLS

Hallways: Eagles flight paths will be placed in the hallway to direct traffic and Eagles will use appropriate social distancing. If social distancing is not feasible during class changes, face masks will be required.

Restrooms: Restrooms will receive frequent cleaning and disinfection.

Restroom breaks will be structured and scheduled by each building principal. Students in grades 5-12 will use restrooms as needed in between classes. Masks/face coverings will be required in the restroom. Students with a restroom emergency will be required to sanitize their hands before leaving the classroom and upon returning to the classroom.

Cafeteria staff will sanitize all tables with soapy water and then spray them with disinfectant before lunch shifts begin. The tables will be wiped and sprayed again between each lunch shift. The cafeteria staff will wear masks/face coverings and gloves while serving food. The food will be handed to each student individually by a staff member. Students will not self-serve. Elementary students will continue breakfast in the classroom with a 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 or sprayed before serving breakfast.

For grades 7-12, breakfast will be available at school with cafeteria staff handing out breakfast to students. If students are not eating school-provided lunch students must bring their lunch with them to school. **Parents may not drop off outside food to the office.**

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. Eagle Flight paths will be used to keep the flow of traffic moving while allowing for social distancing. Seats, where students can and/or cannot sit, will be marked clearly. Students with a lunchbox will remain in the lunch line in order to sit in their line order.

Please see Chartwell safety Guide if needed.

ROLE OF CUSTODIAL STAFF

- The cleaning company will be responsible for sanitizing hard surfaces outside of the classroom. These are to include, but not limited to, bathrooms, water faucets, door handles, playground areas, and assisting in the cafeterias if needed. The custodial staff

will practice routine deep cleaning of the classrooms each night based on ADH recommendations and fog them daily.

ROLE OF NON-CUSTODIAL STAFF

- Non-custodial staff (Teachers, Aides, etc.) will be responsible for cleaning the areas within the classroom.
- Materials available in each classroom will be as follows:
 - 5 cloth towels
 - 1 spray bottle
 - Spray bottle with (CDC approved) disinfectants based on availability:
 - 1-32oz bottle of hand sanitizer
 - Trash bag to collect used towels
 - Disposable gloves will be provided based on cleaning disinfectant used

4. District Communication Plan

CMS is committed to providing families, employees, and our community with timely and accurate information

There will continue to be regular district wide updates through school messenger when needed. CMS's district website and its social media accounts; Facebook and Twitter will stay up to date to deliver information in a timely manner. Important information and updates will be available on individual school websites and social media accounts as well. Building leaders may utilize School Messenger to deliver information to parents and staff as needed.

To receive information from CMS and your student's school through text or voice message please give your preferred contact information to your student's school during e-school registration.

Contact District Communications

cms.eagles@cmseagles.net or at 501-262-2414 for more information.

5. Safety and Wellness

CMS Nurse will continue coordinating with local, state, and federal governmental agencies including ADH.

School nurse will serve as the primary point of contact for our district COVID-19 related questions. They will contact Mrs. Tasha McGhee, CMS Point of Contact.

tasha.mcgee@cmseagles.net 501-262-2414 ext 180 or 501-385-3719

6. Student Support

Social Emotional Learning (SEL) Plan 2020-2021

District Objective:

A heavy emphasis will be placed on relationship building with students throughout the district.

This is to both provide additional support during this stressful transition and to rebuild academic stamina of students while teaching tools for emotional regulation, problem-solving, and relationship building.

- Emotional Regulation: Skills that help individuals manage thoughts and feelings, and behaviors in a proactive, socially appropriate way.
- Zones of Regulation: A teaching approach to identify and apply regulation skills to build self-regulation and emotional control.
- PBIS: Positive Behavior Interventions and Supports. A framework to view data and practices to guide buildings in the creation of safe and supportive academic environments. PBIS is not a specific program, but rather, a way to evaluate needs and apply strategic interventions to address student SEL needs resulting in greater academic gains and improved student emotional regulation, engagement, and behavior.

Supportive Resources:

Staff: Counselors, Mental Health Liaison, Curriculum Director, Administrators

Teacher Wellness Supports:

Buildings are discussing ways to support teacher health and wellness.

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 CMS School District guidelines will change as well.

STAFF SCREENING

All staff will self-screen and complete the SCREENING TOOL before entering the building each day. The screening tool will be posted at all main entrances of all buildings. 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 or going to the bus stop. 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. If a student has tested positive for COVID-19 and has remained in quarantine for 14 days, they are required to have a letter of release from ADH and be fever free for 48 hours upon returning to school. No names of positive COVID-19 cases will be released by school personnel in accordance with Health Insurance Portability and Accountability Act (HIPAA).

ILLNESS PROTOCOLS

CMS 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 consult the ADH and the [Arkansas Department of Education's Response Levels](#) for guidance.

STAFF & STUDENT SAFETY

The safety of our students and staff is of the utmost importance to Cutter Morning Star School Districts. 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

CMS has discontinued all travel to conferences and workshops until further notice, unless pre-approved by the office of the Superintendent. All travel for student-related activities has also been discontinued, except for AAA events, until further notice.

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 5-12 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 during non-transition times. Masks/ face coverings must be accessible at all times. All students must wear masks/face coverings during small group activities when feasible.

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.

SANITATION STATIONS

Hand Sanitizing stations will be located at all building entrances, cafeteria entrances, restrooms, bus entrances, all classrooms and in high traffic areas, such as hallways. Students will use these stations to sanitize one at a time. All classrooms in the elementary have sinks for frequent hand washing.

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.

CLASSROOM SANITATION & SOCIAL DISTANCING

Non-essential items should be eliminated from the classroom when feasible. During the school day, the surfaces will be cleaned between classes by the classroom teacher or designee with approved disinfectant provided by the district. The last 2-3 minutes of class may be used to ensure proper disinfection. Items such as pillows, couches, and other cloth items that cannot be easily sanitized will not be allowed in classrooms. Learning centers, manipulatives, science lab tools/equipment, instruments, and books used by students will be sanitized between each use. Students will have and use their own school supplies with no sharing of supplies.

In classrooms, space will be maximized between desks and tables with furniture being arranged as far apart as feasible to accommodate social distancing. Teachers will remove non-essential items and items that cannot be disinfected properly.

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

Performance Classes

While performing, speech and choir students will be at a 12' distance from others while speaking or singing without a face covering. Theater classes will adjust their methods within the classroom to allow for social distancing or will wear a mask/face covering when feasible. 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.

Technology

All chromebooks, laptops, ipads, and other technology will be cleaned with disinfectant after each use. To eliminate the sharing of devices, a Chromebook will be assigned to all K-12th grade students shortly after the beginning of school.

Activity Classes

K-4 activity classes will be held in the students' classroom and in the activity teachers classrooms on an alternating basis to allow time for cleaning in between classes. P.E. may go outdoors or remain in the classroom when there is inclement weather.

Playground & Physical Education

Outdoor playgrounds will be regularly cleaned with disinfectant. Hand hygiene should be emphasized before and after the use of these spaces. Playground equipment that cannot be sprayed with disinfectant after each use or where students cannot be socially distanced will not be used. No communal sharing of equipment such as balls or jump ropes will be permitted. These must be sanitized between each use.

During Physical Education classes, contact sports will be avoided. Coaches will plan games that allow for social distancing in advance and shared equipment will not be allowed. Equipment used will be disinfected between each class/group of students.

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. Public use of water fountains will be prohibited. It is recommended that water bottles are washed daily or recycled.

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. No parent volunteers will be allowed in the schools at this time. There will be no large group gatherings allowed, including pep rallies, assemblies, etc.

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.

MORNING DROP-OFF & DISMISSAL PROCEDURES

To allow for social distancing where feasible, each school will expand their morning waiting areas. Dismissal will be on a staggered schedule to allow for social distancing.

For the safety of students and staff, guardians are to remain in their cars. Unfortunately, this means that even on the first day of school, guardians are not allowed to enter the school building or walk students to the school entrance.

STUDENT CHECK-IN/OUT

Parents/Guardians may check students in and out in the reception area after 8:00 a.m. by calling the building office.

Open House

Will be virtualdetails will be coming from each building

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.

DRILLS

Fire drills will be staggered by classrooms at the discretion of each building principal and not held building wide to allow for social distancing.

Tornado drills will be conducted by each teacher on a designated day with staggered times and students will wear masks during the drill.

TRANSPORTATION

Parents are encouraged to use alternative modes of transportation for students who have options available during this time. Students who ride the bus will need to have symptom screening before arriving at the bus stop. Since social distancing is not feasible on a school bus, masks will be worn by all students and drivers. Buses will be disinfected on a regular basis. Field trips are to be handled on a case by case basis at the discretion of the superintendent or designee. Buses will dismiss students by rows in order to maintain social distance.

PIVOTING

One of CMS 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. Cutter Morning Star School District is offering three school options for the 2020-21 school year: 1) Eagles everyday Blended On-site Instruction and 2) 100% Online Instruction through Eagle Virtual Academy. 3.) Eagles with options

Students will be able to request to be moved between online and blended on-site instruction for **extenuating circumstances**. All efforts will be made to provide a smooth transition; however, depending on the grade level and content area, the school and teacher of record may or may not remain the same. We ask that students/parents commit to a semester before requesting a change in instructional methods.

The following criteria will be considered if a student requests a change in instructional methods (online or on-site):

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 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 the 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 no more than five school days.

CMS teachers will be utilized to provide online instruction. Principals will designate teachers from their building who will provide the 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.

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.

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 Canvas Learning, Summit Learning or Seesaw, monitored and taught by their CMS School District teachers.

To provide appropriate instruction for the various grade levels, sample weekly schedules for remote learning are being created. Information on schedules will be distributed to teachers through their building principal. Students and parents will receive a copy of the schedule for their class at the beginning of the school year.

When instructed to do so, students will be expected to pivot any day of the school week into remote learning by following the provided schedule. Setting up LMS and utilizing it, as well as other tools needed for online learning, at the very beginning of school will improve students and teachers ability to pivot to remote learning when required.

Eagle Virtual ACADEMY

The (EVA) is a 100% online option for students, taught by CMS School District teachers.

EVA option allows CMS students in grades K-12 to choose online instruction that is designed and monitored by our certified teachers and/or support staff. While the instruction is mainly delivered via Canvas, Summit Learning, or SeeSaw teacher, student, parent, and peer interaction may occur through video conferencing, email, online classroom chat and comment features, phone calls, and face-to-face meetings. The curriculum of the EVA will align with state standards to provide a rigorous educational environment for students.

Parents and students who choose Eagles Virtual Academy Academy agree to the requirements of the program as outlined.

CRITERIA FOR SELECTION OF VIRTUAL TEACHERS

All teaching assignments will be made by the building principal. . All teaching assignments are made at the final discretion of the building principal to best serve student needs.

EXPECTATIONS & PREPARATIONS FOR REMOTE LEARNING

Teachers

The CMS 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, Canvas, Summit Learning, and Seesaw, recording of lessons and Google Meets, etc. Each principal will identify needed PD sessions and coordinate with their staff.
- 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 LMS.

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 Canvas, Summit Learning, and Seesaw 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 LMS (mic turned off, etc)
- Follow academic honesty when submitting work. For example, no submitting another student's work, having others including family members complete work or cheating during assessments.

Parents

Remote learning for the 2020-21 school year will be rigorous and aligned with the curriculum being taught in CMS District 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 CMS 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 LMS 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 LMS 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 LMS.
- 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.

**CUTTER MORNING STAR SCHOOL DISTRICT
2020-2021**

READY FOR LEARNING RE-ENTRY INFORMATION

OPTION 1 EAGLES EVERYDAY (EE)	OPTION 2 EAGLES VIRTUAL ACADEMY (EVA)	OPTION 3 EAGLES WITH OPTIONS (EWO)
Traditional/Blended Learning (Face to Face Onsite)	All VIRTUAL LEARNING (NO CONTACT)	Some Onsite Face-to-Face and Some Offsite Virtual Learning
Students will be enrolled as normal and will begin school on August 24th.	100% Offsite. (In case of school closure, all students will pivot to this option.)	Some of our students who have special needs or circumstances may choose to come onsite to access their special classes but choose to take Virtual Classes as well.
“ Blended Learning ” is the new term that describes the normal school day WITH Face-to-Face instruction from their classroom teacher AND also SOME technology-based instruction on our new Learning Management Systems (LMS). Students will then be better prepared to learn at home in cases of illness or inclement weather	“ Virtual Learning ” is a parent choice where students do not come to school but learn remotely full time. Teachers will be accessible and the content will be the same as provided to our on-site students. However, students will not be present at school or school events.	“ Dual Onsite and Virtual: Learning ” is reserved for those students who can attend school part of the day but not all day. Our building principals will work with individual students and their families to set up a daily schedule that meets their special needs or circumstances.
Cutter Morning Star will be providing a guaranteed and viable curriculum for all students	Cutter Morning Star will be providing a guaranteed and viable curriculum for all students	Cutter Morning Star will be providing a guaranteed and viable curriculum for all students
We will be using diagnostic assessments to identify learning needs and provide instructional support from our staff.	We will be using diagnostic assessments to identify learning needs and provide instructional support from our staff.	We will be using diagnostic assessments to identify learning needs and provide instructional support from our staff.

<p>LOCATION</p> <ul style="list-style-type: none"> • PreK-6th Grade: CMS Elementary School • 7th-12th Grade: CMS High School 	<p>LOCATION</p> <p>Online Virtual Learning</p>	<p>LOCATION</p> <p>On-Campus and Online Virtual Learning</p>
<p>TEACHERS AND STAFF</p> <p>Cutter Morning Star Certified Teachers</p>	<p>TEACHERS AND STAFF</p> <p>Cutter Morning Star Certified Teachers</p>	<p>TEACHERS AND STAFF</p> <p>Cutter Morning Star Certified Teachers</p>
<p>CURRICULUM</p>	<p>CURRICULUM</p>	<p>CURRICULUM</p>
<ul style="list-style-type: none"> • Teachers will provide daily in-person face-to-face instruction 	<ul style="list-style-type: none"> • Teachers will provide daily instruction and/or support virtually via our Learning Management Systems (LMS) 	<ul style="list-style-type: none"> • Teachers will provide daily in-person instruction when students are on campus and virtually when students are off-site
<ul style="list-style-type: none"> • Teachers will follow the state standards and our district curriculum 	<ul style="list-style-type: none"> • Teachers will follow the state standards and our district curriculum through virtual lessons 	<ul style="list-style-type: none"> • Teachers will follow the state standards and our district curriculum through face-to-face instruction and virtual lessons
<ul style="list-style-type: none"> • Teachers will provide face-to-face instruction as well as enhanced learning through our Learning Management Systems 	<ul style="list-style-type: none"> • Teachers will provide both live and recorded instruction via our Learning Management Systems. 	<ul style="list-style-type: none"> • Teachers will provide face-to-face instruction when students are on-site and live and recorded instruction via our Learning Management Systems when students are learning remotely
<ul style="list-style-type: none"> • Teachers check grades regularly and provide 	<ul style="list-style-type: none"> • Teachers check grades regularly and provide 	<ul style="list-style-type: none"> • Teachers check grades regularly and provide

<p>feedback to students and parents</p>	<p>feedback to students and parents</p>	<p>feedback to students and parents</p>
<ul style="list-style-type: none"> ● Students will learn to use our Learning Management Systems: <ul style="list-style-type: none"> ○ K-4 SeeSaw ○ 5-6 Summit ○ 7-12 Canvas 	<ul style="list-style-type: none"> ● Students will learn to use our Learning Management Systems: <ul style="list-style-type: none"> ○ K-4 SeeSaw ○ 5-6 Summit ○ 7-12 Canvas 	<ul style="list-style-type: none"> ● Students will learn to use our Learning Management Systems: <ul style="list-style-type: none"> ○ K-4 SeeSaw ○ 5-6 Summit ○ 7-12 Canvas
<ul style="list-style-type: none"> ● Students will transition to virtual learning IF required by the district, DESE, ADH, or CDC 	<ul style="list-style-type: none"> ● Content and Instruction will be delivered virtually through our Learning Management Systems: <ul style="list-style-type: none"> ○ K-4 SeeSaw ○ 5-6 Summit ○ 7-12 Canvas 	<ul style="list-style-type: none"> ● Students will transition to ALL virtual learning IF required by the district, DESE, ADH, or CDC
<p>LENGTH OF DAY</p>	<p>LENGTH OF DAY</p>	<p>LENGTH OF DAY</p>
<ul style="list-style-type: none"> ● 7:30 am-2:15 pm ● Daily Attendance Required ● Follow Traditional Schedule 	<ul style="list-style-type: none"> ● Parents will be provided training on how to set up a schedule/routine for their students ● Daily Attendance Required 	<ul style="list-style-type: none"> ● Daily Attendance Required ● Follow the Traditional Schedule for Onsite Classes ● Parents will be provided training on how to set up a schedule or routine for offsite learning
<p>ABSENCES</p>	<p>ABSENCES</p>	<p>ABSENCES</p>
<ul style="list-style-type: none"> ● Not present for onsite instruction according to handbook policy. ● (The Department of Elementary and Secondary Education defines a student absence as not present for onsite (The Department of 	<ul style="list-style-type: none"> ● Attendance may be collected through the use of videos, completion of assignments or other communication methods including but not limited to phone calls, emails, or Virtual Check-Ins 	<ul style="list-style-type: none"> ● Not present for onsite instruction according to handbook policy. ● Attendance for offsite classes may be collected through the use of videos, completion of assignments or other communication

<p>Elementary and Secondary Education defines a student absence as not present for onsite instruction provided by the district, not participating in a planned district approved activity, or not engaged in scheduled instruction at an off-site location, including remote learning.)</p>	<ul style="list-style-type: none"> • (The Department of Elementary and Secondary Education defines a student absence as not present for onsite (The Department of Elementary and Secondary Education defines a student absence as not present for onsite instruction provided by the district, not participating in a planned district approved activity, or not engaged in scheduled instruction at an off-site location, including remote learning.) 	<p>methods including but not limited to phone calls, emails, or Virtual Check-Ins</p> <ul style="list-style-type: none"> • (The Department of Elementary and Secondary Education defines a student absence as not present for onsite (The Department of Elementary and Secondary Education defines a student absence as not present for onsite instruction provided by the district, not participating in a planned district approved activity, or not engaged in scheduled instruction at an off-site location, including remote learning.)

STUDENTS

DO:

- 👉 Sit up straight and be still.
- 👉 Listen carefully.
- 👉 Speak loudly and clearly.
- 👉 Look in the camera.
- 👉 Mute your microphone when you're not speaking.
- 👉 Raise your hand to speak.

DON'T:

- 🚫 Talk while someone else is speaking.
- 🚫 Leave view of the camera.
- 🚫 Play games while learning.
- 🚫 Chat with other friends over messaging.
- 🚫 Ignore the group.

**IF YOU WOULDN'T DO IT IN OUR REGULAR CLASSROOM,
DON'T DO IT IN OUR VIRTUAL CLASSROOM!**

VIDEO
CONFERRING

*guide
for*

FAMILIES

- Be on time! Having your student log in 2 - 3 minutes BEFORE their scheduled time is even better!
- Have your student wear school appropriate clothing.
- Set your student up to conference in an area that is well lit and free of distractions (e.g. – TVs, electronics, busy & noisy areas of the home, etc.).
- Minimize interruptions! Have your student go to the restroom and retrieve all necessities before logging in.
- If you're experiencing a poor connection or technical difficulties, exit the conference and attempt to rejoin.
- Feel free to sit with your student as he/she learns the ins & outs of video conferencing. You may help your child by reminding them of virtual meeting expectations & procedures, but please do not give him/her any answers. Remember that in times of new learning, your student most likely will not know every answer, and that is OK!

**THANK YOU FOR YOUR PATIENCE AND SUPPORT AS WE ALL
ADJUST TO THIS NEW WAY OF LEARNING!**

Cutter Morning Star School District Guidelines for Mental Health Providers

These Guidelines are based on current guidance from the Arkansas Department of Elementary and Secondary Education, the Arkansas Health Department, and the Centers for Disease Control. These Guidelines are subject to change based on updates and mandates from any or all of those agencies.

Providing Services in the School

- All adults seeing students in the school setting will be expected to follow the rules and guidelines of the school district at all times.

- Each and ALL Therapists and Case Managers who are assigned to work at Cutter Morning Star School District are to self-screen every morning that Mental Health professional is going to be working on the Cutter Morning Star School Campus. This self-screening is to be done within an hour of arriving at school and must be logged on the RAVE app.

- All adults and students in grades 5th-12th grade are required to wear a mask, practice social distancing of a minimum of 6 feet, and wash their hands frequently. Hand Sanitizer should also be available in the Mental Health office/counseling space areas so that students and adults can disinfect their hands when entering the area. All surfaces will be thoroughly disinfected before and after each session by The Mental Health Professional to ensure a safe environment.

- Any therapy materials (games, instructional items, toys, etc) that are brought into the school setting are to be sanitized with the district provided disinfectant. Before seeing the first client, between each client, and after the last client, the mental health staff is to disinfect all areas of the office/counseling space.

- Group therapy sessions will NOT be held for Elementary Students. We are keeping our PreK-6th grade students in strict cohorts so that mingling of students is eliminated. Group therapy sessions for High School Students in Grades 7-12 is limited to no more than 9 students as long as 6 feet distancing can be maintained. In situations where 6 feet distance is not possible, group sessions are NOT allowed for High School Students.

- For our students utilizing virtual learning rather than attending school on campus, mental health services may be provided virtually. A schedule for those students can be developed by the Mental Health Professionals and the Building Principal and/or his or her designee.
- Each agency will provide a list of students including their appointment time that are scheduled to be seen that day. Mental Health case managers and therapists are to provide this list via email to the building principal and his/her administrative assistant prior to the starting of the school day. Any changes in that schedule should be called into the relative school office prior to seeing that student. Drop-In students are NOT allowed in the Counseling office/areas. Any student who requests to see their therapist or case manager MUST request that through their school office and that request must be approved by the principal and /or his or her designee AND the mental health professional PRIOR to the student going to the counseling office/area.
- All employees are encouraged to follow the Arkansas Department of Health's protocol regarding screening and potential exposure to COVID-19.

We look forward to working with our Mental Health partner agencies this school year. Our students need you and we are so grateful for your willingness to provide services to them and their families. The challenges of COVID-19 are great but not impossible to overcome. Working together, we can provide a safe and positive therapy climate for you and our students. Please do not hesitate to contact any of our administrative team if we can be of any assistance. Thank you.

Laura Baber
Elementary Principal

Matt Carter
High School Principal

Sherry Chandler
SPED Supervisor and 504 District Coordinator

Terry Lawler
Director of Curriculum and Instruction

Dr. Nancy Anderson
Superintendent

**Cutter Morning Star School District
Guidelines for Mental Health Providers**

AGREEMENT Document

Each of our Mental Health Partner Agencies are requested to sign this document indicating your AGREEMENT for ALL your Employees who come into contact with any of our students on any Cutter Morning Star Campus to follow the Guidelines in this Protocol. Thank you.

Name of Mental Health Agency

Supervisor and Date of Signature

Therapist and Date of Signature

Case Manager and Date of Signature