



# Kirby School District

Ready for Learning Plan (RfL) 2020-2021

# Purpose of the Plan:



Following the COVID-19 pandemic and mandated school closure this past Spring, Arkansas schools were instructed to create a re-entry plan for students returning to school for the 2020-2021 school year. This document outlines the Kirby School District's (KSD) plan for safely returning to school, as well as our transition into blended learning to ensure learning for all students anytime, anywhere. In addition, this document will serve as our District Support Plan and will outline how we will support learning to ensure success for all Kirby School District students. Kirby School District is developing plans to reopen schools based on guidance and guidelines from multiple departments such as: Arkansas Department of Education (ADE), Arkansas Department of Health (ADH), Center for Disease Control (CDC), and Governor Hutchinson. This support plan is one that will change as mandates and situations occur over time.

# Guiding Principles



- We will follow guidance to promote the safety of our students and staff.
- We will ensure that all students continue their learning by providing a guaranteed and viable curriculum that includes face-to-face, blended, and online learning.
- We will provide support and training for our families to equip them with the skills and tools they need to support their student(s).
- We will continue to provide the latest information for our parents to ensure they are well-informed.

# Committee Members



The committees in the areas of: district operations & fiscal governance, facilities & maintenance, academics, human capital, student support, stakeholder communication/family & community engagement, technology, health & safety met throughout the course of the summer to develop our ready for learning plan.

The committees were comprised of: administrators, principals, LEA supervisor, school improvement specialist, dyslexia specialist, G/T coordinator, parent involvement coordinator , teachers, parents, support staff, technology coordinator, director of maintenance and transportation, district bookkeeper, food service director, nurse, etc.



# Student and Staff Screenings

Both students and adults will complete the daily screening tool before entering school buildings. K-12 students and staff will screen themselves at home before arriving at school. Students may be screened at any time during the day. The following questions should be asked:

- Have you had a fever of 100.4 degrees Fahrenheit, or greater in the last two days?
- Have you had a cough, difficult breathing, sore throat, or loss of taste or smell?
- Have you been in contact with a person known to be infected with COVID-19 within the previous 14 days?

If the answer is yes to any of these questions, please contact school nurse, Alissa Kelley for further instructions.

# Face Coverings



- Kirby School District will be providing every student and employee with a washable face covering. Students and employees may choose to wear a face covering of their choice, as long as it is deemed appropriate for use at school.
- The Kirby School District will require students in grades 4-12 and all staff to wear face coverings during the school day unless social distancing guidelines can be followed.
- Students may wear their own face covering, or use the washable ones provided by the school district.
- Parents of Pre-K to 3rd grade will have the option to have their child wear a face covering throughout the day.
- Face coverings can be removed when social distancing is being used. This includes in the classroom, cafeteria, and at recess.
- Students and staff members with health issues and special needs may be exempt from wearing face coverings with medical documentation. It will be important for these individuals to remain home if they are exhibiting COVID-19 symptoms.

# Visitors and Limiting Access



The Kirby School District welcomes visitors and encourages parent and community involvement. In order to reduce the health risks to our students and employees during the school day, only visitors deemed “essential” by administration will be allowed to proceed into the hallways, classrooms, gym, the cafeteria, or any other district facility. However, in order to ensure the safety and well-being of our students and staff, the following protocols will be enforced on each campus:

- ALL visitors must report directly to the office upon arrival to campus.
- ALL visitors must wear a face covering.
- Signs approved by ADH will be placed on all doors.
- The number of visitors will be limited.
- Visitors will be screened upon entering the buildings, as required by current ADH guidelines.
- Parents will not be allowed to walk students to their classrooms nor eat with their child in the cafeteria for breakfast or lunch.
- Gymnasium visitors will not be allowed

# Social Distancing



- To the degree it is feasibly possible, social distancing guidelines will be followed based on the guidance received from the ADH between now and the start of the school year.
- Under current guidelines during times when social distancing would be a challenge such as during transitions and moving to other areas on campus, face coverings will be used by students in grades 4-12 and staff.
- Reorganization of classrooms, cafeteria space, and other learning spaces will take place in order to promote good social distancing practices.

# Transportation



In order to ensure the safe transport of students, the following safety measures will be in place:

- Buses will be disinfected after each route. Bus drivers will be trained on proper sanitation procedures.
- Hand sanitizer will be located at the front of each bus for student use when boarding and unloading the bus.
- Drivers will wear a face covering while students are on the bus.
- Due to the impossibility of social distancing, ALL students will be required to wear face coverings while riding the bus.
- Students will be assigned seating and group by families.

# Facilities



- To prevent the spread of communicable diseases, it is important that our facilities, buildings, and grounds remain as sanitary as possible. School custodians will employ the following safety measures to ensure the health and safety of our students and staff:
- Supplies such as trash cans, disinfecting wipes, Kleenex, and hand sanitizer will be readily available in every classroom.
- Water bottle filling stations will be utilized in each building. Water fountains will be limited use.
- Restrooms will be regularly cleaned and disinfected on a rotation throughout the day.
- Students will utilize hand sanitizer before and after recess. Disinfectant will be sprayed on the playground equipment on a regular basis.
- Custodians and maintenance staff will be trained on proper environment surface cleaning and disinfecting practices.
- Hand sanitizer stations will be placed all through the school facilities for daily use for students and staff.

# Food Service Procedures



- Feeding our students is a priority at Kirby School District. All students will continue to have access to approved meals, whether they are learning at school or from home. In order to accomplish this task, the Food Service Department will employ the following:
- Tables and students will be spread out throughout the cafeteria to ensure social distancing of six feet is accomplished.
- No more than ½ of the cafeteria capacity will be utilized at any time.
- Hand sanitizer will be available at multiple entrances and exits in the cafeteria.
- No self-service will be allowed.
- Microwaves will be taken out of the cafeteria due to the potential risk for spreading germs.
- Cafeteria staff will provide the utensils on the tray. There will be no self service of eating utensils.
- The cafeteria will be cleaned and disinfected between each use.
- Classes will go to lunch on a staggered schedule to minimize the number of students in the cafeteria each period.
- There will be no money exchanged through the lunch line. There will be a designated time in the mornings for students to bring lunch money to the teacher or Food Services staff.
- We will continue feeding remotely as needed for virtual students. Breakfast can be picked up at back of cafeteria between 8:00am - 8:30pm and lunch between 12:00pm - 12:30pm. This can be arranged by calling either the elementary or high school office for pickup time or pull around to back of cafeteria and knock on back doors.
- Food service staff will be trained on proper cleaning and disinfecting procedures.
- If we are unable to meet social distancing requirements issued by the Arkansas Department of Health when eating in the cafeteria, alternate locations, including classrooms, will be considered for meal delivery and consumption.

# Tested Positive for COVID-19



Any individuals who themselves are lab-confirmed to have Covid-19, or experience the symptoms of Covid-19 MUST stay home throughout the infection period, and cannot return to campus until the school screens the individual to determine any of the below conditions for campus re-entry have been met:

## **Return to work/school criteria:**

- At least 3 days (72 hours) have passed since recovery (no fever without the use of fever-reducing medications); and
- You have improved in respiratory symptoms (cough, shortness of breath, etc); and
- At least 10 days have passed since symptoms first occurred
- Letter from Arkansas Department of Health notifying school of return

# Identifying Possible COVID-19 Cases on Campus



- Kirby School District will immediately separate any student or staff member who shows COVID-19 symptoms while at school.
- The student will be placed in an designated isolation room until the student can be picked up by the parent or guardian.
- Kirby School District will clean areas used by the individual who shows COVID-19 symptoms while at school (student, teacher, or staff) as soon as feasible.
- Students who report feeling feverish should be given an immediate temperature check to determine if they are symptomatic for COVID-19.



# School Health

The health and safety of our students and staff at Kirby School District is our #1 priority. This includes mental health as well as physical health and safety. The following health and safety guidance has been recommended by the Arkansas Department of Health for the reopening of schools based on current information and will be updated as the situation changes. To maximize student health during the pandemic, the following health and safety protocols will be implemented on our campus:

- It is recommended that parents take their child's temperature each day before going to school. Anyone with a temperature of 100.4 or higher should not go to a school site.
- Students and adults should also screen themselves for respiratory symptoms such as cough and shortness of breath prior to coming to school each day. Students and adults experiencing those symptoms should not attend school.
- The school nurse will have a designated space for healthy students needing routine checks and procedures.
- An isolated space with appropriate ventilation will be designated for students who exhibit symptoms of COVID-19.
- The school nurse will assist with the screening process for students, staff, and visitors.
- School staff will be responsible for self-screening using the required Arkansas Department of Health screening form and procedures.
- The school nurse will assist with the procurement of appropriate PPE for students and staff as needed.
- The school nurse will share healthy habits and hygiene resources and best practices on social media and the Cotter Public Schools website.
- The school nurse will help educate students, staff, and families regarding when children need to stay home and when they can come to school.
- Mental health services will continue to be provided to students either in person or through telehealth.
- Staff has been trained on trauma, mental health, and providing social/emotional support for students.
- Staff has been trained on child maltreatment and mandated reporting procedures.
- Governor Hutchinson issued a statewide mandate requiring the wearing of face coverings. We are developing policies and procedures to comply with the Arkansas Department of Health's Face Coverings Directive Issued on July 18. [Issued July 18, 2020 Effective July 20, 2020 Face Coverings Directive The Secretary of Health, in consultation with the Governor](#)

With some exceptions, the directive requires every person 10 years of age and older to wear a face covering completely over the mouth and nose in both indoor environments and outdoor settings when physical distancing of six feet or more cannot be assured.

# Fiscal Services



It is important for certain fiscal services to continue, even during times of school closure. The essential operations that we must ensure continue at all times include: payroll, accounts payable, and accounts receivable. In the event that our employees who hold these responsibilities are out of the office due to illness or quarantine, we have additional staff trained who can perform these operations. In the event that the school is closed to all personnel, we will ensure ongoing essential fiscal services through the following processes:

- The district treasurer has a secure VPN to work from which will allow for seamless continuation of payroll.
- Most of our financial business is done through direct deposit.
- For employees needing paper checks, they will be printed to a remote location and mailed to the employee.
- An employee will be designated for accounts payable and receivable.
- The mail will be obtained from the post office each day and all bills will be paid in a timely manner.

# Instructional Day



Kirby School District's goal is for students to have as normal of a day as possible in a safe and healthy learning environment. School leaders will work diligently to create a schedule and transitions to minimize close physical interactions and adhere to social distancing recommendations, while also allowing for normal school activities.

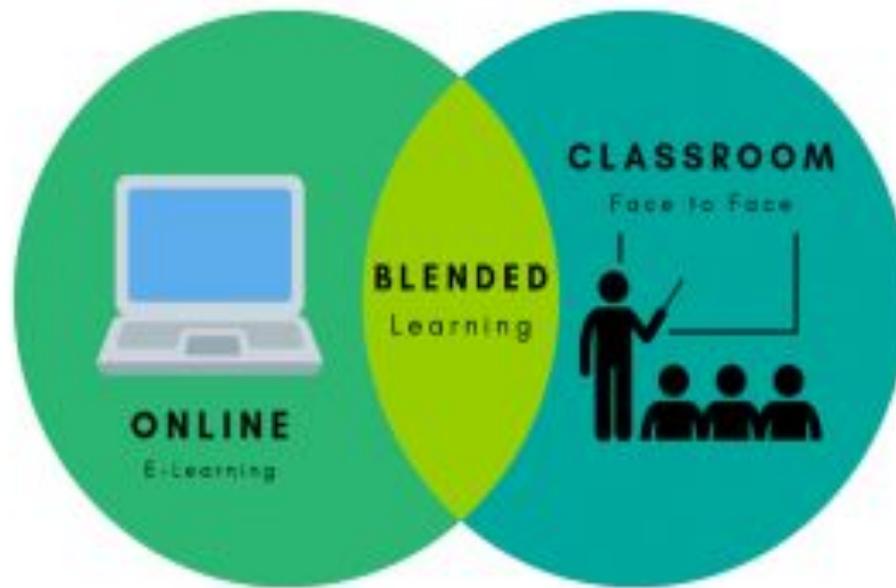
- High school students will switch classes.
- Elementary students will have music, art, library, P.E. and other activities. These rooms and/or classrooms will be disinfected between classes.
- High school students will have choir and instrumental music classes utilizing social distancing protocols and guidelines set forth by Arkansas Department of Health and Center for Disease Control regarding music instruments.
- Elementary students will have recess. Recess will be limited to grade levels and classes. No masks required unless student cannot social distance themselves from others.

# Instructional Gaps



- All students will be assessed using one or more of the following measures: DIBELS, STAR Reading, STAR Math, IXL, teacher observations, and other programs utilized by Kirby School District.
- Teachers will use data from these measures to determine the needs of each student.
- These needs will be addressed both in groups and individually.
- Kirby School District will continue to monitor student progress to ensure that each student masters the essential standards.
- Students will continue to receive support including dyslexia interventions.

# Kirby School District Blended Learning Plan



# Learning Management System (LMS)



- All schools are required to have a Learning Management System to store all of their digital content.
- Kirby School District will be using Google Classroom and home-grown curriculum for students K-12.
- Grades K-2 will also have the option to use Seesaw.
- Grades K-12 will also be using Lincoln Learning as a supplemental resource for content, lessons, activities, assessments, etc.

# Curriculum and Instruction



## Elementary:

Literacy - Reading Wonders, AR Reading, Saxon Phonics, IXL, Shurley English, Reading Eggs, Moby Max

Math -Eureka Math, Study Island, IXL Math Seeds, Moby Max

Studies Weekly: Science, Social Studies

## High School:

Literacy: Empowering Writers, IXL, AR Reading

Math: IXL

CTE: ICEV

Virtual Arkansas

Cossatot Community College (CCCUA)

# Personalized Learning



Multiple learning options will be available for students of the Kirby School District, including:

**Blended Learning:** Students learning in school buildings and utilize digital platforms so they are prepared to learn remotely for school closure.

**Virtual Learning:** Students choose to learn remotely from home full-time through a digital platform provided by Kirby School District.

Kirby School District Virtual Academy Memorandum of Understanding:

<https://docs.google.com/document/d/1Utugq4kaG2O8tbuBk8rXkSgsSl0YIywbxdSFMRH8xoY/edit?usp=sharing>

Nine (9) week commitment expected. Failing students after nine (9) weeks may be required to transition back to traditional setting.

# Virtual Learning



- Blended learning is a mixture of face-to-face whole group and small group instruction and the use of technology. All students will use blended learning as part of their on-site learning.
- All teachers will use Google classroom to manage online learning.
- If a student is unable to attend school on-site at any time, they will have the option of completing that days assignments in Google classroom.
- If Kirby School District has to close a building for disinfecting or due to COVID-19 cases, students will complete their daily lessons in Google classroom.
- Students choosing not to participate in on-site learning may choose to use the Kirby Virtual Academy for their learning. This will be done through Google classroom using home grown curriculum, lincoln learning, seesaw, etc. These students will have the same learning expectations as on-site students.
- Both on-site and online students will be required to complete assignments daily.

# Assessments



Kirby School District will use a variety of assessments for the purpose of determining our current reality, setting school and district goals, determining interventions/enrichments, and ongoing progress monitoring.

Assessments that will be used include:

- DIBELS
- ACT
- ACT Aspire
- Renaissance (STAR, AR)
- Teacher-created common assessments
- Classroom formative and summative assessments
- Teacher-created common assessments
- Classroom formative and summative assessments

# Accessibility



Internet accessibility is a barrier for Kirby School District to overcome. Initial surveys indicated that roughly 45% of Kirby School District families did not have internet, poor internet service, or waiting for connection.

To ensure accessibility for all students and staff, we are exploring the following options:

- Mobile Hotspots (if needed)
- Access points throughout various parts of district
- Jump drive for students with no accessibility
- Wifi buses parked throughout district
- School parking lot wifi
- Hard copies as a last resort

# Communication Plan



Open lines of communication are critical to the success of this plan. In order to effectively communicate with students, parents, and the community, Kirby School District will utilize the following communication resources along with Apptegy to communicate information:

- Telephone
- Email
- Newspaper
- District website
- District and School Facebook page
- Radio media outlet

# Special Education



Under IDEA legislation, schools are required to provide services to all students with an Individualized Education Plan (IEP). Therefore, modifications and related services outlined in each student's IEP will continue to be provided, regardless of their learning modality.

# Training



The faculty, staff, students, and parents at Kirby School District will require ongoing training as we transition into blended and digital learning. Teacher in-service dates:

July 20 - Tyler Tarver (All Things Google)

July 28 - Chad Brinkley (Seesaw)

August 6-7, 10-14 (Various)

The following training topics will be offered:

- How to teach/learn in a digital learning environment
- How to engage students in a remote learning setting
- Digital learning etiquette
- Learning Management System training
- Tyler Tarver - Google Classroom Training
- Candiss Bennett - Lincoln Learning
- Chad Brinkley - Seesaw

# Attendance



In alignment with the Arkansas State Reported Absence directive, a student will be counted absent if the student is not:

1. Present for onsite instruction provided by the district,
2. Participating in a planned district approved activity, or
3. Engaged in scheduled instruction (digital day) at an off-site location, including remote learning.

Parents and/or students will need to contact the district and/or the student's teacher(s) by 7:30 am if they are going to be absent that day for any reason.

# Support Services and Resources



- Arkansas Ready for Learning
  - <http://dese.ade.arkansas.gov/divisions/communications/arkansas-ready-for-learning>
- DESE Playbook
- ADE Response Levels for On-Site Learning
- School Decision Making Tool-CDC
- Healthy School Guideline
  - [http://dese.ade.arkansas.gov/public/userfiles/Communications/Ready/Return\\_to\\_School\\_Guide\\_81220.pdf](http://dese.ade.arkansas.gov/public/userfiles/Communications/Ready/Return_to_School_Guide_81220.pdf)



# Additional Information

Changes to school calendar to reflect start date change:

[https://drive.google.com/file/d/1ZPLFvLLikzG74mk-dzB4B\\_tixliaGFt/view](https://drive.google.com/file/d/1ZPLFvLLikzG74mk-dzB4B_tixliaGFt/view)

Kindergarten Open House: August 24 and 25 from 9:00am - 11:00am

Open House: August 12, 2020 from 3:00pm to 6:00pm (K-3rd; 7th-9th)

Open House: August 13, 2020 from 3:00pm to 6:00pm (4th-6th; 10th-12th)

Kirby Virtual Academy Information Night: August 12 and 13 from 6:00pm - 7:00pm