



**Forest Heights STEM Academy**  
**2020-2021 Ready for Learning Plan**  
**August 3, 2020**

[www.forestheightsstem.com](http://www.forestheightsstem.com)

*All Forest Heights STEM Academy students, whether receiving virtual instruction or in person instruction, will receive rigorous, highly engaged instruction with fidelity to ensure successful, learning.*

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## **FHSA READY FOR LEARNING OVERVIEW**

### **Overview**

- *The Little Rock School District will require all students and staff to wear face coverings.*
- FHSA custodial support will sanitize the building, restrooms and surfaces throughout the day. Each teacher and classroom will have supplies to use in the classroom as well.
- ***Due to social distancing and limited capacity, parents will not be allowed to have lunch or visit classrooms until further notice. Parents will be allowed to enter the foyer and use the early checkout procedures.***
- ***Parents are responsible for monitoring student health and symptoms prior to arrival.*** When your child has any COVID- 19 symptoms, please remain at home for your child’s safety as well as others. Below is a list of COVID-19symptoms:
  - Feeling feverish or a measured temperature greater than or equal to 100.4degrees Fahrenheit
  - Cough
  - Shortness of breath or difficulty breathing
  - Chills
  - Repeated shaking with chills
  - Muscle pain
  - Headache
  - Sore throat
  - Loss of taste or smell
  - Diarrhea
- ***Parents please maintain cleanliness of cloth masks.***
- When possible we will promote learning opportunities outdoors so students can socially distance 6 ft. or more.
- To assist with social distancing students will be encouraged to utilize the promenade area as often as possible (i.e. during lunch and before school). In addition, teachers will be given the opportunity to utilize large common areas and outdoor spaces.
- We are creating new procedures for staff and students that promote social distancing.
- Hand sanitizing stations are located throughout hallways, classrooms, and common spaces.
- Directional arrows and 6ft. markers are being placed on the floor in key locations.
- We are sharing a school [FHSA essential supply list](#) so students will have their own items to minimize the sharing of materials. It is linked above.
- Students refusing to follow all safety protocols will be considered insubordinate and disciplined based on severity of actions.
- Students who repeatedly violate safety protocols will have a parent conference scheduled with a member of the administrative team and will be disciplined according to the LRSD “Ready for Learning Plan”. Consequences may result in their learning placement being changed to virtual instead of on-campus.

**Elementary School:**

- When elementary students arrive on campus they will go directly to their classrooms.
- Elementary students will have grab and go breakfast in their classrooms.
- Upon entering and exiting classrooms students and teachers will sanitize their hands and wipe down work stations.
- PE, Art, Music, Counseling, Elementary PLTW, Library Media and Computer Lab instruction will take place in the classrooms by the specialist.
- Breakfast and lunch will be grab and go.
- The playground will be closed and designated areas will be used for recess. The back parking lot will have stations set up that will allow for social distancing and physical activity. Canopies will be provided in this area for shade and to help with social distancing.
- Backpacks, lunch bags, and essential supply boxes will be kept at students' desks/tables.
- Essential supply boxes will be kept at school.
- Elementary Lunch & Recess Schedule:

**K & 1st grade - 10:15-11:00**

**2nd & 5th grade - 11:00-11:45**

**3rd & 4th grade - 11:45-12:30**

**Middle School:**

- When Middle School students arrive on campus they will pick up their grab and go breakfast in the promenade. 6th grade students will then go to the Multipurpose Room, 7th Grade students will go to the Choir Room and 8th grade will go to the gym. Students will eat breakfast in their assigned location then go to their classroom when the first bell rings.
- Middle school will follow a block schedule. Periods 1-4 will be held on A day and periods 5-8 will be held on B days. See FHSA Student Handbook for Schedule.
- After eating lunch in the cafeteria, Middle School students will social distance in the promenade area.
- Upon entering and exiting classrooms students and teachers will sanitize their hands and wipe down work stations.
- Students will not use lockers.
- Middle School students will eat lunch and have recess from 12:30-1:00

**SECTION I: SAFETY OF STUDENTS, STAFF, AND VISITORS**

The Parent Center located at the front of the main building will be the *Screening and Wellness Center*.

- Each morning staff members will report to his area immediately upon arrival to campus for a Covid-19 screening and sign in by Nurse Chauvet.

- Students who need to take medication during the day will stay in the classroom and Nurse Chauvet will come to the room, call the student into the hallway, and administer the medicine.
- Students who need minor first aid will be handled by the teacher in the classroom. Any health questions about a student must be directed to the nurse via phone. Teachers will not send a student to the health room unless they have talked to the nurse. The nurse will provide instructions for the teacher.
- First aid that cannot be administered in the classroom, after consultation from the nurse via phone, will be administered by the nurse in the Screening and Wellness room.
- All students who exhibit any symptoms of illness will be taken to the sick child room for possible isolation if the nurse deems necessary. The child's parents will be contacted.

### **Building Procedures/ Visitor information :**

- All persons (staff, parents, visitors) entering the building will be required to sign in, wear a face covering, and be screened for Covid-19. If possible, visitors will be accommodated outside in a newly renovated seating area.
- All students and staff will be required to wear a face covering.
- We will follow all policies as mandated by LRSD health protocol.
- Physical distancing will be practiced in the halls, classrooms, and in all other areas of the school.
- The playground will not be used but other spaces that allow for social distancing will be used for recess (Ex. lower parking lot area, Scott Field, promenade area, blacktop area, etc.). Stations will be set up to encourage social distancing.
- Classrooms are arranged so that students are not seated closer than 6 feet. In the Choir and Band classrooms, social distancing is 12 ft. apart.
- Choir and Band classes will be held outside as much as possible. During inclement weather, students will remain in classrooms without singing or playing instruments.
- Middle School students will not use lockers.
- Teachers will remain at the front of the rooms in an area that is at least 6 feet away from students. For phonics instructions a shield may be used instead of a face covering.
- When students travel throughout the building they will do so 6 ft. apart in their line.
- General disinfection protocols provided by the LRSD will be enforced.
- Students will not be able to drink from the water fountains but will have access to refill their water bottles using the water refill spout.
- Students need to bring a water bottle from home each day.
- Teachers will closely monitor the restrooms and limit the number of students.

### **EMPLOYEE HEALTH SCREENINGS, PROTOCOLS, AND GUIDANCE (IF EXPOSED)**

All staff members and students are required to wear a face covering. Each morning staff members will report to the Health and Wellness area immediately upon arrival to campus for a Covid-19 screening and sign in by Nurse Chauvet using a Chromebook. FHSA will follow the [Communication Flow Chart](#) in the event of potential exposure. There will be an isolation area in the Nurse's station. **Parents are expected to monitor their child's health by taking their temperature before coming to school.**

- See page 5-7 of the [LRSD Ready for Learning plan](#).

## **PROCEDURES FOR COMMON AREAS**

### **Arrival Procedures**

- When elementary students arrive by car or bus they will go to their classrooms. If they need breakfast they will pick up their breakfast outside their classroom and eat in their classroom.
- When Middle School students arrive on campus they will pick up their grab and go breakfast in the promenade. 6th grade students will then go to the Multipurpose Room, 7th Grade students will go to the Choir Room and 8th grade will go to the gym. Students will eat breakfast in their assigned location then go to their classroom when the first bell rings.

**Check-In for Tardy Students / Student Early Check-Out Process-** Parents will enter the building and immediately access a kiosk for the check-in/check-out process. The kiosk will utilize parent input to take necessary actions for either check-in for tardy students or early student check-out. Parents should remain in the foyer area and maintain social distancing guidelines. A QR code will also be posted and available if parents prefer to use personal devices for the check-out / check-in process.

**Dismissal Procedures -** Elementary students will remain in their classrooms until called to come out for car rider dismissal. Elementary car rider parents will use a QR Code, provided on the signs in the drive through, to notify the teacher they are in the line. Bus numbers will be called when the student's bus arrives. Middle School students will be called from their classroom for their bus. Staff will be present in the halls and outside areas to supervise social distancing.

- **All car riders will remain in classrooms until their ride is on campus**
- **All bus students will be dismissed when their bus arrives.**

## **CAFETERIA AND MEAL PERIODS**

The cafeteria has been modified to comply with social distancing guidelines.

- Students will enter the cafeteria through the 700 building entrance and exit through the end by the playground. This will be a one-way route. Signs are posted in the cafeteria showing these routes.
- Stickers are placed on the floor 6ft apart for lining up purposes.
- Stickers are on the cafeteria benches designating where the students will sit, social distancing.
- Students will be supervised at all times and monitored for social distancing.

- Students will remain at their tables at all times unless given permission to go to restrooms.

### **RECESS/OUTDOOR**

- The playground will be closed and designated areas will be used for recess. The black top area and promenade area will have stations set up that will allow for social distancing and physical activity. Canopies will be provided in this area for shade and to help with social distancing.
- Middle Students will use Scott Field outdoor seating area for lunch, weather permitting. The cafeteria, multipurpose room, and choir room will be used for inclement weather days.

### **RESTROOM USAGE DURING THE WORK DAY**

Each LRSD building will establish maximum capacity for the facility that allows for physical distancing. Facilities will post the maximum capacity sign on the door. Disinfecting supplies will be provided for employees to maintain health and safety in staff only restrooms. Building will develop a plan for restroom schedules that will maximize physical distancing to the extent possible.

### **STUDENT CONDUCT EXPECTATIONS**

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

[LRSD Student Handbook 2019-20](#) [FHSA Student Handbook](#)

### **COMMUNICATION METHODS**

All Forest Heights STEM Academy parents should update their forms of communication as it changes. Please contact the front office at 447-2703 to make changes. Also, please download our school's app and visit our website for daily updates. [www.forestheightsstem.com](http://www.forestheightsstem.com)

## **SECTION II: ACADEMICS AND REMOTE LEARNING**

### **FHSA Ready for Learning Instructional Plan**

#### **Face to Face Learners**

Each student will have a chromebook assigned to them (see appendix for Chromebook checkout policies) that will remain in their possession for the entire school year.

While in class, there will be:

- No Small Group areas
- No Community supplies
- No cooperative/group work with students- All small group settings will occur online through virtual collaboration and the Schoology Platform.
  - \*All students, whether in-person or virtual, will have a chromebook assigned to them.\**
- All teachers and staff will report to school daily.
- Instruction will be delivered using the [Schoology](#) platform. Teachers will teach the virtual students simultaneously with the in person students in the classroom. Virtual students can interact with the class as the teacher sees the need. The teacher should have the laptop facing him/her with the virtual students facing her/him so that the back of the screen is facing the students in the classroom.
- In-person students will receive learning materials at school.
- All virtual and in person students will sign a form informing them that the class will be recorded.
- Teachers will provide additional support for both virtual students and in person students as needed.

### **Technology**

FHSA will have technology available for all students, virtual and in person students.

- The virtual students will have a distribution day the week before school starts to pick up their device.
- Each FHSA student will return all devices loaned from FHSA prior to transferring to a different school or district.
- Parents are responsible to come on the distribution days for pick up – additional days will not be provided.
- In-person students will be assigned a device the first day of school and will take it home daily.
- The expectation is that students will charge their device at home and have it ready for the next school day.
- *Virtual and in person students who did not return their device from the spring will not be assigned another device.*

### **Virtual Learner Guidelines**

Virtual learners will log in to each class daily for attendance. Students will follow the same class schedule, with the same teachers and classmates that they would in the in-person model. Teachers will provide dual instruction by either live streaming their lessons from the classroom at the scheduled time or uploading pre-recorded lessons into Schoology. This will allow for a seamless transition back into the in-person model and for an efficient transition into a fully virtual environment, in case there is another shutdown of schools and all students are in the virtual platform.

If students cannot log in during the allotted time, they must log in before midnight and attempt assignments in order to be counted present for the day.



Students and Parents must sign the [FHSA Virtual Learner Commitment](#). Students will be held accountable for any misconduct on/with school equipment according to the LRSD Handbook. If any special circumstances arise please communicate with teachers individually for prior approval.

- Each teacher will monitor their own screen time with virtual students depending on the lesson for the day. (Ex. Some days students may need to be logged in the entire time and other days logged in partial time. All students need to log in at the first bell for attendance and further instructions.
- For virtual students, learning material designated pick-up and drop-off days will be held.
- Each teacher will have a designated time to schedule conferences for students who are learning virtually. Teachers will provide those times the first week of school.

#### **At Home Workstation Suggestions:**

- Follow the school's daily schedule
- Create a designated quiet, distraction free area that includes:
  - table/desk/ work surface
  - student supplies
  - technology device/ charging area
  - comfortable chair
  - adequate lighting

### **GRADING AND ATTENDANCE POLICY**

FHSA will follow a systemic cycle of assessment, including pre-tests, ongoing progress monitoring, and variations of formative and summative classroom assessments in order to guide instruction and gauge student learning. Teachers will analyze student data in order to modify or shift instruction to meet student needs and to implement intervention strategies. Student work will be graded by the student's teacher; all Little Rock School District grading policies will be followed.

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

### **STUDENT SERVICES/ SPECIAL PROGRAMS/ GIFTED AND TALENTED**

All students who have an Individualized Education Program (IEP) or 504 Plan will receive their usual services.

- Physical Therapy, Speech Therapy, and Occupational Therapy will be administered both virtually and in person as needed.
- Students receiving ESOL services will continue to receive those in both virtual and in person settings.

- Students identified for services provided by LRSD Gifted programs in grades K-12 will continue to receive services as aligned with state guidelines.

### **SECTION III: EXTRACURRICULAR AND DISTRICT-WIDE PLANNING**

#### **ATHLETICS**

After the Governor's announcement on Friday, August 31, 2020, we have been given the approval to proceed according to the 2020-2021 AAA calendar and handbook regarding practice and competition for all sports. We will continue to follow all directives as issued by the Governor and the Department of Health. Please see the following link as a guide to monitor changes as they become available. <https://www.aractivities.org/covid19>

#### **FINE ARTS**

The Arkansas Activities Association and officials at the Arkansas Department of Health have not yet established guidelines governing instrumental music, marching band, concert band, ensemble or inside rehearsals. As of now, our band and choir classes will be held outside with students using 12 feet of social distancing. In the event of inclement weather, students will remain in the band and choir rooms without instruments or singing. The District will utilize the Quaver program to provide Fine Arts' instruction to students in the virtual learning environment. For more information regarding the Quaver program, please see the LRSD Ready for Learning Plan. (Page 29)

Elementary and Secondary art instruction will be offered on-site and virtually. Virtual visual art students will be provided minimal home art kits to accommodate a modified virtual art curriculum called ArtofEd Flex Curriculum. Teachers and students can access the instructional material from any device, at any time, by downloading, printing, screen sharing or uploading to Schoology. For more information regarding Elementary and Secondary art instruction, please see the LRSD Ready for Learning Plan. (Page 29) FHSA will continue to monitor for the most updated guidance on music instruction and will provide District guidance once ADH has issued the guidelines.

## **Appendix/ Resources**

[\*\*LRSD Ready for Learning Plan\*\*](#)

[\*\*FHSA Ready for Learning Instructional Plan\*\*](#)

[\*\*LRSD Counseling Re-entry plan\*\*](#)

[\*\*FHSA Student Device Hand Receipt\*\*](#)

[\*\*Face Coverings\*\*](#)

[\*\*AAA: Fine Arts and Athletics\*\*](#)