

AR  
 Lake Hamilton School District  
 205 Wolf Street  
 Percy AR 71964  
 501-767-2306

### District Support Plan 2020-2021 - Optional Template

**Directions:** Insert a link to your district support plan, or copy and paste your district support plan in the box below. Please highlight the literacy plan requirements as defined by Act 1082.

<b>District</b>	Lake Hamilton
<b>Superintendent</b>	Mr. Shawn Higginbotham
<b>Superintendent Email</b>	shawn.higginbotham
<b>Superintendent Phone</b>	501-767-2306

**Please insert the District Support Plan here:  
 2020-2021 Lake Hamilton District Support Plan**

District: Lake Hamilton School District

Superintendent: Mr. Shawn Higginbotham

Superintendent Email: shawn.higginbotham@lhwolves.net

Superintendent Phone: 501-767-2306

#### **ARKANSAS READY FOR LEARNING PLAN:**

##### **Ready for Learning Expectations**

##### **District Plan**

##### **Ensure the continuity of teaching and learning by providing:**

##### **A guaranteed and viable curriculum that includes:**

The Lake Hamilton collaborative teacher teams have identified essential standards for each content area according to the Arkansas Academic Standards. All students will have the opportunity to learn the grade and subject academic standards in the following settings:

\*On-site blended learning

\*Virtual learning

##### **Blended Learning (K-12)**

Blended learning classrooms will allow students to continue learning grade level or content standards through face-to-face instruction and technology-based approaches. Both students and teachers will be prepared to move to online learning in case of ADH mandates and/or school closures. Chromebooks will be available to all students whether they have selected on-site blended learning or virtual learning.

Virtual learning will be offered through the Lake Hamilton Virtual Academy.

## Flexible Fridays-

The Lake Hamilton School District will begin offering "Flexible Fridays" to 4 - 12th-grade students on Fridays of each week beginning Friday, October 30, 2020, until the end of the semester. K - 3rd-grade students will continue their normal schedule and will not participate in Flexible Fridays.

Why is the District implementing Flexible Fridays for 4 - 12th-grade onsite students?

After receiving input from teachers, parents, administrators, members of the Ready for Learning team, school leadership team, and the personnel policies committee, the District found that Flexible Fridays would benefit 4 - 12th grade onsite students and teachers by:

1. Reducing potential exposures by reducing the time onsite at the schools and grade levels most impacted by COVID-19
2. Reducing the number of students on-site at the schools and grade levels most impacted by COVID-19
3. Increasing planning time for teachers that are serving both virtual and onsite learners

How will Flexible Fridays work for 4 - 12th grade onsite students?

All 4 - 12th grade onsite students will have the option to attend school onsite or online on Flexible Fridays. Learners will participate in online interactive lessons provided by their own classroom teachers. Flexible Fridays will allow time for remediation and/or enrichment of the essential skills and knowledge. Students who report onsite will engage in the same activities as those students who choose to learn from home during Flexible Fridays.

## Diagnostic Assessments (K-8)

The diagnostic assessment that will be used to identify learning gaps for grades k-2 is iStation and for grades 3-8 is NWEA.

## Identify how to address unfinished learning from the prior year by using:

Arkansas Playbook

Planning for Re-engagement

The Lake Hamilton School District will address unfinished learning from the prior year by using district-developed resources and the Arkansas Playbook: Addressing Unfinished Learning.

For students who re-enter onsite instruction, the school will provide support in student procedural review, social-emotional areas, new learning processes, on-site instruction guidelines, and expectations, technology use and safety, as well as pivoting considerations.

The first few weeks of school will be used for student screening and assessment of essential standards. Units of instruction from the Arkansas Playbook will be used as a guide to address unfinished learning. The specific resources that will be used include Social/Emotional Strategies, Support Plans, and Family and Community Engagement resources.

### **Utilize a Learning Management System**

Students in grades k-7 will utilize Seesaw as a learning management system. Seesaw is a platform that is user friendly and provides a digital environment that is suitable for primary, elementary, and middle school students.

Students in grades 8-12 will utilize Canvas. This learning management platform is more suitable for secondary students.

### **Schedule teacher training for how to use the LMS**

August 10-14 has been set aside for Ready for Learning professional development of all staff in the selected learning management system. Ongoing training and support will be provided by recorded videos, media specialists, instructional facilitators, and building level super users.

### **Schedule teacher training for blended learning** (delivery of instruction)

August 10-14 has been set aside for Ready for Learning professional development of all staff in blended learning strategies using a variety of methods: Team Digital resources, Modern Classroom videos, resources within the LMS, staff members who have blended learning expertise will provide ongoing support.

### **Provide support for parents and students**

Technology Support- Acceptable Use Agreement document, Chromebooks for each student, District wi-fi available on campus, Internet access to families through a partnership with Resort Cable, Mi-Fi devices for students living in remote areas, a special hotline set up for tech support.

Social-Emotional Support-Access to the district School-Based Mental Health Providers, School-Based Social Worker, Partnership with four community mental health agencies that provide Individual and family counseling sessions, and two school counselors available at each school.

Academic Support-Email, Phone conferences, Parent tutorials for accessing the learning management system, Google Meet conferences, In-person conferences by appointment with health and safety guidelines in place, Interpreting and Translating services.

Physical Support- Lake Hamilton Parent Center- The center can provide access to families in need with food, clothing, and community resources. District McKinney-Vento / Foster Care/ and Military Family Liaison.

Link to the Parent and Family Engagement Plans

<http://lakehamiltonschoolistrictar.apptegy.us/o/lhsd/browse/131636>

### **Provide a communication plan for interacting with parents, students, and the community**

Ready for Learning Building Plans and Communication

<https://www.lhwolves.net/o/lhsd/page/lhsd-is-here-for-you>

## Stakeholder Communication / Family & Community Engagement

### Committee Members:

Brian Bridges, Communications and Public Relations Coordinator

Shawn Higginbotham, Superintendent

JJ Humphries, Assistant Superintendent

Jeff Britt, Assistant Superintendent

### Building Principals

### Building Level Communications Representatives

District communications are coordinated through the Lake Hamilton School District Administration Office. Building level communication is covered by designated coordinators at each building. Websites and social media are updated on an as-needed basis to keep stakeholders informed of state and local decisions and updates.

Point of Contact: Jeff Scott ([jeff.scott@lhwolves.net](mailto:jeff.scott@lhwolves.net)) will be the point of contact for the ADH and DESE to work on active case reporting and contact tracing.

### District Considerations

#### District Communication Plan:

- LHSD Communications and Public Relations Coordinator, Brian Bridges, will oversee all communications on the district website ([lhwolves.net](http://lhwolves.net)), social media channels (Facebook @LHSDWolves, Instagram @lhsd\_wolves, and Twitter @LHSD\_WOLVES), alert phone system (voice and text), school app (search "Lake Hamilton Wolves" in the App Store or on Google Play to download the free app), and email (subscribe to the LHSD email list here <https://lhsd.info/WolfWeekNewsSubscribe>) to ensure accuracy and consistency in messaging across all tools.
- Shawn Higginbotham will provide updates during monthly school board meetings. Brian Bridges will provide regular updates to staff, students, parents, and community via the Wolf Week Newsletter (email), through social media postings, and mass notification text messaging. All updates regarding reopening schools will also be placed on the district communications page under the "LHSD is Here" tab on the district website ([lhwolves.net](http://lhwolves.net)).
- Transition plans will be communicated to stakeholders via the communication methods listed above and placed on the district website "LHSD is Here" section.
- LHSD will utilize the School Communication Flow Chart for health issues related to COVID-19.
- LHSD has developed prepared statements for websites, emails, media requests, and social media in conjunction with the National School Public Relations Association (NSPRA) COVID-19 Resource Center and NSPRA Complete Crisis Communication Management Manual for Schools.
- LHSD will utilize CDC Communication Resources as needed.
- LHSD will utilize ADH Resources as needed.

#### Resources to Parents:

- The district website will have health and safety updates placed in the "LHSD is Here" district communications web section. School nurses will send information to parents on best practices of hygiene.
- School counselors will communicate to students and parents regarding pandemic issues and trauma for children. Parents are also able to use the following resources on talking through trauma with children: De-stigmatization of COVID-19 and Resilience Strategies for Children.
- LHSD will continue to update the FAQ page that was initially released on June 19, 2020, on the "LHSD is Here" website regarding the upcoming school year, including schedules.
- Blended and virtual learning information and explanations are included in the "LHSD is Here" webpage. The FAQ documents offer clear explanations of blended and virtual learning and include student and parent expectations.

- Information on how to request assistance within a blended learning model can be found on the bottom of the "LHSD is Here" webpage or by utilizing the district "Contact Us" form.

#### District Expectations for Regular Two-Way Communication Between Teachers and Parents:

- Web and virtual communication tools will be the preferred method for regular two-way communication between teachers and parents. For those without web and virtual communication capabilities, phone calls will be the preferred method for regular two-way communication between teachers and parents.
- Modes of communication for regular two-way communication between teachers and parents include: Canvas Discussion Boards, SeeSaw, Email, Class Dojo, Google Classroom / Google Meet, Remind, Text Message, and Phone Call.
- Feedback loops will be monitored by Google Form Surveys, Canvas Student Log Activity Reports, and/or teacher logbooks.

#### When Schools Are Open and Operating:

- LHSD will continue to regularly communicate with parents and stakeholders about safety, learning, and transition information via the web, mass notification systems, school app, and through social media channels.
- LHSD will evaluate the consistency of messaging across all media tools and all buildings by hosting monthly virtual meetings with district and building level communications representatives and administrators.
- LHSD Communications Coordinator, Brian Bridges, along with building-level communication representatives, will evaluate the responsiveness of the communication plan based on input from stakeholders (via an electronic survey) during parent-teacher conferences. For those unable to complete the survey electronically, a paper copy will be provided.
- LHSD will continue to update the Family and Community Engagement plan within the district support plan.
- LHSD will provide consistent updates to the Ready for Learning Committee by identifying recommendations for improvement and updating written procedures and processes based on the evaluations and recommendations.

#### School Considerations

##### Before School Opens:

- Meet virtually with key stakeholders to understand their expectations for return to school across issue areas (Lake Hamilton Education Association and Lake Hamilton Parent Teacher Organization).
- Support teachers by providing training on how to create and monitor feedback loops with parents and families about students' academic and social-emotional health and well-being. Examples include: virtual conferences, canvas discussion boards, phone call logs, google meet, and/or surveys to parents about their child's experience and learning while out of school.
- LHSD teachers and staff will inform parents about their child's assessment data and progress, which could include grade-level and standards-specific activities they can use to support their child at home and with blended learning models, through email, phone conferences, virtual parent-teacher conferences, canvas discussion boards, Class Dojo, and Google Classroom / Google Meet.
- LHSD will continue to send school communications to all relevant stakeholders via district website (lhwolves.net), social media channels (Facebook @LHSDWolves, Instagram @lhd\_wolves, and Twitter @LHSD\_WOLVES), alert phone system (voice and text), school app (search "Lake Hamilton Wolves" in the App Store or on Google Play to download the free app), and email (subscribe to the LHSD email list here <https://lhd.info/WolfWeekNewsSubscribe>).

##### When Schools Are Open and Operating:

- LHSD teachers will regularly communicate with families and parents about their student's progress and plans for students in need of additional support via the two-way communication strategies listed in the district considerations.

· LHSD will continue communicating with parents and stakeholders about safety, learning, and transition information on a regular basis via communication methods listed in the district considerations. Along with the building level communication representatives, the district will continue to evaluate the consistency of messaging across all media tools each month via virtual meetings and will evaluate the responsiveness of the communication plan based on input from stakeholders.

· LHSD Communications Coordinator, Brian Bridges, along with the building level communications representatives, will provide consistent updates to the Ready for Learning Committee. The updates will include identifying recommendations for improvement and updating the school Family and Community Engagement Plan within the school-level plan based on evaluation and recommendations.

The following waivers were requested through submission of the Assurance and Application for Arkansas Ready for Learning:

### **Waivers**

The explanation for waivers the district chooses to use. For any left blank, the district has chosen not to use it.

Ark. Code Ann. 6-17-117 (Non-Instructional duties - only for the purpose of implementing ADH requirements and guidelines regarding health and safety)

In order to provide social distancing, at certain times, teachers will be required to supervise students during lunch periods. The additional duty teachers could result in teachers being assigned more than 60 minutes of duty in a week.

Ark. Code Ann. 6-17-204(b)

(Teacher contracts - only for the purpose of adopting model policies necessary to implement the Arkansas Ready for Learning Model)

We anticipate changes in policy to come from ASBA in regards to the Families First Coronavirus Response Act. We are already aware of Emergency Paid Sick Leave and EFMLA

We have also already changed our calendar.

Ark. Code Ann. 6-17-205(b)(2)

(Teacher contracts - only for the purpose of adopting model policies necessary to implement the Arkansas Ready for Learning Model)

The calendar has been approved by the board already and we anticipate the new ASBA Policy will go into policy without PPC involvement. PPC members received the proposed policy ten days prior to the Board considering the revisions.

Ark. Code Ann. 6-17-2304(b)

(Classified employee policies – only for the purpose of adopting model policies necessary to implement the Arkansas Ready for Learning Model)

We anticipate changes in policy to come from ASBA in regards to the Families First Coronavirus Response Act. We are already aware of Emergency Paid Sick Leave and EFMLA

We have also already changed our calendar.

Ark. Code Ann. 6-17-2305(c)(2) (Classified employee policies – only for the purpose of adopting model policies necessary to implement the Arkansas Ready for Learning Model)

The calendar has been approved by the board already and I anticipate the new ASBA Policy will go into policy without PPC involvement.

Ark. Code Ann. 6-16-102(a)(1) through (a)(5)(E)(i)(b), and (c) (School Day)

Standard for Accreditation 1-A.4.2 and 1-A.4.3 (School Day)

Students learning in a virtual environment (LHVA) will have flexible learning times that may not equal 6 hours per day

Ark. Code Ann. 6-17-111(a)

(Duty-free lunch)

Teachers in Crisis Learning (teaching from home) or LHVA will be responsible for scheduling 30 minutes each school day for lunch.

Ark. Code Ann. 6-17-114 (Planning time)

Teachers in Crisis Learning (teaching from home) or LHVA will be responsible for scheduling their own planning time equal to 200 per week.

Ark. Code Ann. 6-17-211 (Employee leave)

When in Crisis Learning, teacher leave will not be charged if teaching duties are being performed off-site.

Ark. Code Ann. 6-17-812(a)(2)

(Class size)

DESE Rules Governing Class Size and Teaching Load, Sec. 3.00 and 4.01 through 4.03

In Crisis Mode, ALE class size may exceed standards.

DESE Rules Governing Student Special Needs Funding, Sec. 4.03.2 through 4.03.2.2.1

DESE Rules Governing Nutrition and Physical Activity Standards and Body Mass Index for Age Assessment Protocols in Arkansas Public Schools, Sec. 7.10.1 and 7.10.2

When in Crisis Learning or LHVA, students will not be directly supervised by licensed instructors or other school personnel.

Standard for Accreditation 1-A.5

---

Allocation of Resources should align with the District Support Plan. Please add additional tabs for ESA funds to the 2020-2021 federal budget in Indistar. Directions for upload are provided.

[http://www.arkansased.gov/public/userfiles/Public\\_School\\_Accountability/Federal\\_Programs/REVISED\\_District\\_Use](http://www.arkansased.gov/public/userfiles/Public_School_Accountability/Federal_Programs/REVISED_District_Use)

---

### **Assurance**

I assure that administration of the District Plan of Support and the programs, practices, activities, and services provided by this plan will be in accordance with all applicable state and federal statutes.

I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statement, false claims or otherwise.

---

**By typing my name in the space provided, I hereby certify that all facts, figures, and representations made are true and correct to the best of my knowledge.**

Shawn Higginbotham	08/13/2020
Superintendent Signature	Date

---

**ADE Feedback:**

October 22, 2020

Please make sure this update is placed in your District Support Plan and send the updated link to [ade.rfl@arkansas.gov](mailto:ade.rfl@arkansas.gov).

September 1, 2020

Dear Superintendent

The Division of Elementary and Secondary Education (DESE) reviewed the submitted District Support Plan. As noted by the date of this response, the district has included the required components for Arkansas Ready for Learning. Please archive this email for audit purposes.

Please make sure the District Support Plan is posted on the district website under State Required Information.

Please submit any future substantive changes to the District Support Plan to [ade.rfl@arkansas.gov](mailto:ade.rfl@arkansas.gov) and note in the subject line that you are submitting an updated plan.

Thanks,

DESE team