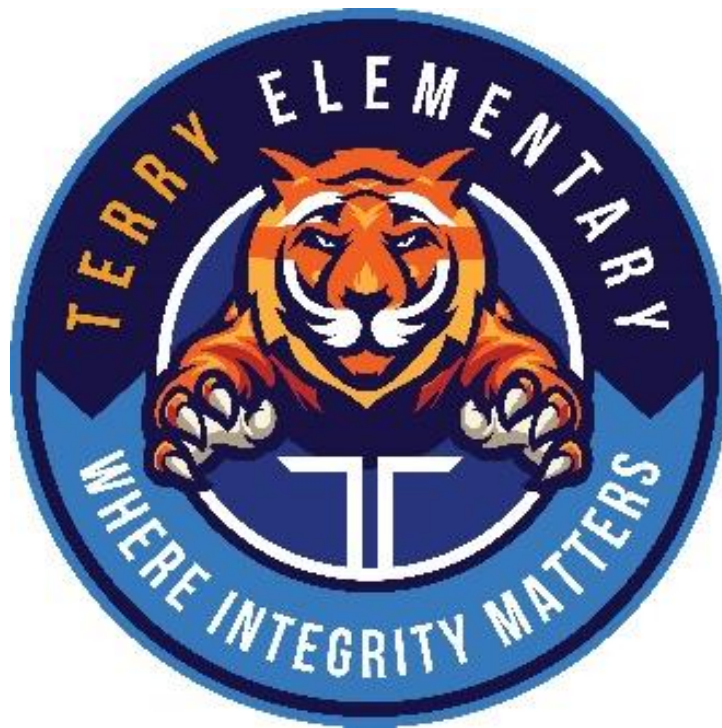


**TERRY ELEMENTARY
READY FOR LEARNING PLAN
IN RESPONSE TO COVID-19
FOR THE
2020-2021 SCHOOL YEAR**



INTRODUCTION

The Terry Elementary Ready for Learning Plan was created through collaboration with administration and the Guiding Coalition Team at Terry. The plan is designed to supplement the [LRSD Ready for Learning Plan](#) by outlining additional safety measures, protocols, and procedures specific to Terry in order to protect all staff, students, and visitors on our campus during the COVID-19 pandemic. This plan serves as a working draft and is subject to revision to meet the current health and wellness guidelines.

COMPONENTS OF THE TERRY ELEMENTARY READY FOR LEARNING PLAN

In order to ensure the continued well-being of Terry's school community, the additional following guiding principles have been put in place:

1. Implement a safe learning environment at Terry Elementary based upon the [LRSD Ready for Learning Plan](#) which follows the most current guidance from the Arkansas Department of Health (ADH).
2. Provide guidance and support for educators, parents, and students in the areas of health, safety, academic and social emotional learning.

SECTION I: GENERAL SAFETY PRECAUTIONS

TOPIC	GUIDELINES & PROCEDURES
Personal Protective Equipment	<ul style="list-style-type: none">• Everyone entering the building will be required to wear a face covering.• Adults entering the building must complete the COVID questionnaire and be temperature checked.• Face shields will be available for staff members to wear as an additional protective measure.• N95 mask, goggles, gloves, and a gown will be worn by the attending staff member in the event that an employee/student becomes ill and the LRSD Suspected COVID-19 CASE and Isolation Protocol is needed.
Socially/Physically Distancing	<ul style="list-style-type: none">• Every effort will be made to ensure social/physical distancing including student transitions, lunch/recess, and in classrooms.<ul style="list-style-type: none">◦ Lunch Procedures: Depending on the in-person enrollment numbers, classes may either eat in the cafeteria with students seated on only one-side of the cafeteria table (all facing the same direction) and socially distanced by skipping seats OR will remain in their classrooms socially distanced.◦ Recess: Classroom groupings will be assigned a specific area to play to limit cross exposure.• Visual guidance (floor markings and signage) will be used.• Transitions of large groups will be limited throughout the day.• Specialists (Art, Counselor, GT, Library Media, Music, PE) will travel to classrooms to provide instruction to reduce large group transitions.• Classroom groupings will be maintained during arrival, dismissal, lunch, recess, and bathroom breaks to limit cross exposure.
Cleaning & Disinfecting	<ul style="list-style-type: none">• Custodial staff will follow the cleaning and disinfecting protocols as outlined in the LRSD Ready to Learn Plan which includes periodic cleaning/disinfecting of common spaces throughout the day.• Students/staff members will thoroughly wash their hands multiple times throughout the day and utilize hand sanitizer when hand washing is not available.• Visual guidance (hand-washing guidelines and signage) will be used.
Student Supplies & Backpacks	<ul style="list-style-type: none">• Students should bring their own plastic refillable water bottle labeled with their name (top and bottom) of the bottle. Water fountains will not be available for drinking use; staff will monitor refilling of water bottles.• School supplies will be kept in storage containers labeled with the student's name and will not be shared.• Backpacks will not be used this year. Please do not send a backpack with your student.• Lunches brought from home should be packaged in a disposable container/bag.
Health Room Guidance for Students	<ul style="list-style-type: none">• Nurse Referrals: Teachers will call the school nurse when they expect a student will need care. The nurse will follow the Health Services Operations Manual for providing care.<ul style="list-style-type: none">◦ Non-infectious students will receive treatment and be sent back to class. Parents will be notified to pick students up who are identified as needing home care or further medical treatment. Parents are expected to pick students up from school within the hour of being notified.◦ Suspected COVID-19 Case will follow the LRSD Isolation Protocol which includes: isolating the student in the COVID isolation room, use specific PPE while working with the student, notify the parent to pick-up student and contact their primary care provider for health guidance, follow the guidelines for determining potential cross exposure, disinfect and thoroughly clean the isolation room and the classroom, complete the Suspected COVID-19 Case form, call the local health authority (1-800-803-7847) to report, and follow the ADH notification process as outlined in the LRSD Ready to Learn Plan.

SUPPORT NEEDED FROM PARENTS/GUARDIANS

- Ensure that your student(s)' [immunizations/ wellness checks are up-to-date](#).
- **Update your contact information with Mr. Armstrong. It is critical that we have two working phone numbers to reach a parent/guardian in case of an emergency.**
- Stress the importance of [proactive measures](#) for the utilization of face coverings, adhering to physical/socially distancing, and regularly washing their hands, both at school and away from school. Please take time to demonstrate these actions with your younger students.
- Review good hand hygiene; wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer, if soap and water are not available. ([Guide for proper handwashing techniques.](#))

- [Develop daily routines before and after school](#)—for example, things to pack for school in the morning (like hand sanitizer and an additional (back up)) and things to do when you return home (like washing hands immediately and washing worn cloths).
- Check in with your child each morning for signs of illness. If your child has a temperature of 100.4 degrees or higher, **keep them at home. Students who have any of the following symptoms must also remain at home: a sore throat or other signs of illness, like a cough, diarrhea, severe headache, vomiting, or body aches.** If a student comes to school with the listed symptoms they will be sent home by the School Nurse.
- If your child has had close contact with a [COVID-19 case](#), they should not go to school. Follow guidance on what to do when someone has known exposure (listed in the Guidance If Exposed section on the [District's website](#)).
 - Contact the following: Notify your health care provider of the exposure to COVID-19 and follow their testing recommendations; Call the main COVID-19 Hotline (1-800-803-7847) and report the exposure; finally, call Mr. Armstrong, Terry's Attendance Secretary (501-447-6503) and notify him of the exposure.

SECTION II: STUDENT/STAFF ARRIVAL AND VISITORS

TOPIC	GUIDELINES & PROCEDURES
Staff Arrival	<ul style="list-style-type: none"> • All staff members must use the front entrance of the school and complete the required daily procedures: <ul style="list-style-type: none"> ◦ Confirm electronic COVID questionnaire submission ◦ Have temperature taken by school designee ◦ Ensure that a face covering is used and provide a mask if needed
Student Arrival	<ul style="list-style-type: none"> • CARE- parents must sign-in students with CARE staff using the Media Center door (7:00- 7:30 a.m.) • Students may enter the building at 7:15 a.m. using the designated entrances listed in the procedures below. • Arrival procedures have been altered to ensure that social distancing guidelines are followed. Student entrance locations are listed below beginning at 7:15 and ending at 7:40 a.m. Students who are tardy (arriving after 7:40 a.m.) must use the front door to enter the building to be screened/monitored: <ul style="list-style-type: none"> ◦ Bus/Van Riders- use the Media Center entrance ◦ PK Students- Use the back entrance under the awning in the circle drive. Parents must walk the student to the door and complete an electronic check-in form. (Sibling groups may enter w/PK students and will report directly to their grade level hallway). ◦ Carpool/Walkers (K- 1st Grade)- enter using the front door of the school ◦ Carpool/Walkers (2nd – 3rd Grade)- enter using the grade level hallway door in the front of the school ◦ Carpool/Walkers (4th – 5th Grade)- enter using the grade level hallway door in the front of the school • Student entrances will be monitored by a staff member to ensure that students are wearing a face covering before entering the building. Masks will be provided if a student arrives without one. • Students will be supervised and seated (socially distanced) in their grade level hallway until teachers pick-up.
Visitor Guidelines	<ul style="list-style-type: none"> • The district has significantly limited normal visitations. Doors will remain locked. Parents/visitors will be restricted from entering the building. All normal school business will be handled over the phone or by email. Essential business that requires entry to the building must be approved by the principal and will be by seen by appointment only. <ul style="list-style-type: none"> ◦ Visitors must complete a COVID questionnaire, have temperature taken, and put on face covering before being allowed to enter the building for their appointment.

SUPPORT NEEDED FROM PARENTS/GUARDIANS

- Review the arrival procedures and discuss routines/expectations with your student(s) in advance:
 - If your child rides a bus/van, plan for your child to wear a face covering on the bus and talk to your child about the importance of following bus/van rules and any spaced seating rules.
 - Walkers are expected to wear their mask and socially distance from other students (excluding siblings).
 - Car riders are expected to put on their face coverings on **before** they exit the vehicle.
- K-5th grade parents/guardians should remain in the car when dropping off students and **MUST** use the front carpool circle drive to drop-off students.

SECTION III: STUDENT DISMISSAL

TOPIC	GUIDELINES & PROCEDURES
Bus/Van Riders	<ul style="list-style-type: none"> • Bus and van riders will be dismissed via an intercom all-call when their bus/van arrives and will report immediately to the Media Center exit to load the bus/van.
Walkers	<ul style="list-style-type: none"> • In order to create a safe distancing environment, walkers will be dismissed via the intercom by grade level beginning at 2:10 p.m. Siblings groups in different grades will be released at the same time and will exit the building together. Parents who are meeting students should wait across the street by the cross walk.
	<ul style="list-style-type: none"> • Students will remain in their designated grade level area/hallway seated (socially distanced) and under the supervision of a staff member until their name has been called (via walkie-talkie) to dismiss. Students will immediately exit the building using their designated exit door and load immediately load their vehicle. <ul style="list-style-type: none"> ◦ PK dismissal will begin at 2:00. PK students will remain in the room until a parent arrives at the back door to pick up. ◦ K-1st grade dismissal will begin at 2:15 and students will sit socially distanced on the outside benches when weather permits & will sit in the main hallway/exit through the front door when there is inclement weather. ◦ 2nd – 3rd grade students will dismiss at 2:20 and will use grade level hallway & entrance/exit door. ◦ 4th – 5th grade students will dismiss at 2:20 and will use grade level hallway & entrance/exit door.

CARE	<ul style="list-style-type: none"> Students enrolled for afterschool CARE will be dismissed at 2:20 to report immediately to the cafeteria.
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SUPPORT NEEDED FROM PARENTS/GUARDIANS

- Dismissal times and procedures have been altered to ensure that social distancing guidelines are followed. It is crucial that parents are on time when picking their student(s) up in order for us to ensure safety practices. Sibling groups will follow the youngest sibling's dismissal time.
- Carpool students MUST be picked up by 2:50 p.m.**
- Review the dismissal procedures and discuss routines/expectations with your student(s) in advance:
 - If your child rides a bus, plan for your child to wear a face covering on the bus and talk to your child about the importance of following bus rules and any spaced seating rules. Revised 07/29/2020 NOTE: This plan will be updated as new ADH guidance is received.
 - Walkers are expected to wear their face covering and socially distance from other students (excluding siblings) until they have made it home.
 - Car riders are expected to wear their mask until they have entered the vehicle that is picking them up.
- K-5th grade parents/guardians should remain in the car when picking up students and **MUST** use the front carpool circle drive to pick-up car riders.

SECTION III: ACADEMIC & SOCIAL EMOTIONAL LEARNING (SEL)

TOPIC	GUIDELINES & PROCEDURES
In-Person Learners	<ul style="list-style-type: none"> A device will be provided for each student and will be assigned during the first week of school. Instructional strategies will be used that will ensure: social distancing and restrict sharing of supplies. If a K-5th grade 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 will be assigned to the virtual learning environment.
Virtual Learners	<ul style="list-style-type: none"> A device will be provided for each student. Device pick-up procedures will be announced via Terry's communication platforms: social media platforms, Dojo, school website, and Parentlink. Students will be assigned a classroom teacher who will provide virtual instruction and support. Students will utilize Schoology to participate and complete all assignments.
All Learners	<ul style="list-style-type: none"> Pre-K will use Seesaw in addition to Class Dojo. Schoology will be used as the Learning Management System to deliver on-line instruction to both virtual and in-person students (K-5th grades) so that all students are familiar with how to use the platform. To address the academic needs of students from missed instruction after the closing of the schools last spring, teachers will provide small group instruction in a student(s) deficit areas on a daily basis. Group assignments will be based on their skill proficiency levels. Students with an IEP or a 504 plan will continue to receive their services and teachers will provide accommodations/modifications as required in both learning option settings: in-person and virtually. Grades will be calculated based on student work completed. Students will receive zeros for incomplete work. Attendance will be taken daily.
After School Activities & Fieldtrips	<ul style="list-style-type: none"> Terry will follow the district and state guidelines regarding after school activities for elementary students. Until further notice, no fieldtrips will be taken that will require leaving the building. Virtual fieldtrips will be permitted and encouraged to enhance students' learning experiences.
Assemblies & Evening Events	<ul style="list-style-type: none"> Until further notice, no in-person large gathering events may be held. Virtual options may be planned instead.
Social Emotional Learning	<ul style="list-style-type: none"> The district will provide a multi-tiered system of support for all students, staff, and parents in both the virtual and in-person learning environment as outlined in the LRSD Ready to Learn Plan Additional support resources will be communicated through Terry's communication platforms: social media platforms, Dojo, school website, and Parentlink.

SUPPORT NEEDED FROM PARENTS/GUARDIANS

- All conferences must be held virtually or by phone. Please contact your child's teacher to make arrangements to meet.
- Review the LRSD Handbook with your student(s) as both in-person and virtual students are expected to adhere to all expectations/guidelines as listed in LRSD's Student Handbook.
- Review the [District's Mental Health and Counseling Resources](#)