ROBERTS ELEMENTARY
RETURN-TO-SCHOOL PLAN

IN RESPONSE TO COVID-19

*This Return to School Plan (COVID19) will be modified and adjusted as needed to keep students engaged in learning and as safe as possible as conditions change. Adjustments to the plan will be shared in a timely manner.*
ROBERTS ELEMENTARY RETURN TO SCHOOL PLAN (LIVING DOCUMENT)

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Updated: July 31, 2020

Note: This plan will be updated as new ADH guidance is received
INTRODUCTION
This plan has been prepared to aid in re-entry into the 2020-2021 school year either virtually or in-person. A guiding coalition of 26 Roberts Elementary staff members and parents have worked together to thoughtfully craft this plan. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC), the World Health Organization (WHO), the American Academy of Pediatrics, the Arkansas Department of Education, the Arkansas Department of Health, and the Little Rock School District. Regular updates will be made to this plan based on information provided by the CDC, WHO, the AAP, and applicable federal, state and local agencies.

For the safety of all involved, our school plan is a very conservative plan that allows for gradual release of restrictions as conditions warrant.

OUR MISSION, VISION AND VALUES
During these unprecedented times, our mission, vision and values remain the same and we are committed to ensuring that they are at the forefront of our conversations, plans and actions.

Mission
To encourage, engage and equip students for educational and personal excellence in a diverse and global community.

Vision
To be a leader in elementary public school education by helping all learners soar to their pinnacle of educational & personal excellence.

Values
With our students, staff and community at our core we will:
➔ Encourage innovation and creativity
➔ Celebrate a culture of belonging
➔ Strive for a safe learning environment
➔ Commit to identifying and eliminating as many barriers as possible to educational achievement for all learners
➔ Facilitate the equitable use of resources to meet the needs of all learners
➔ Reflect on and implement best instructional and organizational practices

Committing to these values allows us to “Always Do The Right Thing!”
STAGES AND TIMELINES

Color Codes will be utilized as a visual reminder for staff, students, and our community as we deal with the ever changing conditions during COVID19. During COVID19 the banner on our school Facebook page (RobertsElemLRSD) will be a solid band of the color code in which we are currently operating. Additionally, our color codes will be marked at every entrance.

- **Red** designates a closed campus for students and community. If school is in session, all students will utilize our virtual platform of learning during this time.
- **Orange** designates an open campus for students where a strict management of social distancing and flow of people on campus will be implemented.
- **Yellow** designates an open campus for students and community with a less strict management of social distancing and campus flow.
- **Green** designates a return to normal school operations.

Roberts will move from Red, to Orange, to Yellow, and Green when the Governor, ADH, ADE, and LRSD advise.

<table>
<thead>
<tr>
<th>Stages</th>
<th>Timing</th>
<th>Action Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>Red</td>
<td>July &amp; TBD</td>
<td>• Implement social distancing protocol and open facilities with limited access/use</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Guiding Coalition Re-entry Team meets via Zoom calls to prepare re-entry plan.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Principal, Assistant Principals, and Front Office Staff return to work under district guidelines on their contract start date.</td>
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<tr>
<td></td>
<td></td>
<td>• Prepare detailed work schedule for phases</td>
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<td></td>
<td></td>
<td>• Prepare the building for reopen with thorough cleaning and organizing.</td>
</tr>
<tr>
<td>Orange</td>
<td>August &amp; TBD</td>
<td>• Implement social distancing protocol and open facilities for certified and classified staff on their contract start dates.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Students returning to school in-person and virtually have an August 24th start date.</td>
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<tr>
<td></td>
<td></td>
<td>• Zero school clubs at this time</td>
</tr>
<tr>
<td>Yellow</td>
<td>TBD</td>
<td>• Implement social distancing protocol with less restrictions</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Expand use of school based on recommendations and data from CDC, Arkansas Governor, and applicable state and local agencies</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• School clubs will be discussed</td>
</tr>
<tr>
<td>Green</td>
<td>TBD</td>
<td>• Expand full operations based on recommendations and data from CDC, Arkansas Governor, and applicable state and local agencies</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• School clubs will occur</td>
</tr>
</tbody>
</table>

Updated: July 31, 2020

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SUPPORT NEEDED FROM PARENTS/GUARDIANS

- Select your student’s learning environment option by August 7, 2020. 
  https://securek12.lrsd.org/MyChoiceFall2020/
- Stress the importance of proactive measures for the utilization of masks/face coverings, adhering to physical distancing, and regularly washing their hands, both at school and away from school. Please take time to practice these actions with our younger students.
- Check in with your child each morning for signs of illness. If your child has a temperature of 100.4 degrees or higher, they should not go to school. Make sure your child does not have a sore throat or other signs of illness, like a cough, diarrhea, severe headache, vomiting, or body aches.
- 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 on the LRSD website).
- 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) face covering) and things to do when you return home (like washing hands immediately and washing worn cloth face coverings).
- Plan for transportation: 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.
- Secure school supplies for the selected learning environment; supply lists will be shared on the Roberts website and social media platforms. LRSD is providing masks and cleaning supplies. Each grade level has requested disinfectant wipes and hand sanitizer. We understand that those items are in high demand and not readily available. Please provide if you are able.
- You will get an email with a link to register your child for a personal device. Virtual students will pick their devices up on Meet the Teacher Nights. ALL parents should fill out the online form. Students who attend school in person will use their device at school in class. Should we need to move all instruction to virtual, then in person students will take their personal device home to complete their lessons in Schoology.
- Review the LRSD mental health and counseling resources.
- All families need to fill out the school meal benefits form that provides funds for our school and free/reduced lunch for those that qualify. Families that qualify for the free/reduced lunch might also qualify for extra stimulus funds due to COVID-19. Please fill out the form even if you think you don’t qualify for free/reduced meals.
- **Learning Pods**: Learning pods are groups of students that will get together in person to learn virtually outside of school. Virtual families may request that their children be in the same classroom with same grade level students. To request this, please do the following:
  1. One “pod parent” should fill out one Google form for all students that would like to be in a pod together.
  2. You will need to fill out one Google form for each of your own personal children that are in different grade levels.
VISITOR RESTRICTIONS

Roberts Elementary will not allow normal visitation to our campuses until further notice.

- Only Roberts Elementary staff are allowed on campus during preparation for reopen.
  - We will utilize our color coordinated phase chart to communicate with visitors about our current restrictions.
- **Quarter 1 (August 24 - October 19)**
  - Only essential LRSD employees and visits for official business (UPS, US Mail, etc.) will be allowed into the building.
  - No parent visitors. This will be reevaluated for changes for the 2nd Quarter of instruction.
  - No solicitations or pop up visits by anyone not employed with the LRSD.

TRAVEL RESTRICTIONS

Roberts Elementary will discontinue staff travel to conferences and workshops until further notice unless pre-approved by the Human Resource department and the office of the Superintendent.

EMPLOYEE SCREENING AND PROTOCOLS

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees, we will be requiring employees to complete a daily self-screening which includes a temperature reading and answering a set of questions related to COVID-19 symptoms, provided by the LRSD.

***All screening information will be kept confidential by Human Resource and LRSD Health Services.***

HEALTH PROTOCOLS

All supervisors will utilize the Communication Flow Chart to determine appropriate course of action in the event of a suspected COVID-19 case.

Medication Drop Off

- Nurses will communicate 2 or 3 opportunities for families to drop off medications before the 1st day of school. Medication drop off will occur in the bus lane at specific times. All other medications will need to be dropped off by a set appointment.

Healthy and Sick Nurse Rooms

- The teacher’s lounge will be converted to a health room for fever/covid symptoms - nurses will split between the two rooms (healthy and sick) on a weekly rotation. The PTA room will serve as the teacher’s lounge for this school year.

Minor Health Issues

- Teachers take care of minor health issues in the classroom. If a student exhibits symptoms of Covid19, Flu, stomach virus, etc., teachers will call the nurse and the nurse will personally escort the student to the sick room.

Roberts Elementary is following the guidelines put forth from the Superintendent’s office of the LRSD.

Updated: July 31, 2020

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GUIDANCE IF EXPOSED
Roberts Elementary is following the guidelines put forth from the Superintendent’s office of the Little Rock School District. Should a student or staff member experience exposure to someone with the virus, Roberts nursing staff will provide the following information to Margo Bushmiaer, Director of Health Services: Name, Date of Birth and phone numbers to contact the child’s parents. **Covid Hotline Phone Number 1.800.803.7847**

SOCIAL DISTANCING
Social distancing is an effective way to prevent potential infection. Roberts Elementary employees, students, parents and visitors should practice staying approximately 6 feet away from others and eliminating contact with others.
- Traffic Flow – directions will be marked in order to maintain the social distancing requirement of 6 feet.
- Ad-hoc Interactions/Gatherings – non-essential/informal meetups and visiting should be avoided.
- Staff Lunches: Tables will be put in flex spaces to allow adequate social distancing for teachers and staff while still providing a space for teachers outside the classroom to have a break/lunch. Seating will be provided outside as well for staff to receive fresh air and social distance.
- Bus transportation is essential for some families. Students will be required to sit with family members on the bus and students will have assigned seats. If bus transportation is not essential for your family, please drop off and pick up your students to allow more social distancing for bus riders.

PERSONAL PROTECTIVE EQUIPMENT (PPE)
In order to minimize exposure to COVID-19, PPE will be utilized to prevent certain exposures. PPE can include:

**Masks**
- All staff and students at Roberts Elementary will wear masks while traveling through the building and during instructional time.
- The only time students may remove their masks is during the 30 minute lunch period when they are eating lunch.
- Students who are receiving instruction in the building are asked to bring two additional masks to school in a ziplock bag labeled with the student’s name. The teacher will collect and store the masks in the classroom in case the child’s mask breaks or is damaged during the day. LRSD is also supplying additional disposable masks.

**Protective Eye Equipment**
- All staff will be provided with protective eye equipment to wear if they so desire while in the building.
- Students may also wear protective eye equipment in addition to a mask.
PERSONAL PROTECTIVE EQUIPMENT (PPE) CONTINUED

Gloves
- The use of gloves will take place in various capacities on campus such as but not limited to: carpool, food service prep, cleaning procedures.
  - Touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection. Wearing gloves does not diminish the need to wash your hands. Please remember to wash your hands properly as it is the number-one defense against any virus. Additionally, the proper removal of gloves reduces the risk of being exposed to contamination.

*Please note that social distancing should still be practiced even with the use of gloves, glasses, and masks.*

ROBERTS ELEMENTARY COVID19 SCHEDULES

Arrival Times and Procedures

All students and staff are required to wear masks upon exiting their car prior to arrival to the building.

We will implement a flex entry during our arrival times to help social distance and stagger our arrival times for families.
- Car riders/walkers may enter the building after 7:30am. Stay in the car until the car door is opened by an adult.
- Bus riders may enter the building upon arrival.
- Tardies will begin at 8:00am.
  *In the past we have allowed students before 7:30am. THIS WILL NOT BE ALLOWED THIS YEAR due to staffing *

Starting at 7:30 am there will be three drop off locations available for drop off at Roberts.
- Main Entrance: 4th and 5th Grade
- Kindergarten Entrance: Kindergarten and 1st Grade
- Bus Entrance: 2nd and 3rd Grade*
- Multiple students in various grade levels: enter youngest student's entrance

*Cars will not be allowed to wait in the bus line prior to 7:30am. We have to ensure buses have easy access to enter and leave the bus lane. Please don't drop students off in cul de sacs and main roads around campus.

Dismissal Times and Procedures

We will implement a flex dismissal during our dismissal times to help social distance and stagger our dismissal times for families.
- Car Dismissal
  - 1:45pm will begin our dismissal process. If a parent desires to pick up their children they can do so as early as 1:45pm in the Main Entrance and Kindergarten Entrances. These entrances will follow a 1:45pm to 2:25pm pickup time.
  - Students will utilize the extended pickup time to complete work in their classroom until their family arrives to pick them up.
    - Kindergarten Entrance: Kindergarten and 1st Grade + Siblings
    - Main Entrance: 2nd Grade - 5th Grade

Note: This plan will be updated as new ADH guidance is received
**Bus Dismissal**
- Will run at their normally scheduled dismissal times after 2:25pm.
- The bus lane will not be utilized by car pickup in the afternoon.

**Pikmykid Dismissal System**
- Parents and teachers will utilize the Pikmykid app for dismissal. Information on how to utilize the app will be forthcoming. Parents will be able to specify how their child will get home from school, click on the app to announce their arrival at school to get their child, and get live updates about their child’s dismissal from school. Directions and videos about Pikmykid will be available the week before school begins.

**Arrival/Dismissal Times and Procedures**

**Lunch Procedures**

**Stage 1** (Length of time to be determined.)
- Lunch in classroom
- Hot lunches will be delivered to classrooms in disposable containers for those that request a school lunch

**Stage 2**
- Dining Room will be utilized at 50% capacity.
- Classes will follow the A/B calendar schedule (page 10) for who utilizes the dining room.

**Stage 3**
- Dining Room will be utilized at 100% capacity.

Note: This plan will be updated as new ADH guidance is received
### Recess Times and Procedures

45 minutes of play will take place on a daily basis.

#### Sanitization Process of Playground Equipment Between Usage

- Time: 8:45am - 9:00am, 9:45am - 10:00am, 10:45am - 11:00am, 11:45am - 12:00pm, 12:45-1:00 p.m., 1:45-2:00 p.m.

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<th>Play Locations and Schedules</th>
<th>Kindergarten Playground/PlayArea</th>
<th>Kindergarten Play Area</th>
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<td><strong>A WEEK</strong></td>
<td>Playground A (Hall)</td>
<td>Playground A (McCaslin)</td>
</tr>
<tr>
<td></td>
<td>Playground B (Leisenring)</td>
<td>Play Area A (McCaslin)</td>
</tr>
<tr>
<td></td>
<td>Playground C (Gadberry)</td>
<td>Playground B (Skinner)</td>
</tr>
<tr>
<td></td>
<td>Playground D (Meyers)</td>
<td>Playground C (Deal)</td>
</tr>
<tr>
<td><strong>B WEEK</strong></td>
<td>Playground A (McCaslin)</td>
<td>Play Area A (McCaslin)</td>
</tr>
<tr>
<td></td>
<td>Playground B (Skinner)</td>
<td>Playground B (Devers)</td>
</tr>
<tr>
<td></td>
<td>Playground C (Deal)</td>
<td>Playground C (Devers)</td>
</tr>
<tr>
<td></td>
<td>Playground D (Meyers)</td>
<td>Playground D (Smith)</td>
</tr>
</tbody>
</table>

1st Grade Playground

- Time: 9:00am - 9:45am

#### A WEEK

- Playground A (Davenport)
- Playground B (Schoessel)
- Playground C (Hardin)
- Playground D (Whaley)

#### B Week

- Playground A (Strom)
- Playground B (Devers)
- Playground C (Durden)
- Playground D (Smith)

#### 1st Grade Play Area

- Time: 9:00am - 9:45am

#### A WEEK

- Play Area A (Davenport)
- Play Area B (Schoessel)
- Play Area C (Hardin)
- Play Area D (Whaley)

#### B WEEK

- Play Area A (Strom)
- Play Area B (Devers)
- Play Area C (Durden)
- Play Area D (Smith)

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2nd Grade Playground

- Time: 10:00 - 10:45am

#### A WEEK

- Playground A (Bradberry)
- Playground B (Glover)
- Playground C (Sharp)
- Playground D (Carter)

#### B WEEK

- Play Area A (Hallum)
- Play Area B (Esanu)
- Play Area C (Shelton)
- Play Area D (Reed)

#### 2nd Grade Play Area

- Time: 10:00 - 10:45am

#### A WEEK

- Playground A (Hallum)
- Playground B (Esanu)
- Playground C (Shelton)
- Playground D (Reed)

#### B WEEK

- Play Area A (Bradberry)
- Play Area B (Glover)
- Play Area C (Sharp)
- Play Area D (Carter)

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3rd Grade Playground

- Time: 8:00am - 8:45am

#### A WEEK

- Playground A (Ahne)
- Playground B (Freiermuth)
- Playground C (Elliott)

#### B WEEK

- Play Area A (Schmitt)
- Play Area B (Snow)
- Play Area C (Cunningham)

#### 3rd Grade Play Area

- Time: 8:00am - 8:45am

#### A WEEK

- Playground A (Schmitt)
- Playground B (Snow)
- Playground C (Cunningham)

#### B WEEK

- Play Area A (Ahne)
- Play Area B (Freiermuth)
- Play Area C (Elliott)

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4th Grade Playground

- Time: 11:00 - 11:45

#### A WEEK

- Playground A (Franklin)
- Playground B (Braswell)
- Playground C (Jackson)

#### B WEEK

- Play Area A (McMichael)
- Play Area B (Racop)
- Play Area C (Adams)

#### 4th Grade Play Area

- Time: 11:00 - 11:45

#### A WEEK

- Playground A (McMichael)
- Playground B (Racop)
- Playground C (Adams)

#### B WEEK

- Play Area A (Franklin)
- Play Area B (Braswell)
- Play Area C (Jackson)

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5th Grade Playground

- Time: 12:00 - 12:45

#### A WEEK

- Playground A (Brock)
- Playground B (Keener)
- Playground C (Pesek)

#### B WEEK

- Play Area A (Leavitt)
- Play Area B (Whitlow)
- Play Area C (Jenkins)

#### 5th Grade Play Area

- Time: 12:00 - 12:45

#### A WEEK

- Playground A (Leavitt)
- Playground B (Whitlow)
- Playground C (Jenkins)

#### B WEEK

- Play Area A (Brock)
- Play Area B (Keener)
- Play Area C (Pesek)

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Updated: July 31, 2020

Note: This plan will be updated as new ADH guidance is received
Recess Times and Procedures Continued

Outdoor recess will be determined based on the LRSD established protocol for acceptable heat index and wind chill factors. If it is too hot or cold to have outdoor recess, then students will have indoor recess in their classroom.

Equipment:
- Each classroom will have their own assigned mesh bag with similar colored equipment in the bag for use while playing in their play area. When the students utilize the playground they will not utilize their bag full of equipment.
Enrichment Times

- Music students will be socially distanced at least 12 feet apart while singing.
- PE will take place in the gym/outside and all students will have plenty of room to socially distance themselves.
- Art classes may be outside (weather permitting) under an awning and students will use individual supplies.
- In order to reduce the amount of traveling in the interior of the school building, classes will travel to and from enrichment classes (art, music, PE) via the outside of the building weather permitting.

In Person Schedule

<table>
<thead>
<tr>
<th>Kindergarten Teachers</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nan Deal</td>
<td>MUSIC (A) 11:35-12:05 Tech (B)</td>
<td>ART 11:35-12:25 (D)</td>
<td>PE 11:35-12:25 (D)</td>
<td>MUSIC 11:35-12:25 (D)</td>
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<tr>
<td>Chelsea Hall</td>
<td>PE 11:35-12:25 (D)</td>
<td>MUSIC 11:35-12:25 (P)</td>
<td>ART 11:35-12:25 (G)</td>
<td>MC (A) 10:35-11:05 Tech (B)</td>
<td></td>
</tr>
<tr>
<td>Isabella Gadberry</td>
<td>PE 11:35-12:25 (A)</td>
<td>MUSIC 11:35-12:25 (P)</td>
<td>ART 11:35-12:25 (W)</td>
<td>Tech 11:35-12:05 (A) MC (B) 10:35-11:05</td>
<td></td>
</tr>
<tr>
<td>Megan Myers</td>
<td>ART 11:35-12:25 (S)</td>
<td>Tech 11:35-12:05 (A) MC (A) 10:35-11:05</td>
<td>PE 11:35-12:25 (A)</td>
<td>MUSIC 11:35-12:25 (P)</td>
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<tr>
<td>Cindy Skinner</td>
<td>ART 11:35 - 12:25 (W)</td>
<td>Tech 11:35-12:05 (D) MC (A) 10:35-11:05</td>
<td>PE 11:35-12:25 (D)</td>
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1st Grade Teachers

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Avie Hardin</td>
<td>8:00-8:30 Tech</td>
<td>MUSIC 12:25 - 1:15 (B)</td>
<td>MC 1:05-1:35 (A)</td>
<td>PE 12:25-1:15 (D)</td>
</tr>
<tr>
<td>Laurel Davenport</td>
<td>MUSIC 12:25 - 1:15 (P)</td>
<td>MC 1:05-1:35 (A)</td>
<td>PE 12:25-1:15 (A)</td>
<td>PE 12:25-1:15 (D)</td>
</tr>
<tr>
<td>Shannon Durden</td>
<td>ART 8:00-8:50 (W)</td>
<td>MUSIC 12:25 - 1:15 (P)</td>
<td>MC 1:05-1:35 (A)</td>
<td>PE 12:25-1:15 (A)</td>
</tr>
<tr>
<td>Vanessa Schossel</td>
<td>PE 11:35-12:25 (A)</td>
<td>MC 1:05-1:35 (A)</td>
<td>PE 12:25-1:15 (A)</td>
<td>MUSIC 12:25 - 1:15 (B)</td>
</tr>
<tr>
<td>Molly Strom</td>
<td>PE 12:25-1:15 (D)</td>
<td>MUSIC 12:25 - 1:15 (P)</td>
<td>MC 1:05-1:35 (A)</td>
<td>PE 12:25-1:15 (A)</td>
</tr>
<tr>
<td>Sonya Whaley</td>
<td>MC (B) 12:25 - 1:15 (W)</td>
<td>ART 12:25 - 1:15 (W)</td>
<td>PE 12:25-1:15 (A)</td>
<td>MUSIC 11:35-12:25 (B)</td>
</tr>
<tr>
<td>Candi Smith</td>
<td>MC (A) 10:5-1:35</td>
<td>ART 12:25 - 1:15 (S)</td>
<td>8:00-8:30 Tech</td>
<td>MUSIC 8:50-9:40 (P)</td>
</tr>
<tr>
<td>Jayme Devers</td>
<td>MUSIC 12:25 - 1:15 (D)</td>
<td>8:00-8:30 Tech</td>
<td>ART 11:35-12:25 (B)</td>
<td></td>
</tr>
</tbody>
</table>

Note: This plan will be updated as new ADH guidance is received.
# ROBERTS ELEMENTARY RETURN TO SCHOOL PLAN (LIVING DOCUMENT)

13

Updated: July 31, 2020

Note: This plan will be updated as new ADH guidance is received

## 2nd Grade Teachers

<table>
<thead>
<tr>
<th>Day</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michele Carter</td>
<td>PE 12:25-1:15 (A)</td>
<td>MUSIC 9:40-10:30 (B)</td>
<td>ART 12:25-1:15 (W)</td>
<td>SCIENCE 8:00-8:50</td>
<td>12:05-12:35 Tech (B)</td>
</tr>
<tr>
<td>Eunice Esamu</td>
<td>ART 12:25-1:15 (S)</td>
<td>9:10-9:40 Tech (A)</td>
<td>MUSIC 12:25-1:15 (B)</td>
<td>11:35-12:25 SCIENCE</td>
<td>MC 8:00-8:30 (A)</td>
</tr>
<tr>
<td>Demetric Reed</td>
<td>ART 8:50-9:40 (S)</td>
<td>12:05-12:35 Tech (A)</td>
<td>MC 11:35-12:05 (A)</td>
<td>SCIENCE 11:35-12:25</td>
<td>PE 8:00-8:50 (B)</td>
</tr>
<tr>
<td>Tiffany Sharp</td>
<td>ART 8:00-8:50 (S)</td>
<td>12:05-12:35 Tech (B)</td>
<td>MUSIC 8:00-8:50 (P)</td>
<td>MC 11:35-12:05 (B)</td>
<td>PE 8:00-8:50 (A)</td>
</tr>
<tr>
<td>Phillip Hallum</td>
<td>MUSIC 8:00-8:50(P)</td>
<td>MC 11:35-12:05 (B)</td>
<td>SCIENCE 8:00-8:50</td>
<td>12:05-12:35 Tech (A)</td>
<td>ART 8:00-8:50 (D)</td>
</tr>
<tr>
<td>Julie Shelton</td>
<td>MUSIC 8:00-8:50(B)</td>
<td>9:10-9:40 Tech (B)</td>
<td>SCIENCE 1:20-2:10</td>
<td>Art 8:00-8:50</td>
<td>MC 12:05-12:35 (A)</td>
</tr>
</tbody>
</table>

## 3rd Grade Teachers

<table>
<thead>
<tr>
<th>Day</th>
<th>Monday</th>
<th>Tuesday</th>
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<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liso Cunningham</td>
<td>SCIENCE 9:40-10:30</td>
<td>PE 9:40-10:30 (A)</td>
<td>MUSIC 9:40-10:30 (P)</td>
<td>ART 9:40-10:30 (W)</td>
<td>Tech/MC 9:50-10:35</td>
</tr>
<tr>
<td>Shasta Elliott</td>
<td>PE 9:40-10:30 (A)</td>
<td>SCIENCE 9:40-10:30</td>
<td>MUSIC 9:40-10:30 (B)</td>
<td>MC/MC 9:50-10:35</td>
<td>ART 9:40-10:30 (S)</td>
</tr>
<tr>
<td>Jennifer Ahne</td>
<td>Tech/MC 9:50-10:35</td>
<td>PE 9:40-10:30 (D)</td>
<td>ART 9:40-10:30 (W)</td>
<td>MUSIC 9:40-10:30 (P)</td>
<td>SCIENCE 12:30-1:20</td>
</tr>
<tr>
<td>Jean Snow</td>
<td>MUSIC 9:40-10:30 (B)</td>
<td>SCIENCE 12:30-1:20</td>
<td>ART 9:40-10:30 (D)</td>
<td>Tech/MC 9:50-10:35</td>
<td>ART 9:40-10:30 (W)</td>
</tr>
<tr>
<td>Barbi Freiermuth</td>
<td>PE 9:40-10:30 (D)</td>
<td>ART 9:40-10:30 (W)</td>
<td>Tech/MC 9:50-10:35</td>
<td>SCIENCE 12:30-1:20</td>
<td>MUSIC 9:40-10:30 (P)</td>
</tr>
<tr>
<td>Robin Schmitt</td>
<td>ART 9:40-10:30 (S)</td>
<td>Tech/MC 9:50-10:35</td>
<td>SCIENCE 12:30-1:20</td>
<td>ART 9:40-10:30 (D)</td>
<td></td>
</tr>
</tbody>
</table>

## 4th Grade Teachers

<table>
<thead>
<tr>
<th>Day</th>
<th>Monday</th>
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<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Melanie Adams</td>
<td>PE 8:50-9:40 (A)</td>
<td>MUSIC 8:50-9:40 (P)</td>
<td>SCIENCE 8:50 - 9:40</td>
<td>ART 8:50 - 9:40 (S)</td>
<td>Tech/MC 8:50 - 9:35</td>
</tr>
<tr>
<td>Stephani Franklin</td>
<td>SCIENCE 8:50 - 9:40</td>
<td>PE 8:50-9:40 (A)</td>
<td>ART 8:50 - 9:40 (W)</td>
<td>Tech/MC 8:50 - 9:35</td>
<td>MUSIC 8:50 - 9:40 (B)</td>
</tr>
<tr>
<td>Amy Braswell</td>
<td>MUSIC 8:50 - 9:40 (P)</td>
<td>ART 8:50 - 9:40 (S)</td>
<td>PE 8:50-9:40 (A)</td>
<td>MC/MC 8:50 - 9:35</td>
<td>SCIENCE 8:50 - 9:40</td>
</tr>
<tr>
<td>Candice Jackson</td>
<td>Tech/MC 8:50 - 9:35</td>
<td>SCIENCE 8:50-9:40</td>
<td>MUSIC 8:50-9:40 (B)</td>
<td>ART 8:50 - 9:40</td>
<td>PE 8:50-9:40 (A)</td>
</tr>
<tr>
<td>Elizabeth McMichael</td>
<td>MC/Tech 8:50 - 9:35</td>
<td>PE 8:50 - 9:40 (D)</td>
<td>ART 8:50 - 9:40 (S)</td>
<td>MUSIC 8:50 - 9:40 (B)</td>
<td>SCIENCE 8:00-8:50</td>
</tr>
<tr>
<td>Rochel Racop</td>
<td>ART 8:50 - 9:40 (W)</td>
<td>MUSIC 8:50 - 9:40 (W)</td>
<td>PE 8:50-9:40 (D)</td>
<td>ART 8:50-8:50 (B)</td>
<td></td>
</tr>
</tbody>
</table>

## 5th Grade Teachers

<table>
<thead>
<tr>
<th>Day</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>J-Lynn Brock</td>
<td>SCIENCE 10:30-11:20</td>
<td>PE 8:00-8:50 (A)</td>
<td>ART 8:00-8:50 (S)</td>
<td>MC (B) 8:00-8:45</td>
<td>MUSIC 8:00-8:50 (P)</td>
</tr>
<tr>
<td>Holly Jenkins</td>
<td>SCIENCE 8:00-8:50</td>
<td>ART 8:00-8:50 (W)</td>
<td>Music 8:00-8:50 (P)</td>
<td>PE 9:40-10:30 (D)</td>
<td>MC (B) 8:00-8:45</td>
</tr>
<tr>
<td>Wesley Keener</td>
<td>MC 8:00-8:45 (B)</td>
<td>PE 8:00-8:50 (D)</td>
<td>ART 8:00 - 8:50 (W)</td>
<td>SCIENCE 9:40-10:30</td>
<td>MUSIC 8:00-8:50 (B)</td>
</tr>
<tr>
<td>Connie Pesek</td>
<td>PE 8:00-8:50 (D)</td>
<td>MUSIC 8:00-8:50 (B)</td>
<td>SCIENCE 9:40-10:30</td>
<td>MC (A) 8:00-8:45</td>
<td>ART 8:00-8:50 (B)</td>
</tr>
<tr>
<td>Katie Leavitt</td>
<td>PE 8:00-8:50 (A)</td>
<td>SCIENCE 8:00-8:50</td>
<td>MUSIC 8:00-8:50 (B)</td>
<td>ART 8:00 - 8:50 (B)</td>
<td>MC (A) 9:50-10:35</td>
</tr>
<tr>
<td>Jeff Whitlow</td>
<td>MC (A) 8:00-8:45</td>
<td>ART 8:00-8:50 (S)</td>
<td>PE 8:00-8:50 (D)</td>
<td>MUSIC 8:00-8:50 (B)</td>
<td>SCIENCE 9:40-10:30</td>
</tr>
</tbody>
</table>
CAMPUS PROTOCOLS

Cleaning Procedures
- High touch areas will be sanitized throughout the day
- Playground equipment will be cleaned between classroom usage
- Bathrooms will be cleaned multiple times a day

Hydration Procedures
Water bottle filling stations will be utilized on campus. All students will be encouraged to bring their own water bottle on a daily basis that they will keep with them in their social distanced learning space to refill as necessary.

Hallway Procedures
- Vinyl “Eagle” decals will be spaced 6 ft apart on each side of the hallways. Students will follow the socially distanced path while in the hallway.
- Hallway travel will be kept to a minimum.

Classroom Procedures
Kindergarten - 5th Grade Classrooms
- Students will have their own socially distanced space in the classroom.
- Personal belongings such as a backpack and/or coats will be kept in students’ space with them.
  - Student spaces will be sanitized throughout the day.
  - Teachers will require frequent hand washing and cleaning of personal space.
- Classrooms with restrooms will have student procedures for wiping down handles upon leaving the restroom.

Library Procedures
The media center will not have free flow open for at least the first quarter of instruction. There will be a process for checking out books and library class will take place socially distanced in the media center. When books are returned they will be quarantined for 3 days and then they will be returned to circulation.

GT Procedures
GT classes will follow a consult model. Please see the LRSD procedures for GT Procedures.

EAST Procedures
EAST students will participate in EAST with other EAST students from their assigned classroom. Students will not be working with students from other classes at this time.

Reading/Resource Procedures
The Dining Room and Media Center Classroom and other larger unused locations will be converted into classroom spaces that are large enough to socially distance. This will allow students from various classrooms to receive the unique services these teachers provide. Teachers will document daily attendance of student groups.

Note: This plan will be updated as new ADH guidance is received

Updated: July 31, 2020
Tech Procedures
Tech Classes will follow a consult model where the Tech Specialist will Video Conference into the room for lessons. Any technology issues will be submitted to the Tech Specialist to correct during pullouts or after school hours.

Counseling
Classroom lessons will all be conducted via video conferencing. Small group lessons or interventions will take place in the school conference room to allow adequate space for social distancing. The space will be sanitized between sessions.

Self Contained Classrooms
The three self contained classrooms will utilize Unique Training as their online platform. Self Contained Classroom teachers will be communicating with their families about their learning platform as school approaches.

Front Office Procedures
The front office will be off limits for visitors and/or congregating staff members outside of essential front office personnel.

Student Check In and Check Out Procedures
- Utilize the check out phone line 501-447-8342.
  - Parents will call the number and provide a specific pin unique to their student for check In and Check Out. The pin will be assigned by our new tool/app Pikmykid. An adult will walk the child out of the building.

Drop off of Lunches/Tardies/Notes
- Lunches
  - Parents may not drop off lunches for their children. If a child forgets a lunch, he or she will get a school lunch.
- Tardies
  - All students that arrive after 8:00 will check in through the main entrance of the school. They will walk past the front office and check in through the security glass with a member of the office staff. Students will form a line on the eagle decals that will be placed 6 feet apart on the floor of the school and on the sidewalks leading into the school building.
- End of Day Notes
  - Change in dismissal/bus passes - will be communicated electronically and/or an adult will drop off bus passes or other important notes.

Staff Meetings and Other Staffing Procedures
All staff will enter the front two entrances of the building. No staff will park in the back until further notice.
All staff and/or parent meetings will be virtual. This includes:
- Guiding Coalition Meetings
- Monthly Staff Meetings
- SBIT Meetings
- IEP Meetings / 504 Meetings
- Parent-Teacher Conferences

Updated: July 31, 2020
Note: This plan will be updated as new ADH guidance is received
SUBSTITUTES
Specific Roberts substitute teachers will be utilized for specific grade levels. All substitutes will be required to fill out the district health questionnaire that all LRSD employees fill out daily. Substitutes will engage in a required professional development about safety and procedures. Administrators will more closely monitor classes with substitute teachers.

CARE
There will be a limited number of CARE spots available this school year. CARE hours are 7:00-7:30 a.m. and 2:25-5:30 p.m.

CLUBS
We will monitor the situation as things change. Currently, there will be no after school clubs for the 2020-2021 school year.

VIRTUAL LEARNING
We are committed to providing high quality learning experiences for all students regardless of their location of learning.
Roberts Elementary will be utilizing @schoology as our virtual learning platform.

- All students (in-person & virtual) will utilize Schoology this academic year.
- Virtual instruction will be a hybrid of live instruction by a Roberts teacher and self-paced learning in Schoology.
- All students will be provided a personal device to utilize online instruction. Please refer to the Meet the Teacher Night information on p. 18 to make sure you get your child’s device before school begins. An email will be sent with a link to register for your child’s device before you come to school to pick it up.
- Virtual students will have the option to join live instruction or view those lessons later in Schoology.
- Live instruction in literacy and math will be provided for the whole class and small groups to differentiate instruction.
- Daily attendance will be taken in the online platform Schoology. Students will be expected to log in daily and complete all assignments.
- Roberts Administration will work with families to create learning pods to help shoulder the burden in order to assist families in the virtual learning process.

The Ramp Up!
We are in this together. The following are valuable webinar opportunities for you to participate in as guardians to enter the virtual school environment with clarity and confidence.

Navigating Schoology Webinar
(Webinar focusing on all the basics of Schoology and finding your way around Schoology and the K-5 classroom)

- Tuesday August 4, 2020 @ 7:30pm CST
  - Hosted by Roberts Administration, Technology Specialist and Schoology Ambassadors
  - Audience: K - 5 Parents and guardians
  - LINK TO WEBINAR and Passcode: 925657
VIRTUAL LEARNING CONTINUED

Q & A Session with Administrators and Roberts Schoology Ambassadors

(Webinar focusing on answering your most pressing questions surrounding Schoology)

- Wednesday August 5th, 2020 @ 7:30pm CST
  - Hosted by Roberts Administration and Roberts Schoology Ambassadors
  - Pre-submitted questions will be answered during this forum
  - [LINK TO WEBINAR] Passcode: 403288

Sample Virtual Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00-8:20</td>
<td>Morning meeting and daily teacher check in</td>
<td>Morning meeting and daily teacher check in</td>
<td>Morning meeting and daily teacher check in</td>
<td>Morning meeting and daily teacher check in</td>
<td>Morning meeting and daily teacher check in</td>
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<tr>
<td>“Live/Video”</td>
<td>with virtual and in person students.</td>
<td>with virtual and in person students.</td>
<td>with virtual and in person students.</td>
<td>with virtual and in person students.</td>
<td>with virtual and in person students.</td>
</tr>
<tr>
<td>8:20-9:20</td>
<td>Literacy Whole Group Core Lesson</td>
<td>Literacy Whole Group Core Lesson</td>
<td>Literacy Whole Group Core Lesson</td>
<td>Literacy Whole Group Core Lesson</td>
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<tr>
<td>English,</td>
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<tr>
<td>Language</td>
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<tr>
<td>Arts, Literacy</td>
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<tr>
<td>“Live/Video”</td>
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<tr>
<td>Literacy</td>
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<tr>
<td>Lesson. “Live/Video”</td>
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<tr>
<td>10:00-10:45</td>
<td>Recess/Brain Break</td>
<td>Recess/Brain Break</td>
<td>Recess/Brain Break</td>
<td>Recess/Brain Break</td>
<td>Recess/Brain Break</td>
</tr>
<tr>
<td>11:00-11:30</td>
<td>Lunch</td>
<td>Lunch</td>
<td>Lunch</td>
<td>Lunch</td>
<td>Lunch</td>
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<tr>
<td>11:30-12:30</td>
<td>Math Whole Group Core Lesson</td>
<td>Math Small Group/Independent Work</td>
<td>Math Small Group/Independent Work</td>
<td>Math Small Group/Independent Work</td>
<td>Math Whole Group Core Lesson</td>
</tr>
<tr>
<td>Math “Live/Video” Daily Lesson</td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>12:30-1:40</td>
<td>Special Classes</td>
<td>Special Classes</td>
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<tr>
<td>1:40-2:25</td>
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<tr>
<td>Science/Social Studies</td>
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</tbody>
</table>

All “Live” lessons will be recorded and posted in Schoology in case parent/student schedules do not allow students to log in at that time.
Roberts Community Engagement Opportunities

Meet the Teacher Nights!
One of the greatest nights of the year will be conducted via a drive thru format this year and will take place over two nights. During the drive thru event, the following will occur:

- Students meet their teacher socially distanced from their car
- In-person students will drop off personal supplies
- Virtual students will receive their device and any textbooks for learning
- All students will receive any purchased student wear

K-2 Grade Meet the Teacher Night!
- Wednesday, August 19th
- 4:30pm - 7:00pm

3-5 Grade Meet the Teacher Night!
- Thursday, August 20th
- 4:30pm - 7:00pm

If you are unable to attend one of the Meet the Teacher Nights you can pick up your students virtual device and supplies/drop off your in-person supplies during the following times

- August 20th from 9:00am - 12:00pm and from 1:00pm - 3:00pm.
- Drop off locations will remain the same as Meet the Teacher Night locations.
Virtual Look Inside Your Classroom
This online meeting will allow you to chat with your child’s teacher and view the classroom where their learning will take place.

- August 18th Teachers will record the meeting and have it available for those families that are not able to join at the designated time.
  - K: 8:00am - 9:00am
  - 1st: 9:00am - 10:00am
  - 2nd: 10:00am - 11:00am
  - 3rd: 11:00am - 12:00pm
  - 4th: 12:00pm - 1:00pm
  - 5th: 1:00pm - 2:00pm

Virtual Tour of the School Building

- Parents will be sent a link to view a video with a message from Principal Steven Helmick and a walkthrough of the building. The video will highlight main areas of interest in the building.

First Day of School for Kindergarten Students

- Parents of Kindergarten students will have a secure link to their child’s classroom for the first hour of the day. The link will be password protected and be provided to the parents from their child’s classroom teacher prior to the first day of school.

We completely understand that this document might bring up more questions for you and your family. If you have any questions or concerns please reach out to Roberts Elementary Administration.

#RobertsRocks because of our amazing school community.

WE ARE IN THIS
#TOGETHER

Steven Helmick - Principal (steven.helmick@lrsd.org 501-447-8302)
Nathalie Coulter - Assistant Coulter (nathalie.coulter@lrsd.org 501-447-8304)
Julie Stewart - Assistant Principal (julie.stewart@lrsd.org 501-447-8352)

Thanks to our Re-Entry Plan Committee for all their work in developing this re-entry plan.