



Friendship Aspire Academy

Grades K-12

Updated Ready for Learning Plan

2021-22

Friendship Aspire Academy Family,

Regardless of the current situation regarding COVID-19, Friendship Aspire Academy will be prepared for all students to return to school on August 16. Some students will be on campus, others will be learning virtually. Whether students are on campus or at a virtual location, we will continue to provide a high-quality education to all of our students. There will be obstacles to overcome, but we believe that together, with the support of our Friendship Aspire Academy families, we can overcome any challenge that comes our way for the good of our students and staff.

Special thanks to our hard-working principals, teachers, and parents who have given us consistent feedback that has shaped the development of this plan. As we have all learned together, things change daily and even completed plans are changed when we receive new guidance from the State of Arkansas. We appreciate your patience as we move forward to provide the best education for our students. If any parents or community members have additional input on the plan, please provide the input on our website, www.friendshipaspire.org, under the Parent & Community Input button.

Phong Tran

Superintendent

Friendship Aspire Academy Communication

Consistent communication will be more important than ever during 2021-2022. Parents and guardians need to know where they can receive factual information about current situations. Some simple communication guidelines below will ensure that we can communicate effectively with all families as situations arise during the 2021-2022 school year.

Communication with Parents and Students

- As students return to school, registrars should verify that all families have a valid email address and phone numbers in eSchool.
- Principals will communicate to families that all essential communication will be sent through the eSchool Home Access Center (HAC). Principals are also encouraged to use other tools like social media or a newsletter in conjunction with HAC.
- Weekly communication from the principal to parents is recommended.
- It is also recommended that principals set the expectation for teachers to communicate with students and families weekly about each week's expectations and what students will be learning.

Communication with Staff

- Immediate communication will be provided via email.
- Additional information may be communicated directly through the Superintendent or Deputy Superintendent.
- Updates will be provided via the Superintendent Brief.
- There may be times during the school year that situations change quickly because of increases in COVID-19 cases. At the beginning of the year, principals should set up clear procedures about how essential information will be communicated.

Friendship Aspire Academy Learning Options

ON-CAMPUS LEARNING

On-Campus Learning

This term will be used during 2021-2022 to refer to students coming to the school buildings to learn and participate in activities. Students will attend school on a regular instructional schedule and will engage in face-to-face learning on campus during school hours. Elementary students in grades K-3 will be assigned to grade level classes that will be taught by teachers at their home campus. Secondary students in grades 6-12 will follow their class schedules. Classroom instruction will be designed for mastery of student learning outcomes based on the academic standards for each content area.

Social Distancing Guidelines

Friendship Aspire Academy is committed to the health and safety of our students and employees. The following guidelines have been established and will be observed during the COVID 19 crisis:

Signage and Awareness

Signage reminding students and staff about social distancing, handwashing, and infection prevention will be posted throughout the school.

Arrival and Dismissal

To promote social distancing guidelines during arrival and dismissal, students may be assigned to different entry doors to ensure even distribution of students entering/exiting at each door, providing guidance to students to enter one at a time and wait six feet apart outside the entrance, and, where appropriate, encouraging parents to remain outside during drop-off and pick-up.

Passing Periods

To promote social distancing during passing periods, campuses will minimize moving large groups of students at the same time by staggering passing periods as much as possible, providing guidance to students to stay on the right side of the hallway, and by creating one-way hallways where possible.

Cafeteria

Cafeterias will be open to prepare breakfast and lunch daily. Students will eat in the cafeteria. However, if the need arises to COVID concerns, students will transition to eating in the classrooms.

Recess

Elementary campuses will limit the number of students at recess at one time and create

different play areas for activities to further reduce student interactions. Students and staff will be required to use hand sanitizer and wash their hands before and after recess.

VIRTUAL LEARNING

Virtual Learning - This term will be used during the 2021-2022 school year to refer to students and parents who have made a commitment to participating in learning from home or another location.

Virtual Learning will have rigorous standards and highly structured schedules. Students in virtual learning will be held to Friendship Aspire Academy Grading Procedures. Friendship Aspire Academy students will be required to wear school uniform shirts. Classroom instruction will be designed for mastery of student learning outcomes based on the academic standards for each content area.

Synchronous Instruction - synchronous means that all students in a class will be required to log into lessons daily at specific times. This type of instruction is very similar to a typical school schedule; however, the student is participating virtually. Students must be logged in on time at the teacher's official attendance time to be marked as present for the day.

Procedures for Enrolling in Virtual Learning

Campus registrars will be part of the process for parents and students enrolling in virtual learning. Online sections of courses in eSchool will need to be created for grading and attendance purposes. Students will remain coded to their home campus and be considered students of that campus, even while participating in virtual learning.

Families may choose to have their student(s) participate in virtual learning during the 2021-2022 school year. Families will make the commitment for the year. All families that will be participating in virtual learning will attend an orientation meeting to become familiar with procedures, expectations, and to check out any needed technology. Students participating in Virtual Learning will be required to use a district-issued Chromebook.

Illness or Exposure induced Virtual Learning - families who experience a case of COVID-19 in their home will be required to self-isolate. Families impacted by self-isolation or quarantine will be enrolled in virtual learning until it is safe for them to return to school.

Students attending school on campus or virtually will be required to learn all of the grade level standards required by the state of Arkansas. All students will follow the Friendship curriculum, standard grading policies, and take all required tests.

Friendship Aspire Academy Technology

Chromebooks

During the 2021-2022 school year, Friendship Aspire Academy will implement a [1:1 Chromebook](#) distribution plan to all students. Each student will receive a Chromebook to be used both at school and at home for the entire school year. At the completion of the school year, students will turn in their Chromebook where they will be cleaned, updated, and checked for necessary repairs. At the high schools, students will receive the same Chromebook from year to year. Whether participating in On-Campus learning or Virtual Learning, students will use their Friendship Aspire Academy issued Chromebooks to complete all required work. Additionally, parents will also be required to sign off on Friendship's Acceptable Use Policy, when they come to check out their child's Chromebook.

Friendship Aspire Academy Health and Safety Guidelines

Protocols for PPE measures

Protective measures, including the use of face coverings, will be determined by either an Executive Order by the Governor or the level of disease activity of COVID-19. The District will rely on data from the Department Health Services (DHS), to determine the disease activity level and the appropriate protective measures. The disease activity level categories below are based on the recommendations of local and state health officials. All Friendship Aspire Academy students and staff are required to wear masks at a minimum.

Procedures for Screening Staff and Students

General

All students and staff will be screened for COVID-19 symptoms daily and individuals who present with symptoms will be separated and sent home. Teachers will monitor students and refer to the nurse if symptoms are present.

Screening Protocols

All students and staff will be required to be screened for COVID-19 symptoms daily prior to entering any district facility.

Testing & Communication Plan for Suspected/Confirmed case of COVID-19 and Protocols for Self-isolation and Quarantine

Student or Staff Displaying COVID-19 Symptoms

- When a student has displayed symptoms of COVID-19, the school nurse will provide a clinical assessment to determine if and when a student needs to be sent home.
- Students who are ill will be separated from their peers and should be picked up within 30 minutes and no later than 1 hour from the time the campus contacted the student's parent/guardian.
- District communication will be provided to the parents of students who came in contact with a COVID-19 positive student or staff member.
- Staff members displaying COVID-19 symptoms will follow district protocols including isolation from students and other staff members.
- Students and staff who have tested positive for COVID-19 will be required to meet the criteria for isolation or quarantine or provide a physician letter of an alternate diagnosis.

- Students or staff who come into close contact with a COVID-19 positive individual will be asked to self-quarantine for 14 days and may not return to campus during that time.

Protocol for Positive Test Results by Employee/Student

Step 1. Notification

- District administration will send notification to all campus participants if a positive COVID-19 case is identified among participants (employees or students). For students, such written notification is to be provided to the parents or guardians of the students.
- District administration must also notify the local health department.

Step 2. Contact Trace

- The District will try to identify any individuals who had regular or close contact with the affected participant. The student's and/or the employee's confidentiality will be maintained whenever possible and all involved will remind others of the need to keep personal and medical information confidential.
- Administration will work with the employee and/or student to determine the last date the employee and/or student was physically present in any district facility.

Step 3. Follow Isolation Protocols

- Friendship will follow the protocols set forth by the Arkansas Department of Health as well as the Arkansas Division of Elementary and Secondary Education.

Step 4: Area Sanitation

- District administration will contact the facilities staff to sanitize all areas the student/employee was in within 72 hours from the time of the known exposure.

Sanitization and Cleaning Plans for Facilities and Buses

General

Frequent cleaning and disinfecting will promote a healthy learning and work environment for students and staff.

Disinfecting Expectations

- Staff will have access to disinfectants to sanitize high-touch and working surfaces and shared objects regularly.
- Staff will limit the use of shared supplies when possible.

Daily Campus Cleaning

- Each classroom and restroom will be disinfected daily.
- All high touch areas will be disinfected daily.
- Custodians will wear masks and gloves during work hours.
- The cafeteria will be disinfected between lunch periods.
- Staff will have access to disinfectants to sanitize working surfaces and shared objects after each use and during breaks in instruction.

Transportation

Friendship Aspire Academy will maintain its outstanding safety record transporting students to and from school with the same care as past years. During the COVID-19 pandemic, additional health and safety measures will be implemented.

- All buses will be thoroughly cleaned daily, focusing on high-touch surfaces.
- Students are expected to use hand sanitizer dispensers located at the front of the bus when loading and unloading the bus.
- To support contact tracing, students will be assigned seats, and a seating chart will be maintained by the bus driver.

Hand Washing/Sanitizing Expectations

- Hand sanitizer will be available at the main entry to the campus, in classrooms, in the cafeteria and in common areas throughout the campus.
- Staff will be expected to regularly wash or sanitize their hands.
- Requirement for hand washing and/or use of Friendship Aspire Academy provided hand sanitizer:
 - Provide hand sanitizer upon entry to classroom and periodic teacher reminders during instructional day
 - Thorough hand washing after physical activity, before eating, following restroom breaks.

Work and Learning Environments

Classroom Configurations and Procedures

- Desks or tables will be socially distanced as much as instructionally possible.
- Students will use hand sanitizer upon entering the classroom.
- Student materials and supplies will be placed in close proximity to students to reduce movement in the classroom.

- When possible, eliminate communal supplies. Shared supplies will be sanitized between use.
- Reduce the use of large table seating in classrooms and replace with desks when possible. If tables are used, limit the number of students per table and identify which seats are to be used to provide as much social distancing as possible.
- To the extent possible, keep doors open between classes to minimize contact with doors and door handles by students and staff entering or exiting classrooms.
- The gymnasiums may be repurposed for instructional space for teaching and/or virtual learning to increase the teaching capacity of the building, as large events will likely not be possible.
- The recommended procedures will be applied to all classroom settings, including special education services locations when possible and appropriate. Students' individual needs will be addressed on a case-by-case basis.

Classroom Instructional Adjustments

- When possible, technology can be utilized when the use of manipulatives is needed. Teachers will consider assigning cohorts of student's specific manipulatives in order to reduce the possibility of exposure or consider creating individual bags of supplementary aids and/or manipulatives for student use that could also be sent home in the event of school closure.
- Whenever possible, students and staff will maintain consistent groupings of people to minimize the spread of the virus. Additionally, supplemental services will be grouped by grade level when possible.
- The use of outdoor space for learning will be considered when possible.

Collaborative Work and Projects

- When possible, technology should be utilized when students are involved in collaborative work.
- Group or pair work can be implemented while maintaining physical distancing.
- It is required that students who work in pairs or groups wear a face covering.

Specialized Classrooms

- Parents are encouraged to send students to school with masks even if they are reluctant to wear them. District staff will work with students on wearing masks as part of daily lessons.
- Hygiene routines will be taught, modeled & practiced in all self-contained classrooms
- Specialized equipment will be sanitized between each use. There will be adequate supplies to minimize the sharing of high touch materials or limit use of supplies of equipment to one group of students at a time.

- Procedures and protocols will be put into place to address locker rooms. Protocols will be in place for disinfecting of equipment, students changing clothes, students showering, distancing of students, etc.

Physical Education Classroom Protocols

- Whenever possible, physical education classes will be held outside to allow for maximum physical distance between students.
- Any activities bringing students into close physical contact will be avoided.
- Visual markers will be on the gym floor and bleachers as reminders of social distancing rules.
- Procedures will be implemented in the locker rooms to limit social distancing.
- Equipment will be disinfected after each class period.
- Sanitizing areas and access to handwashing will be provided.

Recess

- Recess activities shall maintain their class cohort and maintain social distancing from other classmates.
- Campuses will consider limiting the number of students per recess group. Staggered schedules can be utilized when needed.
 - All students and staff will be required to use hand sanitizer before entering the playground and upon exiting the playground.
 - Brain breaks will be implemented as needed, at the discretion of the campus/teacher.
 - “Mask breaks” will be implemented as needed.

Specials

- PE classes will be conducted outdoors whenever possible. Appropriate social distancing measures will be followed.
- Students will use their own art supplies.
- Music, Computer and PE equipment will be sanitized and wiped down after each use.

Collaborative Meetings/Common Areas

In order to provide the safest environment possible in our common/collaborative spaces, while promoting disease prevention and mitigation, the following guidelines will be implemented. Common areas include spaces that are used for meetings and collaboration. This includes computer labs, flexible spaces, teacher lounges, campus libraries, conference rooms and other meeting rooms.

Meeting Spaces/Administrative Spaces - Reception, Offices, Conference Rooms

- Campuses will develop schedules and protocols for the use of common areas, including

how to disinfect space between use.

- When possible, meetings will be conducted virtually. However, if the need arises to meet in person please follow campus guidelines:
 - Facial coverings or masks will be utilized.
 - Shield guard will be installed at the reception desk.
 - Hand sanitizer will be provided in front office spaces.
 - Distances of 6 feet will be provided between all occupied seats and workspaces.
 - Visual reminders will be displayed for social distancing throughout common areas.
 - Informational graphics and markers will be posted to help with 6 feet social distancing.
 - Limit the sharing of materials/supplies.

Elevators

- Only students and staff with a physical impairment or the need to move large/heavy equipment will be able to use the elevator.
- No more than 2 people will ride in the elevator at the same time.
- Masks will be worn when on the elevator.

Restrooms

- Proper handwashing technique will be taught to all students and consistently reinforced.
- Elementary Consideration: The scheduling of whole class restroom breaks is recommended to eliminate co-mingling of students across various classes and to ensure teacher monitoring of social distancing guidelines.
- A system will be implemented to identify the number of occupants utilizing each restroom to mitigate the chance of exceeding maximum occupants per social distancing.
- After a restroom break, students will be required to wash their hands with soap or use hand sanitizer before reentering the classroom.

Campus Visitors/Food Dropoff from Parents

General

Friendship Aspire Academy will restrict visits in schools to only those essential to school operations. Campuses will utilize virtual meeting options to limit campus visitors when possible. All visitors who enter the building will be required to wear a mask.

Visitor Screening/PPE Requirements

- Upon arrival to pick up their student, the parent should notify campus through the entry

buzz-in system and show their ID to the camera. The student(s) will be brought out to the parent.

- All individuals entering the building will be required to wear face coverings during substantial and moderate transmission levels.
- Individuals proceeding beyond the reception area will be subject to the following guidelines:
 - All visitors will be subject to screening by way of a symptom screening form.
 - Virtual parent meetings will be made available when possible.
 - Visitors and staff will maintain physical distancing for IEP and other meetings in smaller conference areas.

Transitions

- Students and staff will wear masks.
- Lockers will be assigned and accessed only at times designated as appropriate on each individual campus.
- Staggered releases from each class will be organized when possible to limit the number of students in the hallway during transitions.
- When necessary for transitioning between classes, students will travel corridors as far to the right as possible.
- Visual markers will be developed to help students maintain physical distances and adhere to established campus traffic flow in hallways.
- Traffic patterns will be established throughout the campus that separates individuals to the greatest extent possible.
- Where possible, one-way traffic throughout campus corridors will be established.
- Classroom doors will be propped open to reduce high touch areas.
- Access to hand sanitizer will be provided throughout the campus.

Arrival

- Early bird arrivals are strongly discouraged. Any students dropped off before the building is open will not be allowed inside the building and must stay socially distanced from other students while waiting for the building to open. Any exceptions would need to be specifically arranged with campus administration.
- Arrival protocols will be established to maintain physical distancing.
- Students will go directly to their homeroom/first period class or designated location upon arrival.

- Lockers will be assigned and accessed only at times designated as appropriate on each individual campus.
- Parents will not be permitted to walk students inside the school building.
- Separate entrances will be utilized for different groups of students (i.e. grade level, drivers, bus riders, etc), and each group of students will be directed to a designated location prior to the start of school. Traffic flow maps will align with grade level entrance locations.
- Hand sanitizer stations will be placed at entrances and exits.
- There will be bus procedures, based on campus specific needs.

Dismissal

- Campus will designate staggered dismissal groups. Staggering the groups of walkers, car riders, bus riders or grade level will help manage student movement in the building and decrease the risk of potential crowding outside at dismissal time.
- Sanitizer stations will be placed at each exit and students will be encouraged to sanitize hands prior to exit.
- There will be bus procedures to encourage social distancing based on campus specific needs.

On-Campus Student Activities

- Any school wide events that are approved to be held on campus need to adhere to social distancing requirements outlined by Friendship Aspire Academy and DESE.
- School wide events will be live streamed and/or occur virtually when possible.
- Assemblies will be virtual or take place with social distancing measures.
- Meet the teacher, open house, parent conferences, etc. will be held with social distancing measures.
- To limit larger gatherings, campus club meetings should be held virtually when possible. If meeting in person is required, groups should utilize larger meeting spaces or multiple meeting opportunities will be provided.

Outdoor and Off Campus Activities

- Field trips will require district approval.
- Campuses will limit students from leaving campus after school prior to travel or start of extra-curricular or co-curricular activities when possible.
- Student participation in academic contests will only be attended if specific guidance is provided by an authorized entity (e.g., Host site, Friendship Aspire Academy, DESE, etc.)

Friendship Aspire Academy Curricular Programs, Counseling, and Special Services

Athletics

- Athletic practices and contests will be conducted following safety protocol provided by guidance from Friendship Aspire Academy, DHS and DESE. This will include COVID screening, group sizes, sharing and sanitizing of equipment, locker room usage, etc.
- Hand sanitizing stations will be in gym facilities and equipment will be sanitized on a regular basis.
- If locker rooms can be accessed, all locker room space will be utilized to follow social distancing guidelines.
- Bus travel will follow transportation guidelines provided by Friendship Aspire Academy.
- Spectator attendance at games and contests may be limited based on DESE guidelines. Ticketing for events may be utilized to control capacity of facilities.
- Postgame sign out procedures for athletes will be communicated to parents prior to the beginning of each season.
- Event procedures will be in place to minimize face-to-face interactions.
- Separate entrances and exits may be utilized and event doors may be propped open to minimize physical contact with handles.
- Spectator seats may be marked and/or configured in a way to enforce social distancing.
- Concessions and/or concession sales may be limited to encourage social distancing and to follow health and safety guidelines.

Cheerleading

- Practices and performances will be conducted following safety protocols provided by guidance from Friendship Aspire Academy, DHS and DESE. This will include COVID screening, group sizes, sharing and sanitizing of equipment, locker room usage, etc.

Dyslexia

- On-Campus Learning
 - Scheduled Therapy will be provided to grouped students based on therapy groups.
 - Therapy will be provided Monday-Thursday; Friday will be used to catch up with absent students and progress monitor or assess students as necessary.
 - Pod students if possible, per grade level to avoid mixing students from different classes
 - Therapy may need to be recorded for students that are self-isolating periodically

and during Modification plan implementation.

- Virtual Learning
 - Dyslexia therapists will hold therapy groups online at designated times based on student schedule.
 - the student during virtual learning

English as a Second Language (ESL)

- On-Campus Learning
 - ESL students grouped with ESL certified teachers where possible
 - ESL teachers providing support to ESL student during intervention times on daily schedule and in the classroom as available
 - Beginning of Year LPAC's will reflect online accommodations if needed for transition to virtual learning
- Virtual Learning
 - Designated EL teachers at each level will support EL students during classwork for K-2 and during Intervention for 3-12 as needed
 - BOY LPACs to reflect online accommodations
 - Instructional support provided through Lexia online with small group instruction provided in areas where students may struggle.

Fine Arts

- Instruction and content will be modified to serve students who are participating on campus and virtually.
- Large group practice sessions will adhere to social distancing guidelines. When possible, classes will be divided into smaller sections to provide better instruction and more physical space.
- Materials and furnishings will be cleaned and sanitized between classes.
- Off-campus fine arts performances will only be conducted if specific guidance is provided by an authorized entity (e.g., Friendship Aspire Academy, DESE, etc.)
- Concerts/performances may be adjusted based on health and safety guidelines provided by an authorized entity (e.g., Friendship Aspire Academy, DESE, etc.) including but not limited to transportation procedures, number of attendees, and the orientation of concerts.
- All fine arts performances will be streamed online when possible.

Special Education

Evaluation and IEP Meetings

- Students can still be referred for special education evaluations if they are participating in virtual or on campus learning. Parents can attend referral meetings via Google Meets video, Zoom, or phone conference at a mutually agreed upon date and time.
- Special education documents, such as consent for an evaluation, that require a signature can be completed via the Script Collaboration which will enable the parent to sign electronically.
- Students in virtual learning who require special education evaluations will participate in evaluations by appointments on campus. District safety health and hygiene practices will be followed.
- If you choose not to bring your child to campus for an evaluation and the evaluation cannot be completed through other means, the Acknowledgement of Evaluation delay will need to be completed.
- For virtual students, all IEP Meetings will be held via Google Meets video, Zoom, or phone conference to limit exposure to committee members and campus Special Education students attending school On Campus.

IEPs

- Students in special education will be included in the requirements for virtual as appropriate for each student as determined by the IEP Committee to provide FAPE.
- Students will have the option to participate in support and related services either virtually or on campus in order to implement the IEP.
- A review IEP Meeting will be held before school begins or no later than during the first 3 weeks of school for all students whose parents request Virtual Learning. The IEP will be reviewed and revised based upon the student's individual needs in the Virtual Learning environment.
- For On-Campus learners, the IEP developed in the student's last IEP meeting will be implemented.

Services and Support for Students in Special Education

- Students in full-time Virtual Learning can attend their related/support service sessions (speech, OT, PT, etc) at the provider scheduled time on campus or can elect to receive their services through Virtual Learning (teletherapy) when available.
- Student specific adaptive equipment, communication devices, assistive technology, and/or accommodations as specified in a student's IEP and determined necessary to provide FAPE will be provided for Virtual Learning. Contact your student's case manager with any questions.
- Friendship Aspire Academy will provide resources for parents of students with disabilities to support parents and students in Virtual Learning. Resources will include but are not limited to: visual supports as needed, social stories for struggling students, and live help sessions for individual issues that may arise.
- During Virtual Learning, special education personnel will support the general education teachers in building a classroom community, help with the newly established routines and procedures, collaborate on instruction, implement the contingency plan/supplement, promote student engagement, and/or develop virtual activities with the teacher.
- Some students accessing an alternate curriculum will need the support of a parent/caregiver to participate in online instructional activities. Special Education Staff are available to provide behavioral intervention support as needed in the Virtual Learning environment. This includes assisting teachers with incorporating behavioral best practices in the Virtual Learning environment, consulting and collaborating with parents/guardians as needed on behavioral strategies to support Virtual Learning in the home environment, and providing district training and resources for supporting the learning environment incorporating behavioral best practices.

Health and Safety for Students in Special Education

- For students who require personal care services, staff will follow universal precautions to maintain health and safety. This will include using and changing gloves and other PPE, use of sanitizer to clean surfaces, and hand washing before and after working with each student.
- The expectation to wear facial (mouth and nose) coverings, social distance and follow health and safety guidelines has been and will continue to be communicated to parents, students and staff by the district. Health and safety expectations will be positively reinforced understanding that some challenges may arise due to the various developmental levels of students. Staff will model and instruct on the importance of social distancing and

wearing face coverings.

- When addressing student noncompliance with health and safety, campuses will consider individual student needs and abilities.
- For students with limited communication abilities, teachers will monitor students and communicate with parents about any changes in student behavior that may indicate illness. Should a student show signs of illness, the nurse will be contacted. Teachers know their student's typical behavior and will likely notice when a student exhibits behavior that may indicate they do not feel well.
- Smaller numbers of students in the self-contained classes will assist with social distancing and increase the attention staff can give to monitoring the health of students in the classroom.
- Communication about your student or any health concern is encouraged in the daily communication logs, email, or phone calls.