

# SCHOLARMADE<sup>®</sup>

DISTRICT SUPPORT PLAN for Continuity of Services  
Ready to Learn

UPDATED MARCH 2023



**TABLE OF CONTENTS**

SCHOLARMADE FAMILY AND COMMUNITY .....3

1. ENSURE THE CONTINUITY OF TEACHING AND LEARNING .....4

2. ADDRESS UNFINISHED LEARNING FROM THE PRIOR YEAR .....4

3. UTILIZE A LEARNING MANAGEMENT SYSTEM OR CONTENT MANAGEMENT SYSTEM .....4

4. SCHEDULE TEACHER TRAINING FOR HOW TO USE THE LMS .....4

5. USE EFFECTIVE TECHNOLOGY FOR PARENTS AND STUDENTS.....5

6. PROVIDE A WRITTEN COMMUNICATION PLAN FOR INTERACTING WITH PARENTS, STUDENTS, AND THE COMMUNITY REGARDING DAY-TO-DAY EXPECTATIONS.....5

7. PROVIDE SUPPORT FOR PARENTS AND STUDENTS .....5

ARRIVAL AND DISMISSAL TIMES.....6

ATTENDANCE .....6

BUS TRANSPORTATION .....6

CAMPUS ENTRY POINTS FOR BUILDING ENTRY.....6

CAMPUS SAFETY AND SANITATION.....6

Covid 19 and other Contagious Health Safety PROTOCOLS .....7

FACE COVERINGS.....7

HYDRATION .....7

MEALS SERVICE .....7

MEALS PICKUP: VIRTUAL Scholars .....8

Process for addressing possible illnesses .....8

SCHOOLWIDE e-Learning DATES .....8

SPECIAL POPULATIONS SUPPORT: .....9

TECHNOLOGY SUPPORT.....9

1. CHROMEBOOK LOG IN .....9

2. HOW TO LOG INTO THE CLEVER PORTAL .....9

VIRTUAL ACADEMY SCHOOL DAY .....10

VISITORS.....11





## SCHOLARMADE FAMILY AND COMMUNITY

We have shared numerous community updates and other communication all year and we appreciate the feedback that you have provided us with on this issue. You will continue to receive updates as new information becomes available via email, school messenger, and on the website.

Your feedback has been crucial as we plan for the end of the school year. Our priority is to provide the safest school environment, an excellent educational experience, and opportunities for our scholars as they continue to grow academically and emotionally. We desire to support continued relationship building and access to extra-curricular activities while adhering to the guidance and directives set forth by the Governor, Arkansas Department of Health (ADH), and Arkansas Department of Education (ADE).

ScholarMade has followed the safety requirements and guidelines regarding COVID-19 outlined in its this Ready for Learning Plan since August 2021. These procedures, which include adjustments to our teaching schedule, daily health screenings, daily temperature checks upon arrival, wearing masks, and social distancing, when possible, have allowed us to maintain a safe and healthy environment for our students and staff.

Scholarmade follows the recommendation of CDC and does not require masks to be worn. Scholarmade continues to conduct deep cleaning and sanitizing of the facilities and buses.

All other learning aspects remain in place:

- Chromebooks are provided for at-home use.
- A combination of live virtual instructional lessons and eLearning days
- Access to online learning platforms for daily skill practice and assessments

Thank you for trusting us with your children.

Be Well,

Dr. Phillis N. Anderson

Founder and Superintendent



### **1. ENSURE THE CONTINUITY OF TEACHING AND LEARNING**

By providing a guaranteed and viable curriculum that includes blended learning, virtual learning, and diagnostic assessments to ensure student success.

ScholarMade provides a curated directive curriculum, placing each student in a specific position in a resource and prescribing their pacing through that resource, lessons/activities/units that are associated with a grade-level and a subject area (Reading, ELA, Science, Social Studies and mathematics). The curriculum has been realigned to identify essential/priority standards through a hybrid learning approach. Small group capabilities are available in each platform to differentiate and meet the needs of Scholars.

Data from online platforms and assessments will be used to identify learning gaps for students and generate personalized learning plans. Through the PLC instructional teams review student data based on assessments, and student work.

### **ASSESSMENT AND PROGRESS MONITORING**

Some assessments can be assigned virtually while others may be administered at the school building depending on testing requirements: **Scholars will be required to be onsite for ACT Aspire Summative Test and NWEA Spring Assessment.** It may be necessary to require on-site testing for other assessments as well.

- NWEA MAP (K-9) Fall, Winter, and Spring
- ACT Aspire (3-9)
- NWEA Reading Fluency (K-2)

### **2. ADDRESS UNFINISHED LEARNING FROM THE PRIOR YEAR**

Unfinished learning will be addressed by utilizing ADE's instructional resources and additional identified essential standards and the re-alignment of the scope and sequences. Individual gaps will be identified through diagnostic assessments and addressed through RTI. The daily schedules have been modified to address unfinished learning during the school day through academic support and interventions. Online platforms will ensure that individual students' needs are met and will provide teachers with data that will drive instruction. Small group capabilities are available in each platform to differentiate and meet the needs of Scholars.

Extended Learning Opportunities will be made available throughout the school year and in the summer to address learning gaps.

We have provided, and will continue to provide, opportunities for staff to meet over the summer and prior to the start of school, to discuss individual student needs and share best practices with in-person, remote or hybrid models of learning. We prioritize the professional development needs of administrators, teachers and teaching assistants for the upcoming school year, particularly those needs related to teaching in a hybrid environment, teaching remotely and the use of technology.

### **3. UTILIZE A LEARNING MANAGEMENT SYSTEM OR CONTENT MANAGEMENT SYSTEM**

By incorporating Google Classroom as our Learning Management System for both on-site blended as well as virtual learning. ScholarMade uses Google Classroom as our CMS system. Google Classroom will be used for the hybrid model approach during on-site instruction to prepare students for the potential of offsite instruction and allow for onsite additional student support. Each Scholar will have access to a Chromebook at home and will access curriculum using Clever.

Parents without internet can request a state issued hot spot that are limited or will receive weekly packets to complete if returning to on site is not an option.

### **4. SCHEDULE TEACHER TRAINING FOR HOW TO USE THE LMS**

Professional development was provided during our Summer Summit and will be provided on a continuous basis throughout the school year through weekly PD and PLC sessions on delivering high quality virtual instruction. ScholarMade’s technology team will provide ongoing support in the use of key technology equipment to ensure that Scholars receive the most effective teaching experience. Support videos are shared with all staff.

**5. USE EFFECTIVE TECHNOLOGY FOR PARENTS AND STUDENTS**

Students were provided with Chromebook for home use and will continue to use google classroom, and online learning platforms. All classes will begin a blended learning approach by using each learning platform. Students will receive face-to-face and online instruction. Parents will receive weekly communication via email, which includes information on how their child will access learning, guidance on nonacademic resources and supports, and tech support guidance. Parents participate in bi-monthly conferences via Google Meet with teachers and Principal. Teachers are expected to reach out to families once per week with updates and guidance outside of lessons.

**6. PROVIDE A WRITTEN COMMUNICATION PLAN FOR INTERACTING WITH PARENTS, STUDENTS, AND THE COMMUNITY REGARDING DAY-TO-DAY EXPECTATIONS**

Parents will receive weekly communication via email, which includes information on how their child will access learning, guidance on nonacademic resources and supports, and tech support guidance. Parents participate in bi-monthly conferences via Zoom with teachers and School Director. Teachers are expected to reach out to families once per week with updates and guidance outside of lessons. Training videos and plans are made available of the website and each Google Classroom maintains a section for Parent Information

Communication Tool	Purpose	Description
School Messenger	To provide updated information, announcements, resources, etc.	ScholarMade will call the telephone number. on your student’s file. Please make sure your phone number is up to date.
Emails and Phone #s	To provide updated information, announcements, resources, and support.	Will be shared by the teacher and Principal
ScholarMade Website	To provide updated information regarding our schools, announcements, and resources.	<a href="http://www.scholarmade.org">www.scholarmade.org</a>
Social Media	To provide updated information, events, and announcements.	@scholaramadeachievement [Instagram] ScholarMade Achievement Place [Facebook] @scholar_made [Twitter]
Google Classroom	To access recorded videos, new assignments and submit assignments	Schedule and meeting I.D.The teacher will share s.
Zoom Online Sessions	To communicate directly with your child’s teacher and for scholars to attend instructional sessions or receive online help	Schedule and meeting I.D. The teacher will share s.

**7. PROVIDE SUPPORT FOR PARENTS AND STUDENTS**

Regular Parent Sessions will be held to provide support and training to our parents.





### **ARRIVAL AND DISMISSAL TIMES**

Our school day will be **7:15AM – 3:30 PM** Breakfast will be available at 7:15AM for K-3 and 9<sup>th</sup> grade and 7:30-8:20 for 4-8. Students who can arrive after 9:00 have the option to attend classes virtually for that day. Changes could occur based on how many families choose to use bus transportation services during this time. **Times could vary in the future based on future ADH and ADE guidance and directives.** Staff will continue to meet our Scholars at the drop off points for arrival and escort Scholars to the cars at dismissal.

### **ATTENDANCE**

Student attendance will be taken, and uniforms will be worn daily regardless of the method of instruction. Teachers will monitor student progress with various forms of strategies used in the classroom. Scholars will receive assignments or instruction directly from their teachers via learning platforms through Clever or Google Classroom. Attendance will be based on participation in daily Zoom sessions, completing assignments asynchronously, and signing into Google Classroom.

### **BUS TRANSPORTATION**

Transportation is not guaranteed and restricted by the number of seats available.

The school bus is an extension of the classroom; therefore, many of the recommendations that apply to school buildings (like social distancing and frequent cleaning) will apply to the school bus.

Bus Procedures:

- Students will socially distance on the bus as space permits and as practical (siblings will sit together). Seating charts will be implemented to assist with contract tracing.
- Bus drivers will open windows and roof hatches slightly to increase airflow if weather conditions permit.
- Students will not be permitted to eat or drink on the bus.

#### **Bus Cleaning Procedures**

- All buses will be disinfected before the AM and PM series.
- High contact areas will be wiped down between runs (ex. handrail).

### **CAMPUS ENTRY POINTS FOR BUILDING ENTRY**

- K-1 enters classrooms on Battery Street
- 2-3 enter Summit Street Side and travel through the MPR.
- 4-9 enters on 24th Street.

### **CAMPUS SAFETY AND SANITATION**

We will follow the protocol developed by ADH, and staff will be in direct contact with ADH. ADH will advise if a brief school closure is needed based on the information available. Brief closures could happen, and this will allow for additional cleaning and sanitizing of the school. Our custodian staff has been increased and will follow all recommended practices given by ADH. The appropriate cleaning agents and other sanitizers will be used including hospital-grade disinfectants.

## COVID 19 AND OTHER CONTAGIOUS HEALTH SAFETY PROTOCOLS

### FACE COVERINGS

Face masks will be worn according to ADH guidelines. Parents must provide a face covering for their child if desired.

ScholarMade will be following all CDC guidance as closely as possible, though there may be certain instances where social distancing may not be feasible. Students will be encouraged to practice healthy hygiene practices (like thorough hand washing and proper ways to greet others).

Personal hygiene practices (such as handwashing and staying home when sick), social distancing, and environmental cleaning and disinfecting are essential to maintain a healthy environment. In an attempt to reduce the spread of the virus, doors at the main entrances to the schools will be cleaned and sanitized multiple times daily.

### HYDRATION

Students are encouraged to bring filled water bottles each day and hydration stations are available for students to fill their water bottles.

### MEALS SERVICE

ScholarMade will continue to support a flexible model to ensure that all students who need meal support have access to our services seamlessly during the pandemic. ScholarMade is a Community Eligibility School, and all students will receive free meals each school day regardless of which instructional model is being employed. This includes students in attendance at school; and students learning virtually. Meals will be served in the MPR and in selected classrooms if CN guidelines can be met. Meal shifts will be staggered to accommodate the entire population using the cafeteria, but breakfast and lunch in the classroom or another location may be an option. Meals will be made available to Virtual Academy students.

### MEALS PICKUP: VIRTUAL SCHOLARS

- Meals are only available for pick up by pre-order.
- Order will be made via survey.
- Deadline for pre-order is Thursday by end of day 2 weeks before pickup.
- Meal pick up is at on the Summit Side at
- Parents may pick up meals providing that they have scholars' ID number and grade level.
- Virtual Meals are available only for enrolled scholars.
- All meals served for Virtual Learning must be accounted for by school staff, by marking the scholar's name on a school roster.

### ONSITE INSTRUCTION

The school day will operate as normal as possible with all classes implementing ADH and ADE guidance. All core subject classes and elective classes are offered. Elementary scholars will participate in activity classes and recess time.

### PROCESS FOR ADDRESSING POSSIBLE ILLNESSES

Scholars will be sent home if the temperature is at 99 degrees or if the Scholar becomes sick and will continue to learn virtually. The scholar will need to be fever-free without medication for 48 hours prior to returning to school. Parents must take steps to ensure the Scholar is free from Covid 19 or any other communicable illness before returning to onsite instruction. The school staff may perform an additional screening at that time. Please remember, students should not attend school having taken fever reducing medicine. Students should be fever free when attending school.

**Positive Test Result:** If a student or staff member is diagnosed with a positive COVID-19 test result, the staff member or student's parent/guardian should notify the school as soon as possible. If applicable, the school will then report to the ADH and will work to identify any probable close contacts if necessary and will direct them to their PCP and or testing.

**Symptoms while on campus:** If a student or staff member becomes sick while on campus, he/she will be isolated until able to leave the campus. The school nurse may administer a rapid test with the permission of the parent. The areas affected will be disinfected. The school nurse will follow up to determine if the sickness was COVID-19 and then follow ADH guidelines for contacting any probable close contacts.



**Pending Test Result:** If a student or staff member has been tested due to suspected COVID-19, he/she should quarantine until test results are received and then follow ADH guidance for isolation.

**Return to work/school:** Any student or staff who has been tested will follow ADH guidelines or health entity for returning to the school campus.

**Anyone who fails the health screening will not be allowed to enter the building**

### **SCHOOLWIDE E-LEARNING DATES**

In order to deep clean and sanitize the building completely. If find it necessary to call additional eLearning Days, we will do so with notice to parents.

### **SOCIAL EMOTIONAL WELL-BEING**

ScholarMade supports the social emotional well-being of our students in all three models. ➤ our existing school counseling program, in partnership with the school counselor, building leaders and PPS staff, to ensure that it meets the current needs of students as they return to school. ➤ will deepen our collective understanding of mental health, well-being, trauma-responsive and restorative practices, and Social Emotional Intelligence (SEI) through professional learning, and will work collaboratively with staff, students and families to strengthen partnerships and plan for implementation. Our work is linked to Conscious Discipline and to the RULER program in partnership with Dr. Marc Brackett and Yale University. ➤ we will continue to clearly communicate social emotional well-being and intelligence as a priority and will engage members of the school community in implementation efforts. ➤ we will scaffold SEI to best support the developmental needs of students at all grade levels through the implementation of the RULER program. Staff will also implement explicit the Way and the Light lessons and embed opportunities to develop and practice SEL competencies within academic lessons. ➤ we will leverage the expertise of all school community members, including pupil personnel services staff, to support students and ensure that their SEI needs are being met. We will provide resources and referrals to address mental health, behavioral, and emotional support services and programs. We will provide ongoing professional learning opportunities to support all staff in developing a deeper understanding of their role in supporting student social emotional competencies and well-being. Professional learning opportunities will unfold in various ways. ScholarMade is committed to addressing the mental health, behavioral and emotional well-being of students in various ways including, but not limited to, the following: ➤ Using community-building circles/community class meetings to ensure all student voices are heard. ➤ Fostering increased student resiliency through explicit conversations and activities to help prepare them for the possibility of additional transitions between in-person and remote learning. ➤ Creating safe, supportive and engaging learning environments that nurture students' social and emotional learning, with reliance on our SEI framework and its focus on developing students' emotional intelligence and self-awareness. ➤ Developing the capacity of building-level teams to consider referrals from classroom teachers regarding student social emotional/mental health.

### **SPECIAL POPULATIONS SUPPORT:**

Special educators will contact families who choose the Virtual Academy method to organize provision of IEP support via phone or video and will use Google Classroom to post assignments and guidance for their students. A Counselor will be available to provide extensive family support services including mental health. Related services will be delivered virtually. Scholars will receive their support, with modifications, during any virtual learning. Online platforms personalize assignments and support all students including Gifted, Bilingual/ELL, 504, and Response-to-Intervention.

### **TECHNOLOGY SUPPORT**

#### **1. CHROMEBOOK LOG IN**

Open the Chromebook and wait for the login screen to appear. If the screen does not appear, press the power button for 2 seconds and release.

- Sign into the Chromebook by selecting “sign in with a different account.”
- Enter your first name period last name in the following format: example: John Doe = john.doe
- Click the blue next button.
- Enter your SMAP password – SMAP and the last 4 digits of your ID Number.



**Example: smap1234**

- Click the blue next button.
- “All Set” message will appear on the screen.
- Select the blue “get started” button at the bottom right.

**2. HOW TO LOG INTO THE CLEVER PORTAL**

- Click on the “ismade2achieve.org bookmarks” at the top left-hand side of the screen and select Clever.
- Select the option to login with Google.
- On the next screen, choose your scholar account (email address).
- If the “uh oh” message appears, please click the blue “go to portal” button.
- You are now ready to use Clever! Select the appropriate app from the scholar dashboard.

**VIRTUAL ACADEMY SCHOOL DAY**

- Students will participate in 4 Virtual lessons a day for core content classes, English, Math, Social Studies, and Science will be delivered synchronously and asynchronously. Electives and Specials are asynchronous. All students are expected to participate in scheduled Zoom sessions.
- Students will follow all policies, handbooks, and procedures including attendance, assignments and behavior.
- Teacher will provide instruction through scheduled Zoom meetings, which students will be required to attend and to be in the Ready to Learn mode which includes being in a quiet place, with appropriate materials and in uniform.
- Lessons assigned through Google Classroom Weekly lessons for art, music, PE, will be loaded into Google Classrooms
- Students will continue to receive the accommodation included in their 504 plans. Students will continue to receive minutes included in their IEP or 504 Plans. GT support will be provided. Speech, physical therapy, occupational therapy, dyslexia and mental health services will be offered through teletherapy, with parent consent.

The following expectations have been designed to support the Virtual Learning Blended Model of instruction for students. We are requesting students think responsibly and act respectfully while participating with their peers in the Virtual Classroom. Our Schoolwide rules remain in effect while at home. Students who fail to follow the rules as outlined below can possibly be removed from the virtual classroom.

**BASIC RULES:**

- Identify a suitable workspace to work.
- Log or dial in 5 minutes before the virtual classroom session begins.
- Use a Virtual Background for privacy.
- Be respectful.
- Listen actively.
- Complete and submit assignments.
- Dress appropriately in uniform or turn off video feature.

**STUDENT RESPONSIBILITIES:**

- Mind On: Be ready for instruction.
- Log in daily or assigned meeting times.
- Ask/ Answer questions in the chat box. Your teacher will answer before logging off.
- Review the materials in your Google classroom.
- Complete all assignments and turn in work on time.
- Work independently while onsite class works in class.
- Respect the privacy of the class, do not screenshot or video any of the instruction.

**UNACCEPTABLE BEHAVIOR:**



- Vulgarity (no cursing, vulgar language, or inappropriate gestures, memes)
- Negative feedback on other’s work and /or comments
- Posting negativity, bully others in chats
- Unacceptable noises in background- loud music, televisions, noisy pets
- Not dressed
- Lying in bed or on a sofa
- Minimize background noise by turning off the TV and radio.
- Stay Focused! Avoid multitasking during class!
- Mute your microphones until it is your turn to speak.
- Practice Self-Management and Self-Discipline

**VISITORS**

ScholarMade has always welcomed parent support in our buildings; however, with the current ADH guidance, visitors will not be allowed in the school except for the foyer of the reception area.

Parent meetings (Student Support Team, Section 504, and Individual Education Plan, etc.) will be conducted virtually whenever possible. Parents will be able to enter the building at the front office for Medical Delivery. The Nurse will come to the front office to accept medication and dosage instructions.

Parents and guardians may not walk students into the school, but they may walk their student to the school entrance. Visits to the school will be limited to essential activities.

**TESTING CALENDAR**

Parents will be notified of mandatory onsite assessments.

Date	Assessment
9/14	NWEA Fall Map [K-9] Virtual Scholars
9/14	NWEA Fall Map [K-9] Reading
9/15	NWEA Fall Map [K-9] Math
9/16	NWEA Fall Map [K-9] ELA and Science
9/18	NWEA Fall Map [K-9] Virtual Scholars and Make Up
9/17- 9/25	NWEA Fall Map [K-9] Make Ups
9/22-9/25	DIBELS K-2
10/5 -10-16	Vision and Hearing Screenings
1/10-1/18	Winter DIBELS K-2
1/19-1/29	Winter NWEA Map [K-9]
4/18-4/30	ACT Aspire: 3-9 [Reading, ELA, Writing, Math, Science]
5/1-5/14	Make Ups
5/5	Spring NWEA Map – Reading, Math [K-2]
5/18-5/19	Spring DIBELS [K-2]
5/21-5/25	NWEA Map Make Ups



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2022-2023