

BTMS Ready For Learning

Planning for Re-Engagement



Introduction

The Butterfield Trail Middle School administration, in conjunction with the BTMS Guiding Coalition, has developed the following plan for re-engagement in the 2020-2021 school year. Many factors are still unknown at this time, and this plan takes that into account. As the situation becomes more evident, this plan will narrow to become more specific and concise. This plan's primary focus is to provide the highest quality education possible while striving to ensure student and staff safety.

At-A-Glance Highlights

- All students and staff will be required to wear masks while inside or unable to socially distance.
- Duty positions and procedures have been modified to prevent students from congregating.
- Additional locations for lunch and breakfast service to space students out during meal times.
- Access to the building and movement within the building will be greatly restricted
- Lessons will be taught using blended learning so that there is no change for student work and learning should we need to transition to distance learning.
- BTMS will continue to use the current curriculum.
- Chromebooks will be distributed early and students will bring them back and forth
- Laptops will be purchased for teachers to access eSchool
- Resources for distance learning will be available for teachers to use
- Focused social and emotional learning activities will be in place in classrooms
- Teachers will be expected to help with regular room sanitation
- Custodians will have adjusted cleaning plans to ensure frequent sanitation of high use areas and high touch objects.
- A plan for clear and consistent communication is being put in place

Curriculum and Academics

To mitigate learning loss and get students back on track, BTMS will modify the curriculum's typical scope and sequence. Teachers will begin with diagnostic testing through IStation to identify lost learning and provide the next steps for instruction. To ensure that the essential learning from the previous grade has been accomplished, teachers will use the AR Playbook lessons before moving forward with the curriculum. Teachers will be provided with the tools and training to digitize the current curriculum. BTMS has identified the following justifications for this decision:

- It ensures continuity of instruction from year to year. New curriculum would create an additional variable when analyzing the effectiveness of learning through IStation.
- Teachers are more familiar with this curriculum. There is already a lot for teachers to figure out this next year. What they will teach should not be added to the list.
- It is very easy to convert most lessons to a digital lesson. Screencasting is an incredibly simple process and allows teachers to create asynchronous lessons with minimal effort.
- The current curriculum has already been aligned, vetted, and approved by the school.
- These digital lessons will create a set of resources that teachers can continue to use long after COVID-19 is no longer a threat to student safety.

Blended Learning

Activity	In Person	Distance
Attendance	Use a seating chart or call names to see who is present.	Use completed work, a discussion board, check-in assignment to give credit for attendance.
Lesson Planning	<ol style="list-style-type: none"> 1. The teacher divides the curriculum into logical chunks and prepares individual lessons. 2. Next, the teacher reviews formative assessment data to determine what needs to be taught or retaught. 3. Assignments are created and printed if necessary for students. 	<ol style="list-style-type: none"> 1. The teacher divides the curriculum into logical chunks and prepares individual lessons. 2. Next, the teacher decides what a student should do next if they are struggling, right on target, or advanced. 3. Assignments are created and posted for student access.
Lesson Delivery	<ol style="list-style-type: none"> 1. The teacher provides direct instruction to students asking questions, giving feedback, and assessing progress. (repeated multiple times a day) 2. The teacher distributes any 	<ol style="list-style-type: none"> 6. The teacher provides direct instruction using screencasting software or a camera. Additional practice can be done as a separate video. (done once) 7. The teacher uploads any

	<p>assignments for the students and explains how to complete them.</p> <ol style="list-style-type: none"> 3. Students complete the assignment and return it the following day. 4. The teacher checks student work, gives students feedback, and makes decisions about what to do next. 5. The teacher returns the student work the following day. The teacher may or may not need to reteach content. Some students may be ready to move on while others are still struggling. A decision will be made at some point about how many students can be left behind in the interest of the students that are ready to move on. 	<p>assignments or extra practice to the LMS. If necessary, a video lesson to explain how to complete the assignment may also be posted.</p> <ol style="list-style-type: none"> 8. Students access and complete assignments online. 9. The teacher checks student work and gives students feedback. 10. Students who need additional support are directed to that support, while students who are ready to move on may do so. Nobody is left behind in the interest of the students that are ready to move on. <p>*The teacher can include additional quizzes that will set them on personalized learning journeys.</p>
Class Time	<p>Students wait for the teacher to tell them what to do. Typically students participate in whole group lessons with teachers providing direct instruction, and then time is given to students to work on practice. Students that are struggling may escape notice until it is too late.</p>	<p>Students log into LMS to access learning materials. The teacher facilitates learning by ensuring that students are all logged in and on task while working with individual students struggling with concepts. Easier for teachers to identify students that are struggling.</p>
Switch from in person to distance learning.	<p>Teachers scramble to get packets together for kids and provide training on how to do stuff online. Teachers and students are both unfamiliar with how to learn digitally.</p>	<p>Students are already used to using the platform to access learning and turn in work.</p>

To meet our students' needs and create flexibility in changing circumstances, BTMS will use a blended learning approach to instruction. In practice, this means that teachers will use screencasting software or a camera to record themselves teaching a lesson. The teachers will then upload the videos and any assignments to Canvas for students to access.

Once in the classroom, students will log into Canvas to complete their coursework. Teachers will upload video lessons, assignments, discussions, quizzes, videos, and other resources for students to watch and complete. This is often referred to as a flipped classroom and has been used for many years to increase the amount of time available in class for projects, discussion, increasing depth of instruction, and assisting students that are struggling. Teachers can create additional resources for students who are struggling or enrichment opportunities for students who need

more of a challenge. Teachers can also control what conditions must be met before a student can continue with a unit. Blended learning makes it easier for teachers to help more students attain mastery of the content than in a traditional classroom.

All teachers will be expected to upload the following in their Canvas classroom page:

- Introduction video to the course
 - Who they are
 - How to navigate the site
 - What to expect
- Syllabus for each quarter
- Classroom rules, procedures, expectations
- Units of study

Training

Teachers

To prepare teachers to serve as authors and creators of digital learning content outside of class time and facilitators of that learning during class time, BTMS will provide teachers with hands-on training chunked into manageable sessions. Teachers will receive direct instruction and will be enrolled in a blended learning course to learn how to implement blended learning. The training process will progress as follows:

1. Day 1
 - a. Explain the rationale for blended learning and both the process and expectations for BTMS
 - b. Divide teachers into groups based on comfort and experience with digital learning
 - c. Introduce screencasting software Screencastify
 - i. Show how to install the software. (simple google add on)
 - ii. Show how to make a video using just the webcam and upload it
 - a. Have teachers create an introduction video explaining who they are and what they teach.
 - iii. Show teachers how to make a screencasting video
 - a. Have teachers create a 30-second video of them telling what they did over the summer break on a slideshow
 - d. Introduce Canvas to the staff
 - i. Show teachers how to access Canvas and how to log into the BTMS Training Class
 - a. Lessons on how to use Canvas from simple to complex will be built and housed here.
 - ii. Show teachers how to create a class
 - a. Have teachers create a practice class
 - iii. Show teachers how to create a unit

- a. Have teachers create an introduction unit in their practice class
 - iv. Show teachers how to upload a video to their unit
 - a. Have teachers upload their introduction video they made with Screencastify
 - v. Show teachers how to upload a lesson to their unit
 - a. Have teachers upload their screencast of their slideshow to their unit
 - vi. Show teachers how to create a quiz
 - a. Have teachers create a quiz about their introduction and slideshow.
 - e. Assign teachers to create an introduction unit for each of their classes for the following year. Each unit must include:
 - i. Introduction video
 - ii. Syllabus
 - iii. Classroom rules, procedures, expectations
 - f. Post Assessment:
 - i. On a scale of 1-5, how likely are you to be able to complete the assignment for the day?
2. Day 2
 - a. Pre Assessment (used to create groups):
 - i. Were you able to:
 - a. Create a video of yourself using just the webcam and microphone?
 - b. Create a screencast of a slideshow?
 - c. Create a class and unit in Canvas?
 - d. Upload your videos to Canvas?
 - e. Create a quiz in Canvas?
 - b. Create groups of teachers with advanced and struggling teachers to share what they did and get scaffolding to accomplish the assigned assignments.
 - c. Divide teachers into smaller groups and have them rotate through the following sections:
 - i. Basic Screencasting (editing videos, capturing webcam and screens)
 - ii. Basic Canvas LMS management (discussion boards, grading, personalizing)
 - iii. Creating videos using iPads
 - iv. Capturing drawings using Promethean boards, iPads, or document cameras
 - d. Assign teachers to begin placing lessons from the AR Digital Playbook into their Canvas classrooms.
 - e. Post Assessment:
 - i. What did you struggle with the most?
 - ii. Is there anything that you would like to see again?
3. Day 3
 - a. Optional Blended Learning help session

This training will be sufficient for teachers to be able to employ a blended learning approach in their classrooms and to provide a distance learning environment for their students. As the year progresses, BTMS will continue to add resources to the BTMS Training Class and provide training and support for teachers to make use of the full range of features that Canvas, Screencastify, and blended learning have to offer.

Students

For students to successfully access blended learning resources, BTMS will develop a school-wide training plan for students. Videos will be created for students to watch in STAR to demonstrate how to log into Canvas and access the Student Training Classroom. Regular and consistent use of Canvas in the classroom will help students develop comfort and familiarity with the platform quickly and ensure that they can access learning from a distance if or when we need to pivot to distance learning.

Grading and Attendance

While school is in session, grading and attendance will operate unchanged from the past. Students will be expected to come to school on time and be present in class to be marked as present. Schoolwork will be assigned and graded as per the district policies. In the event of a school closure, attendance will be based on students' completion of assignments.

Blended learning allows students to work at their own pace and allows teachers more freedom to help students reach mastery. As such, the turnaround time for grading and returning assignments may take longer than in the past due to the challenges of creating and scoring work submitted digitally and at different times.

Special Education, 504, and ELL

All student plans will be followed, and modifications will be put in place to ensure that students have what they need to be successful. General education teachers will work with special education and ELL teachers to ensure that all modifications are being implemented. Teachers will frequently communicate with these students' parents to ensure that their children have the support they need, and any questions or concerns they have are addressed.

Technology For Blended & Remote Learning

Chromebooks

Students will be supplied with a Chromebook to bring back and forth from home each day. Students and parents will receive a technology agreement stating they will pay for damages to the device or if the device is lost. Procedures will be taught on how to properly transport, charge, and care for the devices. Students will also receive clear instructions on what is and is not appropriate use of the Chromebook.

Teacher Resources

Laptops are being purchased to ensure that staff has access to eSchool and other resources if schools need to transition to distance learning. The digital resources for teachers will be as follows:

- Screencastify - screencasting software that will allow teachers to record their faces, computer screens, and voices simultaneously as they teach each lesson.
- iPads - built-in screen recording software and cameras allow the teacher to make additional videos and draw on the screen for students (great for math)
- Promethean boards can be used in conjunction with Screencastify so that teachers can draw and work problems on the board and create videos of that work for their students to watch at home
- Zoom
- Google Apps for Education
- Canvas used as a consistent LMS for all lessons in every subject
 - Training for staff
 - G-Suite apps (most teachers already have their lessons here) launch directly in Canvas
 - Learning does not have to be synchronous or linear for students
 - Provides mastery plans as well as traditional grades
 - Built-in modifications for IEP and 504 that are automatically applied to students once built
 - All apps open within the platform so that students do not leave the site
 - Premade resources that teachers can use when building their lessons
 - Teachers can share lessons to help each other
 - Lessons and content can be pushed down from the top
 - Options for parent access
 - Can be used offline in some circumstances
- Lincoln Learning to be used as a resource for our teachers
- Students will be issued a Chromebook to keep all year.
- Looking at options for students that do not have internet access at home
 - Purchasing hotspots for students who do not have internet access but do have reliable cell service - would be best to coordinate with other schools to ensure that only one device is purchased per family
 - Best if the district handled this for all the schools
 - Loading content onto flash drives for students without access to internet or cell service

Health & Safety

The school nurse will provide training for the staff and will regularly communicate with the staff to ensure that they are equipped with the training and skills needed to keep everyone safe while on campus.

All staff members will use the Nurse, Office, or Counselor request form for any student that requests to visit one of those locations. They will then be contacted directly by the nurse, office, or counselor to limit unnecessary movement and contact between individuals in the school. Teachers will be provided with basic First Aid supplies to minimize unnecessary visits to the nurse.

Any staff or students who present symptoms of COVID-19 will be quarantined until the school nurse can evaluate them. The nurse will determine whether they should be sent home and when they can return to school based on guidance from the Arkansas Health Department and the CDC. Anyone that is sent home will be asked to obtain a test for COVID-19.

- Screening Questions:
 - Fever of 100.4 °F or greater or any of the following symptoms:
 - Cough
 - Shortness of breath
 - Fever or chills
 - Difficulty breathing
 - Fatigue
 - Headache
 - Muscle or body aches
 - Sore throat
 - Congestion or runny nose
 - Loss of taste or smell
 - Nausea and vomiting
 - Contact with COVID-19 positive individual
 - Diarrhea
- Isolation room for students showing symptoms of COVID-19 separate from the nurse's office to protect the most medically fragile students on campus that frequent the nurse's office. Should we have a student that needs to be placed in quarantine during the day, the nurse will relocate her mobile office to either Option A or Option B, depending on how many students are in quarantine.
 - Option A: Old BNN room with attached office
 - This would provide separation for at least two students and a location for our nurse to change into any PPE. This also provides easy access to bathrooms and sinks.
 - Option B: 6th-grade science lab with an attached home economics room
 - This would provide adequate separation for multiple students to be quarantined and access to sinks and bathrooms.

- Any individual who tests positive for COVID-19 or has been in contact with someone who has tested positive will not be allowed to return to school until all of the following criteria have been met:
 - At least 14 days have passed since testing positive for COVID-19 or symptoms first occurred
 - You have been fever-free for 72 hours without the use of fever-reducing medications
 - You have improved respiratory symptoms (cough, shortness of breath, etc.)
- If an individual with symptoms chooses not to get tested, it will be assumed that they are positive for COVID-19, and they will not be allowed to return to school until the three criteria listed above have been met.

Social Distancing, PPE, and Sanitation

The physical spaces at BTMS prevent us from meeting social distancing recommendations. To reduce the chance of transmission, students will be scheduled into pods to limit the mixing of students and to facilitate more efficient passing times. All staff and students will be required to wear masks at all times with the following exceptions:

- When students can be spaced out 6ft or more
- During meal times
- When outside
- PE, Band, and Athletics will follow the latest guidelines set out by AAA.

Depending on the number of students attending in person and the conditions on the ground, we may implement one or more of the following:

- Lunches:
 - Additional tables will be set up in the Mall area during lunch
 - Additional alternative eating locations (Library, Arboretum, Saferoom, Gymnasium, etc.)
 - Rotation of classes will be kept in rooms while other students go to the cafeteria
 - All students stay in classrooms for lunch
 - Two students per table (6ft apart)
 - Four students per table with partitions (3 ft apart)
- Changing classes
 - Staggering dismissal times
 - Teachers rotating instead of students
- Student congregation areas before/after school
 - Additional locations for students to go that will allow us to spread them out.

BTMS is working to procure reusable cloth face masks that can be provided to students. We will set up a bin for students to toss used facemasks at the end of the day to wash them and have them available for the following day. Additional soap and paper towel dispensers will be installed in bathrooms to ease handwashing requirements, and hand sanitizer stations will be set up throughout the school.

Materials and supplies for disinfecting classrooms will be provided to teachers so that they can sanitize between classes. Hand sanitizer stations will be set up around campus to ensure that students can sanitize their hands frequently.

Custodial staff will receive updated assignments and plans to ensure that the building is being sanitized thoroughly and frequently. Aerosol foggers will be used to disinfect large areas daily, and frequently used surfaces will be sanitized multiple times each day.

Guidance For Individuals That Have Been Exposed To COVID-19

BTMS will provide the following communication to staff:

“While we all hope to avoid exposure to illness from COVID19, we need to be prepared for that possibility. If you or someone you've been in contact with has been exposed to the virus, our first concern is for your health and safety and those around you. In this rapidly changing situation, healthcare providers should have the most up-to-date information from the CDC.

Please do the following:

- Quarantine yourself in a specific room away from others in your home.
- Contact the following (in order of priority), let them know you have been exposed to COVID19, then follow their instructions.
 - School Supervisor
 - School Supervisor will then contact the Van Buren School District HR department
 - Your medical health professional
- Your supervisor will work with HR to determine the appropriate next steps.
- In case of an emergency, call 911 and let them know you have been exposed to COVID19, then follow their instructions.”

Student Support

Counseling and Social-Emotional Support

The counseling department will be focused on identifying and addressing the varied needs of our students. They have been working hard to prepare a curriculum for Social-Emotional Learning.

Counselors will be providing teachers with training on supporting students in the following ways:

- Training on leading social-emotional learning
- Trauma-informed practices for staff
- Counselors will make rotations through STAR classes to lead social-emotional lessons for teachers.

Student Voice

The BTMS Student Voice Team will meet regularly to discuss students' needs and to ensure that our plans are meeting the needs of students.

Staffing Considerations

All staff will be asked to complete a daily self-screening, which involves a temperature check and questions that will help assess their ability to perform their responsibilities without putting others at risk of infection. Any red flags will require a release from the school nurse before they can be cleared to work.

Training

Staff members will receive ongoing, job-embedded training throughout the year to ensure that they can provide students with a rich and rigorous learning environment either digitally at a distance or through a blended learning environment in the classroom.

Staff Social-Emotional Needs

The counselors are working on providing a plan for meeting the social-emotional needs of our staff to ensure that they are healthy and capable of meeting our students' needs. To reduce anxiety and uncertainty, the BTMS Communication Team will make sure that we are frequently communicating with the staff to address their concerns and questions. The BTMS Culture Committee and Sunshine/Hospitality Committee will meet regularly to ensure that we are meeting our staff's social needs.

Teacher Absences

In the event that a teacher is unable to report for work for any length of time, a substitute teacher will be called to fill in. If we cannot secure enough subs for a particular day, priority will be given to teachers who will be out for an extended period of time. This will ensure as much stability for students as possible. Any time we cannot secure enough subs, students will be brought to another location like the auditorium or commons to work on their digital lessons and to be supervised.

Facilities

Access and use of various facilities on campus will be changed to reduce the spread of COVID-19. Google Forms will be used to limit students from leaving the classroom, and to track students who leave the classrooms to go to the bathroom, counselors, nurse, or front office. Teachers will be provided with sanitizing supplies so that they can work with their students to ensure that shared equipment and surfaces are sanitized.

Classrooms

The classrooms at BTMS are extraordinarily small and will typically only be able to accommodate 12-14 students at 6 feet apart. Since our class sizes regularly reach 30 students per classroom, it will be impossible to socially distance classrooms. To prevent the spread of COVID-19, students and staff will be required to wear masks at all times. Teachers will be encouraged to frequently take their classes to alternative locations whenever possible so that social distancing is possible, and students and staff can remove their masks.

Front Office

The safety of our staff and students is our top priority. Visitors will be limited. Parents/guardians will enter the foyer and call the school or speak through the intercom if a child needs to be checked out. The child will be escorted out, and the administrative assistant will check the student out.

Parents will not be allowed to eat with their child to protect the health of our office staff and other students in the cafeteria. BTMS will support the guideline of no non-essential guests on campus and limit entry into the building. Parents will be discouraged from making deliveries to the school of non-essential items. Birthday and holiday gifts for students will not be accepted. Lunch or other necessary deliveries will be placed on a table in the foyer.

- Use of the intercom at the front office to prevent visitors and parents from entering the building as much as possible.
- We will communicate with parents the importance of not making unnecessary deliveries while school is in session. For necessary items, a designated delivery table will be placed in the front foyer for parents to leave things for their child.
- The office doors to the main building will be closed and locked to reduce student traffic. Students will be required to submit requests to visit the office to their teacher, and the office will call for them.
- Plexiglass screen for secretary

Nurses Office

The nurse is responsible for our most medically fragile students, including students with Asthma, Diabetes, and other health issues. As such, we will create a separate location for

isolating students with symptoms of COVID-19 to protect our most medically fragile students. More details can be found in the section on Health and Safety.

Counselor's Office

It is expected that there will be a great need for student support as a result of our students' experiences during the long absence from school and throughout the year with the restrictions being put in place. To alleviate the need, our counselors will be visiting classrooms during STAR to help model for teachers how to lead Social Emotional Learning activities and to ensure that students are being given time to decompress. Any student that wishes to speak privately with a counselor will need to fill out a request form, and the counselor will call for them.

Library

The Library will furnish students who want to browse for a book with a pair of gloves to handle books. Returned books will be held in storage for three days before being disinfected and reshelfed.

Explore Classrooms

Each Explore classroom presents its own set of unique challenges to preventing the spread of COVID-19.

Band and Music

Students will be spaced out as much as is feasibly possible. Students will play instruments in small groups with as much separation as possible. Whenever possible, students will be expected to wear masks.

*At this time, we do not have any clear guidelines on the effect of singing and playing wind and brass instruments on the aerosolization of particles. When guidance becomes available these plans will be adjusted

Art

Mrs. Jarrett will sanitize community supplies after every student use/class.

Keyboarding/CT

Mr. Karnes and Mr. Schoolcraft will be provided with sanitizing wipes to clean and sanitize the desktop computer devices and peripherals between each class.

Physical Education

Student physical education activities must comply with appropriate social distancing. PE Teachers will sanitize all community materials before and after each class.

Athletics

Follow AAA guidelines for safety; all community and equipment must be cleaned and sanitized after each class.

Cafeteria (Commons)

To reduce the number of students in the Commons, BTMS will create additional seating in the Mall area for students to eat in as well as set up a rotation for classes to eat lunch in their rooms. On days when the weather is nice, students will also be allowed to eat lunch outside in the outdoor classroom. There are 41 tables in the Commons each table is round, five feet wide at diameter, and can seat two students at 6 feet apart.

The salad bar will be closed, and food items will be packaged to minimize direct contact in the cafeteria line. Families that bring their lunch will be encouraged to provide their children with disposable sacks and plasticware.

Restrooms

There is one set of bathrooms that service all of the students at BTMS throughout the day. These can often be very crowded locations where students are in very close proximity to one another. We will have teachers assigned to the restrooms during all transitions to limit unnecessary congregation in the bathrooms. Students will be required to fill out a Google Form before being allowed to go to the restroom to discourage unnecessary trips and to track student movement during class time.

Hallways

Transitions between classes are expected to be a difficult time to enforce social distancing of students. Students and staff will all be required to wear masks during transitions, and staff will work to prevent students from congregating to socialize. We will have teachers assigned to the restrooms during all transitions to limit congregating in bathrooms.

Morning Procedures

Breakfast will be served in the cafeteria using the same guidelines as lunch. Students that are not eating will be directed to separate locations. 8th-grade students will go to the community property across the railroad tracks, 7th-grade students will go to the football practice field, and 6th-grade students will go to the arboretum. Students will be prohibited from playing football or basketball during this time.

Inclement Weather

During inclement weather days, 8th-grade students will be spread out in the gymnasium, 7th grade will be in the auditorium, and 6th grade will sit in the hallways.

Dismissal Procedures

Bus Riders

Early bus riders will go to the cafeteria to wait for their buses. All other bus riders will go to the new gymnasium and will be called from there to load their buses when they arrive. Buses will be directed to the end of the bus lane, and students will exit the building at the end of the bus lane.

Car Riders

Car riders will sit in the hallway to wait for their names to be called. 6th graders will sit in the hallway between the front doors and the auditorium. 7th graders will sit in the hallway between the Library and the Outdoor Classroom. 8th graders will sit in the Mall.

Communication Plan

- Post simplified re-entry plan to BTMS website. Share the link on BTMS social media.
- Daily Communication Team Meetings to ensure that communication is effective, efficient, and consistent
 - This will be reduced over time to weekly meetings similar to last year
- Daily, then weekly video updates posted to BTMS website, social media, and email lists to keep parents informed, build trust, and educate them on procedures.
- Explore teachers with additional time built into their schedules will work to get in touch with difficult to reach parents by phone
- SRO will conduct house visits to ensure communication with impossible to reach families.
- We will assign a point of contact person for the building to address our COVID-19 response
- Communicate with students using grade-level Google Classroom announcement pages similar to the previous year.
- We will communicate in multiple medias the expectations and procedures for students and parents
- A FAQ sheet will be put together for parents with a link for posting additional questions. This will be updated daily to ensure that the concerns of our community are being addressed.