

2022-2023



PINE BLUFF
SCHOOL DISTRICT



Elementary & Secondary **Ready for Learning - Continuity of Services**



Forrest Park/Greenville Pre K

James Matthews Elementary

Robert F. Morehead Middle School

Dollarway High School

34th Avenue Elementary

Southwood Elementary

Jack Robey JR High School

Pine Bluff High School

Broadmoor Elementary

PLEASE NOTE: This is a living document which is reviewed and updated frequently.



Team Members

Name	Role
B. Warren	Superintendent
P. Carlock	Asst. Superintendent
K. Gragg	Asst. Superintendent
D. Davis	Exec. Director - Curriculum & Instruction
M. Hawkins-Coleman	Director - Health Services
B. Boyce	Director - Special Services
C. Hatley	Director - Student Services

Name	Role
B. Franklin	Maintenance & Facilities
F. Bennett	Transportation
B. Sims	Director - Technology
T. Manning	PBSD/ARESC Virtual Academy Coordinator
R. Smith	PBSD 7-12 Virtual Academy Coordinator
F. Dotson	School Improvement Specialist - Forrest Park
V. Lee	School Improvement Specialist/District Test Coordinator - PBHS

Name	Role
K. Caldwell	School Improvement Specialist - Dollarway High School
W. Gulley	School Improvement Specialist - RF Morehead Middle School
N. Anderson	School Improvement Specialist - 34th Ave.
S. Pitts	School Improvement Specialist - Dyslexia
T. Surratt	School Improvement Specialist - Southwood Elementary
T. Farver	School Improvement Specialist - Broadmoor
D. Houghton	School Improvement Specialist - JMES

Pine Bluff School District's Ready for Learning Continuity of Services Plan is intended to provide guidance for the continuation of services should we experience an act of God, contagious disease pandemic, or other situation that is beyond our control. The guidelines referenced in this plan are based on guidance from the Pine Bluff School District (PBSD), Arkansas Department of Elementary and Secondary Education (DESE) and Arkansas Department of Health (ADH). Regular updates will be added based on information provided by the ADH, DESE, and other applicable federal, state and local agencies.

Pine Bluff School District's Elementary & Secondary Schools will provide a safe place for academic instruction, reliable nutrition, physical/speech/occupational/other therapies, opportunities for physical activity, mental health services, and social/emotional skill development through both on-site and virtual learning environments for the 2022-2023 school year.

 PLAN	 DO Actions, Activities, Strategies & Timelines	 CHECK Monitor and Evaluate Progress (Items listed are not necessarily inclusive of all that could/would be used)	 PERSON(S) RESPONSIBLE
Section I: Safety of Students, Staff, & Visitors			
Mask & Face Covering Requirements	PBSD will follow CDC guidance for all schools and campuses in the district, and will be based on the following categories for Jefferson County: GREEN - MASKS WILL BE OPTIONAL YELLOW - MASKS WILL BE STRONGLY RECOMMENDED ORANGE - MASKS WILL BE REQUIRED INDOORS Staff and students are responsible for securing their own personal face covering should they wish to wear them. The district will continue to provide disposable masks for use for staff, students and visitors who would like to wear one. The icons in the “Check” column provide direct links to the guidance websites. The PBSD Mask Guidance icon color corresponds with the category level at a given time.	   (The icons above are live links to the specified location.)	• Director - Health Services • School Nurse • Building Principal • Asst. Principal(s) • Security Officers • Teachers • Support Staff
Social Distancing & PPE	Students & Staff should practice staying approximately 6 feet away from each other whenever possible. • Clear markings (i.e., stickers, footprints, arrows, etc.) on the floor will mark the walking direction	• Focus Walk Data	• Director - Health Services • Building Principal • Asst. Principal(s) • School Nurse • Security Officers

	throughout the building in order to maintain the social distancing suggestion of 6 feet. • Teachers will incorporate social distancing to the extent possible in each classroom. • Teachers will remove all unnecessary personal items from the room to maximize space available for social distancing. • The PBSB will encourage limited visitation to campuses and school facilities to essential business only. • All visitors will be encouraged to use PPE (i.e., face coverings) to prevent potential exposures. • The PBSB will provide visitors upon request with face masks that are easily accessible and/or provided upon request. Students & Staff should eliminate physical contact with others whenever possible. • Non-essential/informal congregating and visiting will be discouraged in order to minimize potential exposure to communicable diseases. Students are required to follow the processes and procedures established by the district and/or individual campus when moving from place to place throughout the school day. This will ensure safety from exposure to potentially communicable diseases for all staff, students, and visitors to the degree possible.		• Teachers • Support Staff
Personal Hygiene	Students & Staff should practice critical personal hygiene to help avoid the	• Focus Walk Data	• Director - Health Services • School Nurse

	contraction of a communicable disease. • The use of PPE (i.e., face coverings) will be mandated to prevent certain exposures. • Face masks will be provided upon request. • Frequent hand washing will be encouraged. • Hand sanitizer with at least 60% alcohol will be available in all areas. • Additional personal safety precautions will be encouraged. ○ Avoid touching eyes, nose, and mouth. ○ Cover nose with a tissue or inside of elbow when coughing or sneezing.		• Building Principal • Asst. Principal(s) • Security Officers • Teachers • Support Staff
Protocol for Student Who Comes to School Sick	We ask parents not to send their child to school sick. If a student comes to school sick, the school nurse will screen the student and check their temperature. If temperature is over the ADH guidance of 100.4, the student will be sent to a designated isolation room on campus until the parent/guardian arrives. The parent/guardian will be contacted and the student will be sent home. The student will need to be fever free for 48 hours without medication before returning to school. When the student returns to school they will check in with the school nurse for clearance before returning to class.		• School Nurse • Building Principal • Asst. Principal(s) • Security Officers • Teachers • Support Staff
Isolation	COVID-19 Diagnosis Students who are diagnosed with COVID-19:	• Health Services • COVID-19 Data Workbook	• Director - Health Services • School Nurse

	• He or she (or the parent/guardian) should contact the school point of contact person(school nurse) or administrative assistant immediately. • Follow the guidance provided by the District Director of Health Services and the Arkansas Department of Health. Students who become ill at school • Students should report illness to the nurse and if illness is deemed COVID symptoms, the nurse will place the student in a designated isolation room immediately for precautionary measurements and notify the parent/guardian. • Follow the guidance provided by the District Director of Health Services, the school nurse, and the Arkansas Department of Health. The School Nurse on each campus will serve as the Point of Contact person for their assigned campus during working hours. The Superintendent will appoint a Point of Contact Person for after hours and weekend calls. The Point of Contact should follow the district protocol for reporting confirmed and/or potential COVID-19 cases. The School Nurse or Point of Contact should wear a protective face covering, face shield, gloves and additional PPE provided while working with any person who might be infected. The School Nurse or Point of Contact	• CDC Guidance • Focus Walk Data	
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	will call the parent/guardian of the student to be picked up to go home.		
Contact Tracing if Exposed	COVID-19 Close Contact • Students should follow the most current guidance from ADH when identified as a “probable close contact”, including any requirements for quarantine and cooperating for contact tracing. • School Nurse or Point of Contact will follow the District/ADH protocol for notifying potential close contacts of the suspected infected employee or student.	• Health Services COVID-19 Data Workbook • CDC Guidance	• Director - Health Services • School Nurse
Staff & Students Who Become Sick If an individual (either a student or an employee) is exposed to COVID-19, will they be required to quarantine? Will the employee be required to use sick days? Will the student be counted absent?	An individual identified as a primary contact (within 6 feet for at least 15 accumulative minutes) of an individual positive with COVID-19 will be expected to follow the most recent COVID-19 CDC Guidelines if applicable for Close Contact Tracing. A teacher who is able to provide instruction will provide instruction remotely and will not use FFCRA and/or sick leave. A teacher who is ill and not able to provide instruction will take FFCRA, FMLA, and/or sick leave. A student who is able to work remotely, and who is isolated or quarantined, will be allowed to participate in classes remotely.		

Sanitizing & Cleaning	Environmental specialists will thoroughly clean and disinfect the isolation area, work area, and/or other common surfaces at the end of each school day. Environmental specialists will thoroughly clean and disinfect the isolation area, work area, and/or other common surfaces recently touched by an employee or student suspected of infection. Environmental specialists will clean and sanitize all buildings at the end of each school day. Classroom Teachers will be provided with disinfectant spray, disinfectant wipes, hand sanitizer, latex gloves, face masks to clean and sanitize individual classrooms as needed and/or required. Sanitation and cleanliness will remain a high priority for PBSB campuses as we return. All staff will be helping to clean high touch surfaces (door knobs, light switches, etc). Restrooms will be cleaned on a continuous basis throughout the day by our environmental staff. PBSB has purchased disinfectant sprays to quickly sanitize rooms between usage. We will provide time for hand washing and hand sanitizer throughout our campuses. Students will be asked to sanitize their hands each time they leave and enter a new space.		• Director - Maintenance & Facilities
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Student Drop Off & Pick Up	Students are required to follow the process and/or procedure established by the individual campus for arrival each morning and dismissal each afternoon. Families and caregivers will be encouraged to practice personal safety precautions when dropping students off in the morning and picking students up in the afternoon to help ensure safety from exposure to potentially communicable diseases to the degree possible. NOTE: For specific campus process/procedure please visit the PBSO website. (https://www.pinebluffschoools.org/)	• Building Master Schedule • Car, Bus, & Walker Schedules	• Building Principal • Asst. Principal • All staff
Bus Transportation	Students will be assigned specific seating on incoming and outgoing bus routes. All buses will be sanitized daily before and after each route. All buses will be equipped with personal safety and hygienic equipment (i.e., hand sanitizer, sanitizing wipes, paper masks, etc.)	• Seating charts • Daily bus inspection checklist	• Director - Transportation
Breakfast	Elementary sites will serve breakfast and lunch in the classroom. For secondary campuses, meals will be served in the cafeteria and open spaces. Breakfast may be served in the classroom as necessary to maintain social distancing. Proper sanitation of all areas will be completed after each meal.		• Director - Child Nutrition • Building Principal

Lunch	Based on current guidance, the ADH is recommending limiting the capacity of students in the cafeteria. We anticipate this may mean adjustments to lunch schedules and/or use alternative areas, such as large gathering spaces or have lunch in their classroom on a very limited basis. Proper sanitation of all areas will be completed after each meal. Parents are encouraged to send a reusable water bottle with their students since bottle filling water fountains will not be available.		• Director - Child Nutrition • Building Principal
Technology	The PBSB is 1:1 with mobile devices for all students. The PBSB will provide wifi hotspots or other connectivity options for students/families with connectivity issues/concerns.	• Survey and application responses indicated need • Technology distribution records	• Director - Technology
Student Attire	Students who attend the traditional (F2F) learning environment will be required to wear specific uniform attire based on their grade level. (Please see the PBSB website for specific guidance.) Students who attend a virtual learning environment should wear clothing that would be school appropriate when not in uniform. NOTE: Students and families should refer to the PBSB Handbook(s) for specific requirements.	• # of reported uniform infractions in Triand • Virtual Academy Input	• Director - Student Support Systems • School Social Worker • Principal (F2F & Virtual) • Faculty & Staff (F2F & Virtual)

Mental & Physical Well-being	Students and Staff will receive Mental & Physical Well-being support connections on a regular basis and/or as needed. • F2F • Phone • Email • Traditional Mail	• Student/Family Contact Log	• District Leadership • Building Leadership • Faculty & Staff • Social Worker • Counselor • Nurse
Student Conduct	Students are expected to adhere to all expectations/guidelines that are listed in the PBSO Student Handbook(s) in both the traditional and virtual learning environment, to include positive behavioral intervention support (PBIS).	• Student Office Referrals • Virtual Academy Input	• Building Principal • Asst. Principal • Faculty & Staff • Social Worker • Building Level SIT teams • Counselor • Virtual Academy Coordinator
Communication	The PBSO (District Leadership, Building Leadership, Teachers, & Support Staff) will use a variety of methods to communicate with all stakeholders. To stay informed on the most up-to-date information please regularly visit the PBSO website (https://www.pinebluffschoos.org/) • The PBSO will provide easy access to teacher contact and class information via the district/school website. • Space will be provided on the district homepage for all stakeholders to ask questions and/or provide input and feedback to the district and/or individual schools.	• Community Input Spreadsheet • Website Information (District & Building)	• Director - Technology • Coordinator - Family & Community Engagement • District Leadership • Building Leadership • Classroom Teachers
Section II: Academics			

 PLAN	 DO Actions, Activities, Strategies & Timelines	 CHECK Monitor and Evaluate Progress (Items listed are not necessarily inclusive of all that could/would be used)	 PERSON(s) RESPONSIBLE
Traditional F2F Learning Option • Forrest Park/Greenville • 34th Avenue • Broadmoor • Southwood • James Matthews • Robert F. Morehead Middle • Jack Robey JR High • Dollarway High School • Pine Bluff High School	Teachers and support staff will provide daily direct instruction through F2F sessions with students in whole group, small group and/or one-on-one settings. Students will receive lessons centered around self-care and dealing with and acknowledging their emotions using a SEL framework. Master schedules will include a daily Intervention time to ensure mastery of standards and skills for all students. Teachers will monitor student learning through the use of common formative assessments (CFAs) and other diagnostic assessments. All students will monitor his/her own progress using student trackers. Teachers will utilize 10 day teaching and learning cycles followed by CFAs to monitor student progress. In the event that the building or district is required to move all students to fully virtual instruction, classroom teachers and other support staff will continue providing daily direct instruction following the regular school schedule through the district's Remote Learning Plan which can be found on the PBSB website. • Teachers and support staff will	• Lesson Plans • Classroom Schedules • Focus Walks • Student Trackers	• Classroom Teacher • Building Leadership • Counselors

	hold daily virtual sessions with students in whole group, small group or one-on-one settings. • Learning and engagement will be monitored daily via established district protocols and procedures.		
Virtual Learning Option • Remote Learning • PBS Virtual Academy	Principals and Guiding Coalition Teams have created Remote Learning Master Schedules that encompass virtual instructional times (sign-on, breaks, instruction, enrichment and additional support for students who struggle). • Virtual Teachers and PBS teacher collaborative teams will plan for additional support when students have not learned what is taught and for students who have learned what was taught (e.g., intervention, enrichment, remediation) based upon formative assessment, and anecdotal notes. • New learning will be provided using FlexPoint LMS. Teachers will also utilize the Zoom platform when implementing Direct Instruction. • Student learning will be monitored using common formative assessments, anecdotal notes, and MAPs data for progress monitoring. • Teachers will provide exemplary lessons for specific skills and concepts through the LMS and daily direct instruction. • Google extensions can be used to take student attendance. • Utilization reports can be obtained	• Attendance Reports from LMS platform • Rolling Agendas from GC Meetings • Progress Monitoring Data • Teacher Lesson Plans • Anecdotal Notes • Self evaluation Rubrics (for students) • Google Meets (meeting recordings)	• Building Leadership • Classroom Teacher • Counselors

	through the FlexPoint LMS system. • Teachers can utilize Google Meets or Zoom to hold individual chats with students. • Breakout rooms will also be used as an extension in Google Meet so that teachers can have collaborative conferences with students.		
Remote Learning Option	In the event that the Pine Bluff School District must utilize a Remote Learning schedule due to inclement weather or other emergency situation, teaching and learning will continue. • Teachers and students will engage in 2-way academic discourse that follows a Remote Learning Schedule. • Assignments may be shared through school websites, Google classrooms, school email, and/or printed packets when necessary. • Students will receive daily direct instruction from their teachers, and be able to interact with their peers through Google Meet or Zoom. • When necessary, paper packets will be available for pick up at each campus and/or will be mailed to the student's primary mailing address on file with the district. • Remote learning schedules, links, platforms, and other pertinent information can be accessed by clicking the icon below and from each campus website. • Teachers, students, and parents	• Attendance Reports • Teacher Plans • Anecdotal Records • Observation Notes • Progress Monitoring Data • Digital Platform Analysis Records	• Building Leadership • Building SIS • Classroom Teacher • Counselors • Social Workers • District C & I • Other District & Building Leaders

	can click on the Remote Learning (RL) icon to access assigned campus's Remote Learning page.		
	Technology assistance will be provided through a digital Remote Learning Technology Assistance Ticket accessible from the Remote Learning page on the district website.	Technology Assistance Ticket spreadsheet	Technology Director
Grading	Students will receive grades based on mastery of standards and skills, as well as on completed assignments.	Eschool Reports	- Building Principal - Asst. Principal - Counselor - Classroom Teacher - Special Activities Teachers - Special Education/Resource Teachers
Attendance	Student attendance will be taken daily in both the traditional and virtual settings. Students will follow their individual schedule provided by the school at the beginning of the school year in both the traditional and virtual settings.	- Student Schedules - Teacher Virtual Schedule (in case of pivot) - Eschool Reports - Student attendance	- Building Principal - Asst. Principal - Counselor - Attendance Clerk - Classroom Teacher
Special Services	Students who receive special services such as SPED, Self Contained, Speech and OT/PT-Therapy, 504, ESOL, Dyslexia, and GT will receive services in both the traditional and virtual environments. In the event that the building or district is required to move all students to fully virtual instruction, students who receive special services such as SPED, Self Contained, Speech and OT/PT-Therapy, 504, ESOL, Dyslexia, and GT will continue receiving services in both the traditional and virtual environments.	Take Flight Lesson Logs	- Director - Special Services - Coordinator - Dyslexia - Dyslexia Interventionists

	• Service providers will contact applicable students to determine a schedule for continuation.		
Extra-curricular Programs	Students (Traditional or Virtual) that meet district, state, and organization required guidelines may participate in extracurricular programs, clubs, and organizations.	• Club membership Rosters • Team Rosters	• Building Principals • Faculty Directors, • Coaches • Faculty Sponsors
Assessment	The PBSB (District Leadership, Building Leadership, Teachers, & Support Staff) will work collaboratively to administer required district and state-mandated assessments according to proper testing procedures and the <i>Rules Governing the Arkansas Educational Support and Accountability Act</i>. Students who are actively enrolled in the Pine Bluff School District are required to participate in district testing on school campuses during relative test administrations, as applicable. Information regarding testing will be posted to the district website, and testing specifics will be distributed from the individual school sites.	• Academic Pacing Calendar • District Testing Calendars (Elementary & Secondary) • Assessment Flyers • Assessment Schedules • Emails	• District Leadership • District Test Coordinator • Building Test Coordinators • Building Leaders • Faculty and Staff
Parental Involvement	PBSB will host regular community events as opportunities to involve parents. Each campus will create student incentive programs that promote positive behavior, increased student achievement and regular attendance. Parents will be informed when and how their student(s) is celebrated	• Sign in sheets • Event Agendas	• Coordinator - Family & Community Engagement • Building Principal • Faculty & Staff • Parental Involvement Facilitators

Professional Development	PBSD will provide professional development opportunities as dictated by ○ Student data ○ Teacher data ○ PD rules & regulations ○ Law PBSD will provide all staff with relevant and essential professional development prior to the beginning of the 2022-2023 school year using both internal and external resources. PBSD will provide all staff with ongoing professional development opportunities throughout the 2022-2023 school year. ● Formal settings ● Informal (job embedded) settings Professional development opportunities will be provided through both F2F and virtual platforms as dictated by both individual and collective needs.	● PBSD PD Planning Template ○ District ○ Department ● EOY PD Verification Documents	● District Leadership ● Director - Curriculum & Instruction ● Building Leadership
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Section III: How can parents help?

- Ensure that your student(s)' immunizations and wellness checks are up-to-date.
- Stress the importance of proactive measures for the utilization of masks and/or face coverings, adhering to social distancing, and regularly washing their hands, both at school and away from school. Please take time to demonstrate 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 (WITHOUT the use of fever reducers such as Tylenol, Ibuprofen, etc.), 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 prior to sending them to school.
- Follow guidance on what to do when someone has known exposure to someone who has a communicable disease. Please contact your child's school nurse to inform them of your child's status.

- Secure school supplies for the selected learning environment.
- Early check-out should be reserved for emergencies only.
- Support the effective communication among students, parents, and staff members, which is even more critical now. Please take the time to update your contact information with your child's teacher and/or school.