

Webster MS School

Distance Learning

Balance of Health, Safety, Academic Instruction and Equity



Day to Day Distance Learning Operations

Communication	<ul style="list-style-type: none">• All daily communication between teachers and families will be conducted through Skyward and/or Google Classroom. New learning material/content will be uploaded to Google Classroom by the end of the class period or by 4pm of that day if any changes must be made after the class.• Students/parents can call or email teachers• Parents can expect an email response within .5 of a workday from a teacher• Email communication from any school employee to a student should CC a parent• Opt-In form for Distance Learning
Learning Management System	<ul style="list-style-type: none">• Google Classroom platform:<ul style="list-style-type: none">○ Teachers will post assignments onto their Google Classroom. All graded assignments will be posted in Skyward and Google Classroom.○ Assignments will need to be “turned in” via the button on Google Classroom to be counted as completed.○ All work created by students can be uploaded and submitted via pictures from their school issued device or one they choose to use at home via Google Classroom.○ Parents/guardians will be invited to the Google Classroom using email addresses from Skyward.○ To gain full access to a student's Google Classroom parents/guardians must login as the student using the student login and password information• Skyward<ul style="list-style-type: none">○ Staff will use Skyward to enter all grades for tests and assignments and keep it up to date..○ Students and families can access Skyward via family/student access to monitor progress.○ Once an assignment is graded for a class, the teacher will enter the corresponding grade. If a student did not turn in the assignment the teacher will enter a score of zero and mark it "missing."
Daily Class Schedule	<p>Distance Learning Students will follow the regular daily class schedule. Please see the schedule below:</p>

<p style="text-align: center;">Daily Class Schedule</p>	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;"><u>5th and 6th Grade</u></th> <th colspan="2" style="text-align: center;"><u>7th and 8th Grade</u></th> </tr> </thead> <tbody> <tr> <td>Warning Bell</td> <td style="text-align: center;">8:05</td> <td>Warning Bell</td> <td style="text-align: center;">8:05</td> </tr> <tr> <td>Morning Meeting</td> <td style="text-align: center;">8:10 - 8:25</td> <td>Period 1</td> <td style="text-align: center;">8:10 - 8:56</td> </tr> <tr> <td>Period 1</td> <td style="text-align: center;">8:25 - 9:15</td> <td>Period 2</td> <td style="text-align: center;">9:00 - 10:06</td> </tr> <tr> <td>Period 2</td> <td style="text-align: center;">9:18 - 10:08</td> <td>Nutrition Break</td> <td style="text-align: center;">10:07 - 10:17</td> </tr> <tr> <td>Period 3</td> <td style="text-align: center;">10:10 - 10:50</td> <td>Period 3</td> <td style="text-align: center;">10:21 - 11:15</td> </tr> <tr> <td>Lunch</td> <td style="text-align: center;">10:50 - 11:15</td> <td>Period 4</td> <td style="text-align: center;">11:18 - 12:12</td> </tr> <tr> <td>Period 4</td> <td style="text-align: center;">11:17 - 12:07</td> <td>Period 5 (Lunch)</td> <td style="text-align: center;">12:13 - 12:43</td> </tr> <tr> <td>Period 5</td> <td style="text-align: center;">12:10 - 12:50</td> <td>Period 6</td> <td style="text-align: center;">12:47 - 1:41</td> </tr> <tr> <td>Period 6</td> <td style="text-align: center;">12:50 - 1:40</td> <td>Period 7</td> <td style="text-align: center;">1:45 - 2:39</td> </tr> <tr> <td>Recess</td> <td style="text-align: center;">1:43 - 1:59</td> <td>Period 8</td> <td style="text-align: center;">2:43 - 3:25</td> </tr> <tr> <td>Period 7</td> <td style="text-align: center;">2:02 - 2:32</td> <td></td> <td></td> </tr> <tr> <td>Period 8</td> <td style="text-align: center;">2:35 - 3:25</td> <td></td> <td></td> </tr> </tbody> </table>	<u>5th and 6th Grade</u>		<u>7th and 8th Grade</u>		Warning Bell	8:05	Warning Bell	8:05	Morning Meeting	8:10 - 8:25	Period 1	8:10 - 8:56	Period 1	8:25 - 9:15	Period 2	9:00 - 10:06	Period 2	9:18 - 10:08	Nutrition Break	10:07 - 10:17	Period 3	10:10 - 10:50	Period 3	10:21 - 11:15	Lunch	10:50 - 11:15	Period 4	11:18 - 12:12	Period 4	11:17 - 12:07	Period 5 (Lunch)	12:13 - 12:43	Period 5	12:10 - 12:50	Period 6	12:47 - 1:41	Period 6	12:50 - 1:40	Period 7	1:45 - 2:39	Recess	1:43 - 1:59	Period 8	2:43 - 3:25	Period 7	2:02 - 2:32			Period 8	2:35 - 3:25		
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<p style="text-align: center;">Classrooms</p>	<ul style="list-style-type: none"> ● Virtual classroom will be a mixture of zoom video conferencing sessions for instruction/pre-recorded and uploaded videos, independent work time on material, choice time for specials, and access to office hours of the virtual teacher for help and support. 																																																				
<p style="text-align: center;">Supply List for Distance Learning via Webster</p>	<ul style="list-style-type: none"> ● Reliable internet service ● School issued device (with RUP signed) or home owned device to access internet ● Notebooks ● Pencils and pens ● Workbooks for subject material (issued by school) 																																																				
<p style="text-align: center;">Parent Meetings and/or IEP Meetings</p>	<ul style="list-style-type: none"> ● Option 1: Virtual meeting ● Option 2: Face-to-face meeting (fill out screener; masks required when unable to social distance) <ul style="list-style-type: none"> ○ Needs to be approved by Mrs. Peterson or Mrs. Johnson <ul style="list-style-type: none"> ■ Mrs. Pardun will assign a meeting location 																																																				
<p style="text-align: center;">Student Engagement & Attendance</p>	<ul style="list-style-type: none"> ● Students will be required to attend and engage online with their daily classes following the regular daily class schedule. ● Attendance and engagement will depend on the method of content delivery <ul style="list-style-type: none"> ○ Zoom - Login into the zoom meeting with audio and video - attendance will be recorded by Zoom participants ○ Pre-Recorded Lessons or other daily instructions - Staff will determine specific means for a student to communicate attendance - examples may include submitting an assignment into google classroom, electronic proof they accessed the recorded lesson, an email stating they are working on the assigned content, etc. ● Any student having internet issues that is not allowing them to participate in the scheduled class should email their teacher immediately to explain their absence. If email is not an option the student or parent/guardian should contact the high school office as soon as possible: 715-866-4281. ● Teachers will take accurate attendance for distance students for each class period. 																																																				

	<ul style="list-style-type: none"> ● Webster School District Attendance Policy will be followed for distance students: <ul style="list-style-type: none"> ○ A parent/guardian of a student who cannot attend school virtually should call/email the school before 9 a.m. and report the reason for the absence. If the school is not notified before 9 a.m of the absence, a notification will be sent home. For any absence to be considered excused, parents have until the end of the day the student returns to school to contact the school to report the reason for the absence.
Support	<ul style="list-style-type: none"> ● Staff will schedule time at the end of each class period to check in with distance students ● Distance Students will be assigned to an 8th period study hall with a teacher to support students learning remotely. They will work with students and their teachers for academic and emotional support.
Special Education & Tiger Time	<ul style="list-style-type: none"> ● Students receiving pull-out intervention or special education services (including speech, OT, PT) will attend the sessions put out for their specialized classes. ● Please communicate with your teacher for changes in services, support that is needed and to help them best prepare for your child.