

Webster Middle/High School

Face to Face Learning

Balance of Health, Safety, Academic Instruction and Equity



Day to Day Building Operations

Visitors	<ul style="list-style-type: none">● Limit visitors and visits<ul style="list-style-type: none">○ Only essential visitors will be allowed into the building as approved by principals-<ul style="list-style-type: none">■ All visitors will be expected to wear masks.■ Licensed therapists will be permitted on a scheduled system.■ Symptom checks will be conducted● Student pick-ups/drop-offs managed through secure entrances; no one will be permitted inside.<ul style="list-style-type: none">○ Families will buzz in and communicate with Kathleen and/or Sue.○ No non-essential volunteers or lunch visits.
Student Drop-Of/Pick-Up	<ul style="list-style-type: none">● Arrival<ul style="list-style-type: none">○ Doors will open at 7:50am○ ALL students will enter through the main entrance doors○ Students should enter the building with a mask on○ Students may go to their locker and then report directly to their first period classroom○ 5th and 6th grade students will be offered breakfast in a Grab and Go design and will eat in their first period classroom○ No parents will be allowed in the building○ Buses dropping off in staggered fashion to avoid large volume groups starting at 7:50 a.m.● Dismissal<ul style="list-style-type: none">○ Bus Riders will exit through the main front doors○ All students will leave the premises by 3:45 pm unless they are involved in a supervised activity
Face Coverings	<ul style="list-style-type: none">● All staff and students will wear masks at all times while indoors.<ul style="list-style-type: none">○ Exceptions for lunch (after seated at a table) and Band○ Exception for staff & students with health concerns (Doctor and principal approval)○ Exception for staff when being the only person in a room
Classrooms	<ul style="list-style-type: none">● Desks separated as far apart as possible facing the same direction● Create space for social distancing when possible<ul style="list-style-type: none">○ Removal of unused, big furniture○ Reconfigure or moving workspaces to maximize spacing○ Reconfigure or moving teaching spaces● No sharing of supplies

	<ul style="list-style-type: none"> ○ Individual classrooms supplies for all students ○ Community items, if any, managed and cleaned by teachers ● Limited amount of group work in all classrooms/content areas <ul style="list-style-type: none"> ○ Groups will remain the same through the course of a term ○ Distance learning students will be included in group work ● Assigned seating in all classrooms for tracking purposes ● Tape on floor delineating 6 feet for teacher work space ● Teachers will integrate systems to sanitize student desks at the start of each class. ● Staff will teach common expectations and REINFORCE hand washing hygiene in the classroom ● Outdoor learning will be allowed and encouraged as appropriate ● Lab settings will use cleaning protocols between student users where possible
<p style="text-align: center;">Content Delivery</p>	<ul style="list-style-type: none"> ● Implementation of LMS (Learning Management System): Google Classroom <ul style="list-style-type: none"> ○ To support interactive, engaging, and equitable learning experiences for ALL stakeholders, regardless of how we are delivering content: face-to-face, blended, or remotely. ○ Google classroom will be used daily, on a regular basis so students have a solid foundation if we have a closure. ● All teachers will use the Google Classroom parent/guardian communication feature. ● New learning material/content should be uploaded to the Google classroom by 4pm of that day for access to students learning virtually. ● Teachers will invite the appropriate principal to be a co-teacher of every class ● Staff will include parent/guardian on all emails to students. ● Staff will keep Skyward gradebooks detailed and up to date weekly. Staff will use the comment section as needed per assignments/tests to communicate any necessary details - late, incomplete, etc.
<p style="text-align: center;">Large Gatherings, Assemblies, Field Trips</p>	<ul style="list-style-type: none"> ● No field trips, large gatherings or assemblies <ul style="list-style-type: none"> ○ All field trips postponed until 2021-2022 unless otherwise determined by Josh, Pam and/or Jeff. ● No assemblies in person. We will look into virtual options.
<p style="text-align: center;">Onsite Movement</p>	<ul style="list-style-type: none"> ● Minimize contact through doorways and halls <ul style="list-style-type: none"> ○ Entry and exit points to be used in and out. Sanitize on the way OUT and the way back IN. <ul style="list-style-type: none"> ■ Middle School Recess (coming soon!) <ul style="list-style-type: none"> ● See Recess Zones Map ○ One-way pedestrian passing in hallways <ul style="list-style-type: none"> ■ Floor adhesives will be visible for all in high traffic areas ○ Students will be allowed to carry backpacks to minimize locker use ○ Spacing marks will be placed for lunch line spacing
<p style="text-align: center;">Lockers/Hallway</p>	<ul style="list-style-type: none"> ● Use your assigned spaces. No loitering at lockers. ● Minimize and monitor usage

	<ul style="list-style-type: none"> ○ Students will be limited to designated times for locker access ○ Students are encouraged to utilize backpacks
Schedules	<ul style="list-style-type: none"> ● Master Schedule will remain the same ● Recess <ul style="list-style-type: none"> ○ One grade level outside at a time? ● Lunch Schedule <ul style="list-style-type: none"> ○ Classes will be dismissed ○ Middle Students will sit with their homeroom class (assigned seating) ○ Additional lunch tables will be added to create a safe environment for social distancing in the cafeteria ○ No self-serve options ○ Lunch #s will be entered by one adult, Class lists will be used to mark lunch counts and milks for entering ● Nutrition break - Talk to Brianna regarding options
Specials	<ul style="list-style-type: none"> ● Specialists encouraged/recommended to teach outside as much as possible
Restrooms	<ul style="list-style-type: none"> ● Three students per gender in the restroom at a time. Place restroom breaks into your daily schedule (all grade levels) and please talk with your hallway to ensure one class at a time. <ul style="list-style-type: none"> ○ Monitored by teacher and/or support staff ○ Social distancing signage and hand washing reminders will be posted ○ We will be using EHall Pass which should help with monitoring
Staff Lounge	<ul style="list-style-type: none"> ● No staff pot-lucks (no homemade food brought and shared) ● Staff members spread out per table
Isolation Room	<ul style="list-style-type: none"> ● The current health room will be utilized for injuries and medication distribution. <ul style="list-style-type: none"> ○ An isolation room will be utilized for students experiencing symptoms of COVID-19 ○ WMS/WHS Isolation Room- Sick Room ● All sick students will need to be picked up and taken home ASAP
5 Hygiene Steps TEACH & MODEL Daily	<ul style="list-style-type: none"> ● Morning Meeting/SEL time- daily focus on 5 steps <ul style="list-style-type: none"> ○ Teach and MODEL all day, everyday ○ Face covering required for all as per State Mandate ○ SEL lessons weekly per Sanford Harmony to continue to acclimate our students back into school and teach positive coping skills.

	 <p style="text-align: center;"> Stay home if you are sick Practice good hand hygiene Face coverings Physical distancing Cover your coughs and sneezes </p> <p style="text-align: center;">Signage will be posted in all rooms as well as in all commons areas.</p>
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| Parent Meetings
and/or
IEP Meetings | <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 Pam, Josh or Laurie <ul style="list-style-type: none"> ■ Pam/Josh will assign a meeting location |
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| Student
Engagement and
Attendance | <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 middle school office as soon as possible: 715-866-4282. ● Teachers will take accurate attendance for distance students for each class period. ● 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. |
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| Special Education
and Interventions | <ul style="list-style-type: none"> ● Students receiving pull-out special education services (including speech, OT, PT) will go to their designated resource rooms for services (per IEP) ● Only students receiving Tier 2 and Tier 3 interventions (Behavior or Academic) or SPED services will be leaving their classrooms during TT to get this intensive instruction <ul style="list-style-type: none"> ○ Interventionists and sped teachers will wipe down or spray down shared surfaces between groups ○ Avoid having shared materials as much as possible |
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